



BOROUGH OF PERKASIE

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SPECIAL EVENT PERMIT APPLICATION

WHAT IS A SPECIAL EVENT?

An event that, because of its nature, interest, location, promotion, or any combination of similar influences, is expected to draw a large number of people, proposed to be held on

- public property, or
- on private property but impacting public property or roadways, and/or requiring the use of public support services,

for the purpose(s) of entertainment, celebration, amusement, cultural recognition, arts and craft displays and/or sales, special sport competitions, or similar activities generally considered recreational in nature.

WHAT GETS REVIEWED BY THE BOROUGH?

The purpose of the Borough staff review is to provide a mechanism which will allow the Borough to plan, evaluate the feasibility of any special event, to establish terms and conditions within which the event may be safely conducted, and to allow the applicant and event planners to plan and manage the event.

APPLICATION:

A completed Special Event Permit application and the application fee are due no later than 90 days before the proposed event. The application should be submitted with a Certificate of Insurance and any other attachments noted on the application form.

After receiving a completed application with fee, the Borough will conduct an initial review and tentatively reserve the requested location and date.

Applications for large, multi-site or complex events may require a meeting with the applicant to discuss the application.

WHO REVIEWS & APPROVES THE APPLICATION?

Borough staff review may include these and other personnel at the direction of the Borough Manager:

Borough Manager / Assistant Borough Manager

Police Chief

Fire Chief

Public Works Director

Electric Supervisor

Parks & Recreation Director

Emergency Management Coordinator

RESPONSIBILITIES OF STAFF REVIEW:

Staff members participating in the Borough staff review are tasked with reviewing, evaluating and recommending the approval or denial of the application to the Borough Manager. The review also recommends any particular terms & conditions and Borough services required to safely run the event and estimates the cost of services to the applicant. Observations and recommendations noted during the staff review, and the cost estimates will be communicated promptly to the applicant.

The applicant may wish to make modifications to the event permit application before it is submitted to Borough Council with Borough staff recommendations.

Ultimately, the staff review will result in a recommendation to Borough Council to approve or deny the Special Event permit application. Borough Council will vote on the application at a Borough Council meeting, and their decision is final. The decision will be communicated in writing to the applicant within 5 days of the Borough Council meeting. Any fees due will be indicated in the approval letter; fees must be paid in full 5 days before the scheduled event.

BOROUGH RESPONSIBILITY:

The Borough is responsible for determining whether a Special Event can be safely and properly held, and for the terms & conditions under which an approved event may be conducted. The Borough is responsible for reviewing the application and timely communication with the applicant. The Borough will provide Borough services and equipment to the applicant as agreed during the review and approval process. The Borough reserves the right to invoice the applicant for additional services provided during the event if they become necessary to ensure the safety of participants.

FEE WAIVERS:

Some organizations and events are eligible for consideration of a fee waiver. A letter detailing the request should accompany a completed Special Event Permit application. A request does not guarantee that a waiver will be approved.

