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 website 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)

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 on-site? Yes _____ No _____ If yes, liability insurance **must** include host liquor coverage.
10. Has your organization notified the neighbors of the event? Yes _____ No _____
11. Signs for your event must be removed at the close of your event!

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

Accord Liability Insurance Certificate ☐

Additional Conditions - No ☐ Yes ☐ if yes, see below

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