



# BOROUGH OF CONSHOHOCKEN

## Special Event Application

January 1, 2020

Stephanie Cecco  
Borough Manager

All special events taking place within the Conshohocken Borough must be approved by the Conshohocken Borough Administration and/or Borough Council. Prior to completing this application please read the Special Event Guidelines, located on the Borough website at [www.conshohockenpa.gov](http://www.conshohockenpa.gov). All applications will be reviewed by Borough Administration to determine the impact, challenges, considerations, and/or additional requirements to ensure the safety of both the attendees and Conshohocken Borough residents.

APPLICANT/EVENT SPONSOR	
<b>Organization</b> <i>Must match certificate of insurance</i>	
<b>Applicant/ main point of contact</b> <i>Must be on site day of the event</i>	
<b>Address</b>	
<b>Contact Information</b>	Cell: _____ Email: _____
<b>Additional Points of Contact:</b> <i>Please list names, cell phone numbers, and email addresses of any additional event organizer(s) authorized to correspond with the Borough on your behalf</i>	Name: _____ Cell: _____ Email: _____
	Name: _____ Cell: _____ Email: _____

EVENT INFORMATION:	
<b>Event Type:</b>	<input type="checkbox"/> Run/Walk <input type="checkbox"/> Concert <input type="checkbox"/> Fair/ Festival <input type="checkbox"/> Parade <input type="checkbox"/> Block Party <input type="checkbox"/> Rally <input type="checkbox"/> Park Clean Up/ Service Project <input type="checkbox"/> Other:
<b>Event Title:</b>	
<b>Event Date(s):</b>	<i>Rain Date:</i>
<b>Time(s) of Event:</b>	
<b>Location:</b> <i>Event requests for use of a Conshohocken Borough Park will also require the applicant to complete a park permit</i>	<input type="checkbox"/> A-Field <input type="checkbox"/> B-Field <input type="checkbox"/> Fayette Street <input type="checkbox"/> Sutcliffe Park <input type="checkbox"/> Other: _____ <input type="checkbox"/> Staging Area(s)-list:
<b>Set Up &amp; Breakdown Details:</b> <i>Include date(s) &amp; time(s)</i>	Set Up Date(s): _____ Time(s): _____ ----- Breakdown: Date(s): _____ Time(s): _____

EVENT PROPOSAL & DESCRIPTION
Please attach a description of the overall scope of the event, which includes: all set-up and breakdown plans, timeline of activities, requested services from the borough or other third parties, an event diagram/ map that depicts any temporary structures, first aid stations, sanitary facilities, entry control, food beverages areas, and parking arrangements, etc.

**ADDITIONAL INFORMATION**

- 1. Is this the first time the sponsoring organization will be hosting the event at this location?.....Yes No
  - a. If **NO**, does it differ from previous years?.....Yes No
  - b. If **YES**, please describe in the event proposal & description.

2. Estimated Attendance: Volunteers: \_\_\_\_\_ Attendees: \_\_\_\_\_ Total: \_\_\_\_\_

3. Last year's attendance (if applicable): \_\_\_\_\_

- 4. Will the event will be open to the public?.....Yes No
  - a. Is the event free to the public?.....Yes No
  - b. If **NO**, what is the cost of admission? Cost per ticket: \_\_\_\_\_

- 5. Will you require road closures?.....Yes No
  - a. **\*Note: All organized 5k runs/walks must use a pre-approved course given by the Borough of Conshohocken. No other race route(s) will be permitted.**

6. Do you anticipate traffic interruptions?.....Yes No

- 7. Will this event be mobile, such as a parade, or involve pedestrian/vehicular circulation of any kind along streets, walkways, trails, etc.?.....Yes No
  - a. If **YES**, please describe in the event proposal & description. Include a detailed map of the proposed route, indicating direction of travel.

- 8. Will items or services be sold or given away at the event?.....Yes No
  - a. If **YES**, additional documents required. All vendors, businesses and/ or organization(s), etc., approved by the applicant to participant in the event must sign an indemnity waiver form, which holds harmless the Borough of Conshohocken. This form can be obtained through the Borough. A final list of all approved vendors, and their signed forms must be submitted to Conshohocken Borough no later than one (1) week prior to the event.

