

# Borough of Middletown

## Special Request Application

**NOTE:** This application is to be used for persons requesting Temporary No Parking Requests; Temporary placement of dumpsters on Borough streets; Encroachment onto public sidewalks; Temporary Road Closures, Special Events on Borough property, etc.

**Applicant name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Contact info. - ph.# and/or email** \_\_\_\_\_

**Description of request** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location of / for request** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Duration of request (from)** \_\_\_\_\_ **to** \_\_\_\_\_

**Need Police Presence:**  Yes  No      **Number of Officers Needed:** \_\_\_\_\_

- Certificate of liability insurance in the amount of \$1,000,000 per occurrence may be required identifying Additional Insureds as described below.
- If a PENNDOT street closure is being requested, proof of completion of the PENNDOT form.
- 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.
- 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.
- 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.

