



# Borough of Middletown Community Event Application

**This application MUST be submitted 45 days prior to Event Request to request the following:**

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Organization (If Applicable):** \_\_\_\_\_

**Purpose of Request:**

\_\_\_ Parade (*Detailed Itinerary & Route Map Must Be Submitted*)

\_\_\_ Other (*Describe*): \_\_\_\_\_

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

**Date(s) of Request:** \_\_\_\_\_

**Set-up and Clean-up Time Duration:** \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

**Start of Parade/Event Time:** \_\_\_\_\_ **End of Parade/Event Time:** \_\_\_\_\_

**List Location(s) of Community Event Request (See Attached Borough Street Map):**

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

**List Location(s) of Street-Sidewalk Requests (See Attached Borough Street Map):**

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



**This section is to be used for Community Events requesting Borough assistance.**

*(State Road Closures Require PENNDOT Permits & Approval)*

- Temporary Closures on Borough Streets
- Temporary No Parking Requests

- Temporary Closures on Public Sidewalks
- Community Events on Borough Property

**Police Presence:** \_\_\_ Yes \_\_\_ No

**Total Officers Needed:** \_\_\_\_\_

Police Use: \_\_\_ Traffic Control \_\_\_ Crowd Control \_\_\_ Escorting \_\_\_ Security \_\_\_ Other (Explain Below):

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**Other Borough Services Requested? Explain:** \_\_\_\_\_

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**PLEASE READ & CHECK EACH BOX AGREEING WITH THE FOLLOWING:**

- The applicant shall be responsible for all costs and service coordination related to the Event, including but not limited to, police coverage, any 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 Event.
- The Event area shall be maintained in a clean manner and following the conclusion of the Event, promptly returned to a condition that is free of all trash and debris.
- The holder of a permit to operate an Event shall control the crowd and noise created by the operation of the 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.
- Events may require meeting with appropriate Borough Department Supervisors.

**THE FOLLOWING MAY NEED TO BE SUBMITTED IN ORDER TO COMPLETE THIS APPLICATION:**

- Certificate of liability insurance in the amount of \$1,000,000 per occurrence may be required identifying additional insureds.
- If a PENNDOT street closure is being requested, you must submit proof of completion of the PENNDOT form.

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

**A penalty under this article, upon conviction for violation, shall be sentencing the violator to pay not less than \$100 nor more than \$600 for each day the violation continues, and costs, and, upon refusal to pay the same, to be imprisoned for not more than 30 days. Code Sec. 235-39**

### **Waiver of Claims and Indemnification Agreement**

As consideration for the permission granted me to utilize the Borough owned facilities identified above, I fully and forever release and forever discharge the Borough, any Borough-related group or entity, and their respective elected officials, members, officers, and employees, insurers, attorneys, and all persons acting by, through, under or in concert with them or any of them (hereinafter individually and collectively referred to as "Released Parties"), from any and all liability or claims of any nature whatsoever, known or unknown, suspected, fixed or contingent, including, without limitation, liability from the negligence of the Released Parties, that I may have in the future, in connection with, or resulting from, my use of such facilities or on any property owned, leased, controlled or operated by any of the Released Parties.

Furthermore, I agree to defend and indemnify the Released Entities from and against all claims, losses, costs, and damages whatsoever, including but not limited to attorneys' fees and costs, arising out of or attributed to, in whole or in part, the use of the facilities/property identified above. I agree to indemnify the Borough against such claims, whether based upon contract, tort, or any other legal theory, or any applicable state or federal statute. This indemnification agreement is binding upon me to the fullest extent permitted by law, regardless of whether any of the Released Entities indemnified hereunder are responsible in whole or in part for the claims, damages, losses, or expenses for which the Agency is obligated to provide indemnification and defense.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**SUBMIT TO:  
Borough of Middletown  
Attn: Borough Secretary  
60 W. Emaus Street  
Middletown, PA 17057**

\_\_\_\_\_ **OFFICIAL USE ONLY** \_\_\_\_\_

**RESERVATION:**     **Confirmed**     **Denied**    Date Received Application: \_\_\_\_\_  
Date Applicant Informed: \_\_\_\_\_

Requests for Sales during events held in public places (*Code Sec. 195-4.D.1.a*) and road closures for special events/maintenance are dispositioned by Borough Council. (*Code Sec. 252-5*)

NOTES: \_\_\_\_\_  
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