- 9. Will food be prepared and sold on site? This includes food trucks, carts, tents, etc .....Yes No
  - a. If **YES**, additional documents required. A maximum of three (3) food vendors (any person or business selling and preparing hot food on site) are permitted during special events. Food vendors must complete a Food Truck License Application through Conshohocken Borough, pay a \$100 fee and be compliant with all of the Montgomery County Health Department Regulations. Food vendors are not permitted to be located in front of another Conshohocken Borough business that also sells food and beverages. The Borough of Conshohocken must approve the placement and location of all food vendors.

b. List the three (3) food vendors approved by the application to sell and prepare food during your event:

- i. Food Vendor 1: \_\_\_\_\_ Type of food sold: \_\_\_\_\_
- ii. Food Vendor 2: \_\_\_\_\_ Type of food sold: \_\_\_\_\_
- iii. Food Vendor 3: \_\_\_\_\_ Type of food sold: \_\_\_\_\_

c. If **YES**, specify how the food will be cooked on site:

- i. Gas/ Propane
- ii. Electric
- iii. Charcoal
- iv. Other (specify) \_\_\_\_\_

d. List the requested location of food vendor(s) placement:

\_\_\_\_\_

10. Will any Conshohocken Borough businesses be selling and preparing food and/or beverages outside the boundaries of their place of business during your event?.....Yes No
- a. If **YES**, applicant must submit a final list of those businesses and a copy of their food license. Please also include the time, and location they will be selling and preparing food.
- b. **\*Note:** *Conshohocken businesses selling food and beverages are permitted to participate in special events without charge and are not restricted to a number limit. A copy of their FOOD license must be submitted to the Borough. All businesses must be compliant with PLCB laws if selling alcohol.*
11. Do you intend to sell alcoholic beverages?.....Yes No
- a. **\*Note:** *Alcohol is not permitted in Conshohocken Borough parks or facilities. No alcohol will be permitted without prior written approval from Conshohocken Borough Council. LCB Special occasion permit applications are available by calling the Board's Licensing Information Center at (717) 783-8250 or by logging onto [www.lcb.stat.pa.us](http://www.lcb.stat.pa.us), clicking on "Licensing," the "Special Permits" and then choosing the special occasion permit packet. The application must be made 30 days prior to the event and the Police Department must be notified of the times and place(s) where alcohol will be served.*
12. Will you be using amplified sound?.....Yes No
- a. If **YES**, what time will the amplified sound occur? \_\_\_\_\_ to \_\_\_\_\_
13. Will musical entertainment such as a band or DJ be used during the event?.....Yes No
- a. If **YES**, all third party bands and/or music entertainment companies must sign an indemnity waiver, which holds harmless the Borough of Conshohocken. The Borough waiver forms was included in the Special Event Application Packet. Applicant must also submit a list a final list of all approved third party event participants along with all other applications requirements.
14. Are you requesting use of electricity? .....Yes No
- a. If **YES**, please describe all electrical needs, including the amount of voltage required in overall event description attachment.
- b. **\*Note:** *depending on electrical needs, Conshohocken Borough may need to contract services from a third party. All third party service fees will be charged back to the applicant.*
15. Will you be using amplified sound?.....Yes No
- a. If **YES**, what time will the amplified sound occur? \_\_\_\_\_ to \_\_\_\_\_
16. Will you be using a stage of any kind?.....Yes No
- a. If **YES**, please list the dimensions of the stage: \_\_\_\_\_
- b. Where will the proposed stage be located? \_\_\_\_\_
- i. Proposed stage location(s) must be specified in the event layout diagram.
17. Will tents or canopies be erected?.....Yes No
- a. If **YES**, list the company providing services: \_\_\_\_\_ N/A
- b. # of tents: \_\_\_\_\_ How large? \_\_\_\_\_ # of hours they will be erected: \_\_\_\_\_
- c. Where will they be located? \_\_\_\_\_
- i. Tent placement should be specified in the event layout diagram
- d. How will they be installed or secured in place? \_\_\_\_\_
- e. When will they be delivered/ picked up? Specify times and dates below:
- i. Delivery Date/ Time: \_\_\_\_\_
- ii. Pick Up Date/ Time: \_\_\_\_\_
18. Will there be any inflatables, moon bounces or similar devices?.....Yes No
- a. Please list the name of the company that will be providing services in the overall event description, and include the proposed placement of all inflatable devices in the event layout diagram.
- b. **\*Note:** *Conshohocken Borough requires the event applicant to provide trained attendants to manage all inflatable devices during event.*
19. Will generators be used during the event?.....Yes No
- a. If **YES**, how many? \_\_\_\_\_
- b. Please include where you proposal to place all generators in the overall event description.
- c. **\*Note:** *generators must be clearly marked and will be inspected the day of the event.*

