

Borough of Middletown

Special Event Permit Application

NOTE: This application is for persons requesting approval to hold a Special Event wherein alcoholic beverages will be consumed from an open container in a park or upon a street or parking area within the Borough or upon the property of another open to public use.

Applicant Name: _____

Applicant Address: _____

Applicant Phone/Email: _____

Relationship to Business: _____

Business Name: _____

Business Address: _____

Business Phone Number: _____

Description of Event: _____

Location of Event: _____

Date of Event: _____

Duration of Event: **From** _____ **To** _____

Please complete and submit the information below:

- Proof of licensure and/or permit by the Pennsylvania Liquor Control Board authorizing the sale and consumption of alcoholic beverages at the proposed location.
- Proof of certification from an alcohol service program (*e.g.*, RAMP) for all individuals serving alcoholic beverages and individuals checking IDs at the Special Event.
- Certificate of liability insurance in the amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate and identifying Additional Insureds as described below.
- A detailed description and photograph of the barrier to be used at the event location.
- If a PENNDOT street closure is being requested, proof of completion of the PENNDOT form.

A permit application is required for each special event and permits issued do not cover multiple special events.

This is to certify that I, _____, the Applicant, have read the Alcoholic Beverages Provisions as set forth in Chapter 98, Article II Open Containers (as amended), I desire to obtain a Special Event Permit and I acknowledge and agree to comply with the permit requirements.

The following requirements must be agreed to in order for a permit to be issued as well as continued compliance with the requirements for the duration of any permit issued:

1. A Special Event operating pursuant to a Special Events Permit shall only operate between the hours of 10:00 a.m. and 10:00 p.m. unless another time is specifically authorized by the Borough.
2. The applicant shall be responsible for all costs related to the Special Event, including but not limited to, police coverage, emergency services, trash pickup/disposal, traffic control, portable restroom facilities, insurance coverage and other measures or Borough services required or requested for the health and safety of persons attending the Special Event.
3. A nonpermanent secure barrier shall be used to separate the Special Event area from areas that have not been approved for the Special Event and the presence of alcoholic beverages and open containers of same.
4. Any sign placed in the Special Event area must meet the requirements of Chapter 260, Zoning, Article XVII, Signs, of the Code of the Borough of Middletown, if applicable.
5. The Special Event area shall be maintained in a clean manner and following the conclusion of the Special Event, promptly returned to a condition that is free of all trash and debris.
6. The applicant agrees to comply with all laws, rules and regulations adopted by and requirements imposed by the Pennsylvania Liquor Control Board as it relates to the Special Event, including but not limited to, the sale and service of alcohol, access and admission to the Special Event and admission charges.

7. The applicant and all of its agents, contractors and employees working the Special Event shall be responsible for ensuring that no individual under the age of 21 partakes in the consumption of alcoholic beverages at the Special Event and all violators shall be removed and barred from the Special Event.
8. The holder of a permit to operate a Special Event shall control the crowd and noise created by the operation of the Special Event, including but not limited to, the conduct of patrons, or any other disturbances prohibited by Chapter 185, Noise, Article I, Noise Disturbances, of the Code of the Borough of Middletown.
9. Alcoholic beverages served in the Special Event designated area shall not be transported outside of the designated area.
10. No alcoholic beverage shall be consumed directly from its original bottle, can, carton or other original packaging.
11. The applicant shall have a copy of the approved permit available for inspection at the Special Event.
12. Failure to comply with the requirements of Chapter 98, Alcoholic Beverages, Article II, Open Containers, the above requirements, and any other provisions of the Borough Code incorporated herein or authorized by Borough Council, may result in the revocation of a permit by the Borough. The Borough may revoke a permit at any time without cause.
13. Special Event permits are not transferrable. Changes in ownership, operation or responsible party for the Special Event require reapplication for a permit.
14. Applicant shall maintain general liability coverage and other appropriate insurance with companies authorized to do business in the Commonwealth of Pennsylvania insuring against any and all claims which may arise out of the Special Event. The minimum level of such coverage shall be \$1,000,000 per occurrence and \$3,000,000 in the aggregate. Applicant shall forward a Certificate of Insurance endorsed to include the Borough of Middletown, its employees, elected officials and appointed officials as Additional Insureds within five days of approval of the permit by Borough Council.

15. Applicant agrees to defend, indemnify and save harmless the Borough of Middletown and all of its elected officials, appointees and employees and Borough of Middletown Police Department from any and all loss, liability, damages or judgments resulting from any claims made against any of them by reason of, or in connection with, operation of a Special Event, including but not limited to, all claims for damage to property, or injury to or death of persons. I waive any loss or damage (direct or inconsequential) that may arise from the application of the provisions of the Borough of Middletown Code Chapter 98, Alcoholic Beverages and/or the regulations adopted as amended from time to time, and/or any condition or requirements applied or imposed by the Borough in connection with the Special Event Permit.

I, _____, the Applicant, acknowledge that any and all documents submitted with this application may be subject to the Pennsylvania Right to Know Law (RTK) and copies of same may be made public in response to a request under the RTK Law or to Borough officials and I authorize the Borough to do so.

Applicant Signature: _____ Date: _____

A Special Event Permit issued pursuant to the Borough Code shall not be subject to the prohibition on open containers of alcoholic beverages under Chapter 98, Alcoholic Beverages, Article II, Open Containers, of the Code of the Borough of Middletown.

Submit this application along with the required documents to: Borough of Middletown, 60 W. Emaus St., Middletown, PA 17057 Attn: Borough Secretary

_____ OFFICIAL USE ONLY BELOW LINE _____

NOTE: This request form will be forwarded to the appropriate party(s) for review and disposition. You will be contacted regarding the final disposition.

PERMIT: Approved Denied Date Applicant Informed _____

 COUNCIL APPROVED - Date _____