

**STRASBURG BOROUGH  
SPECIAL PUBLIC EVENTS PERMIT APPLICATION**

Approval of Special Events in the Borough of Strasburg is required before plans are finalized and publicity is released. Please submit this form at least thirty (30) days prior to the event.

*All permitted special events that are open to the public will be posted on the Police Department's web site calendar and Facebook page as public information. If you do not want your or your organization's contact names, telephone numbers, or e-mail addresses to be made public in this way, please indicate by checking the box below.*

Please DO NOT publicize contact information for this event.

Applicant/Organization \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Name/Purpose of Event \_\_\_\_\_

Detailed Description of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Event \_\_\_\_\_

Alternate Location (if inclement weather) \_\_\_\_\_

Day of Week \_\_\_\_\_ Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Alternate \_\_\_\_\_

Does the event require closing streets? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which street(s)? \_\_\_\_\_

**(Form continued on other side)**

Strasburg Borough Special Events Permit Application

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1. You and/or your organization are required to have insurance to cover liability. Please attach a copy of your Certificate of Insurance [“ACORD” certificate] listing the Borough of Strasburg as an Additional Insured. Contact your insurance agent or provider for assistance in obtaining this form.
2. Is the public invited? Yes \_\_\_\_\_ No \_\_\_\_\_ Expected attendance? \_\_\_\_\_
3. Does your organization have persons to park vehicles? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Does your organization have comfort stations for the public? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Has your organization made arrangements for Fire Company, Ambulance, etc.? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Will your organization be distributing literature? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach samples of all literature.
7. Will the event use a public address system or amplified music? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, there may be restrictions on start time and end times.
8. Will food or beverage be served? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, all PA Department of Agriculture regulations must be complied with.
9. Will alcohol be served? Yes \_\_\_\_\_ No \_\_\_\_\_
10. Has your organization notified the neighbors of the event? Yes \_\_\_\_\_ No \_\_\_\_\_

Any additional costs incurred by the Borough of Strasburg to provide services will be billed to the sponsoring organization.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**Borough staff to calculate fees:**

ACTIVITY FEE:		\$ _____
POLICE COVERAGE FEE	___ hours @ \$_____ per hour	\$ _____
ROAD CLOSING FEE		\$ _____
TOTAL		\$ _____

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APPROVED BY BOROUGH

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Title

Additional Conditions? No \_\_\_\_\_ Yes \_\_\_\_\_ (see below...)