20. Will animals be part of your event in any way? .....  Yes  No  
 a. **\*Note:** Some Conshohocken Borough parks do not permit animals. Animals will not be permitted unless prior written approval is granted by Borough Council.
21. Will there be raffle, prizes, bingo, or money awarded on site? .....  Yes  No  
 a. If **YES**, please describe plans for secure transfer of monies being collected. Please include in overall event description attachment. Applicant must comply with any and all licensing requirements and provide the license to the Borough prior to event approval.
22. Will portable restrooms be on site? .....  Yes  No  
 a. How many regular? (1 for 200 people is required): \_\_\_\_\_  
 b. How many handicap accessible? (10% of total portable restrooms is required): \_\_\_\_\_  
 c. When will they be delivered/picked up?  
 i. Delivery Date: \_\_\_\_\_  
 ii. Pick Up Date: \_\_\_\_\_  
 d. Where will they be located? \_\_\_\_\_
23. Will additional trash and recycling receptacles be needed for the event? .....  Yes  No  
 a. How many? \_\_\_\_\_  
 b. Please note: the Borough does not provide disposable trash/recycling receptacles.
24. Are you requesting on site trash and recycling management by Borough staff during the event? .....  Yes  No  
 a. Additional fees will apply. Applicant will be invoiced. Depending on event, staff may be required.  
 b. **\*Note:** The applicant/ event organizer(s) is responsible for properly disposing of waste, trash, and recycling throughout the term of the event and immediately upon the conclusion of the event. The area must be returned in the same condition it was found prior.
25. Do you plan to provide internal security, or by a third party provider? .....  Yes  No  
 a. How many security guards? \_\_\_\_\_  
 b. Hours will they be on site for the event? \_\_\_\_\_
26. Will you need Conshohocken Police assistance during the event? .....  Yes  No  
 a. How many? \_\_\_\_\_  
 b. Number of hours needed? \_\_\_\_\_ Time frame: \_\_\_\_\_  
 c. Additional fees apply. Applicant will be invoiced. Depending on event, police may be required.
27. Will barricades be required for crowd control or street closures? .....  Yes  No  
 a. How many will be needed? \_\_\_\_\_  
 b. Where will they be placed? \_\_\_\_\_
28. Do you have plans for accessibility for individuals with disabilities? .....  Yes  No  
 a. Include in overall event description attachment.  
 b. **\*Note:** the applicant is responsible to comply with all federal disability access requirements as established by the Americans with Disabilities ACT (ADA).
29. Will the event take place anytime during the night? .....  Yes  No  
 a. If **YES**, please describe plans in overall event description attachment for lighting during and surrounding the event to ensure safety of participants and spectators.
30. Will ambulance assistance be needed? .....  Yes  No  
 a. How many? \_\_\_\_\_ # of hours needed? \_\_\_\_\_ Time frame: \_\_\_\_\_  
 b. Contact Narberth Ambulance at (610) 645-7770 for service and fees. Ambulance may be required, depending on the scope of the event.
31. Will shuttle services be used during the event? .....  Yes  No  
 a. If **YES**, specify the shuttle route and parking plans in overall event description attachment.

32. Are there plans for handicap accessible parking? .....  Yes  No  
 a. If YES, specify plans in overall event description attachment.
33. Are you requesting use of any Borough of Conshohocken owned parking lots?.....  Yes  No  
 a. If YES, please list all parking lots:  
 \_\_\_\_\_  
 b. **\*Note:** Applicant must obtain written permission from private parking lots, and meet insurance requirements as permitted by owners if they wish to use for their event.
34. Will residents, businesses, etc. be impacted by your event in any way?.....  Yes  No  
 a. If YES, include all mitigation plans for impacted residents and businesses in the overall event description attachment. Please also include all messaging content that will be distributed.
35. What methods of advertising will you use to promote the event:  
 a.  Social media  
 b.  Sponsor/ organization website  
 c.  Flyers - flyers cannot be posted to Borough utility or light poles.  
 d. **Please note: the applicant must receive written approval by the Borough of Conshohocken to hold their event prior to advertising. All forms of advertising must be approved by the Borough of Conshohocken.**
36. Will there be live media coverage during the event?.....  Yes  No  
 a. If YES, what media outlets will be present, and during what times?  
 \_\_\_\_\_

**INSURANCE REQUIREMENTS**

Before final approval is granted, the applicant may be required to provide a current certificate of general liability insurance including bodily injury, and property damage in the amount of \$1,000,000 per occurrence and aggregate of \$2,000,000, naming the Borough of Conshohocken, 400 Fayette Street, Suite 200, Conshohocken, PA 19428, as an additional insured. The insurance provided shall save, defend, keep harmless and indemnify the Borough of Conshohocken and its appointed and elected officials, officers, servants, agents and employees from and against any and all costs and liability, including all attorneys’ fees, however, caused, resulting from or arising out of or in any way connected with Applicant’s activities or use of the Fields and Borough Property. The Borough of Conshohocken reserves the right to request a copy of the entire insurance policy and to demand additional insurance as warranted by your event.

**HOLD HARMLESS/INDEMNITY AGREEMENT:** To the fullest extent permitted by law, the applicant shall indemnify and hold harmless the Borough of Conshohocken, its agents and employees from and against all claims, damages, losses and expenses including but not limited to attorney’s fees, arising out of or resulting from the event, regardless of whether such claim, damage, loss or expense is caused, in whole or in part, by the indemnified hereunder, unless any such claim, damage, loss or expense is caused by the gross negligence or willful misconduct of the Borough, or anyone directly or indirectly employed by the Borough, or anyone for whose acts the Borough is liable. Such obligation shall not be construed to negate or abridge, or otherwise reduce any other right or obligation of indemnity, which would otherwise exist as to any party or person, described in this paragraph.

By signing below, I certify that the information contained in the above application is true and correct to the best of my knowledge, which I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event application and guidelines as set forth by the Borough of Conshohocken. Furthermore, I acknowledge that I have read and understand the above Hold Harmless and Indemnity Agreement. I fully understand that "THIS IS A RELEASE" and further agree to abide by the rules above.

The undersigned applicant also agrees that as the sponsor of the group/activity, he/she will be personally responsible for any violation of the Special Events Guidelines, and the Borough Park & Facility Rules and Regulations as well as any additional site regulations provided by the Borough of Conshohocken. Any violations of these rules will result up to a \$1,000 fine.

Organization Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICATION CHECK SHEET**

Description	Required		Submitted	
	Yes	No	Yes	No
1. Completed & Signed Application.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Application Fee (\$25).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Overall Event Description Proposal ( <i>attachment</i> ).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Event Site Layout ( <i>attachment</i> ).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Certificate of Insurance.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Signed Indemnity Waivers.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Inclement Weather Plan.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Shuttle/ Parking Plan.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Mitigation Plan.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Moving Route Plans ( <i>parade or race, etc.</i> ).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Road Closure Requests.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**OFFICE USE ONLY**

**Additional Permits Required:**

Other:  
Other:

**Borough Approvals:**

**BOROUGH MANAGER** (*Stephanie Cecco, Borough Manager*)

- Approved: The above application was reviewed and approved.
- Denied: The above application was reviewed and denied for the following reason(s):

**POLICE DEPARTMENT** (*George Metz, Chief of Police*)

- Approved: The above application was reviewed and approved.
- Denied: The above application was reviewed and denied for the following reason(s):

**PUBLIC SERVICES DEPARTMENT** (*Ray Sokolowski, Executive Director of Operations*)

- Approved: The above application was reviewed and approved.
- Denied: The above application was reviewed and denied for the following reason(s):

**FIRE MARSHAL** (*Tim Gunning, Fire Chief*)

- Approved: The above application was reviewed and approved.
- Denied: The above application was reviewed and denied for the following reason(s):

**EMERGENCY MANAGEMENT** (*Ray Sokolowski, Executive Director of Operations*)

- Approved: The above application was reviewed and approved.
- Denied: The above application was reviewed and denied for the following reason(s):

**RECREATION SERVICES DEPARTMENT** (*Lauren Irizarry, Director of Recreation Services*)

- Approved: The above application was reviewed and approved.
- Denied: The above application was reviewed and denied for the following reason(s):

**Borough Council Approval:**

**Agenda Request submitted for review and vote on** \_\_\_\_\_

- Approved: The above application was reviewed and approved.
- Denied: The above application was reviewed and denied for the following reason(s):

**TOTAL COSTS: (as approved by department head and includes any damages post-event)**

Administration: \$ \_\_\_\_\_  
 Police Services: \$ \_\_\_\_\_  
 Public Services: \$ \_\_\_\_\_  
 Emergency Management: \$ \_\_\_\_\_  
 Fire Department: \$ \_\_\_\_\_  
 Recreation Services: \$ \_\_\_\_\_  
**Total cost to be invoiced: \$ \_\_\_\_\_**