

BOROUGH OF NEW HOPE

123 New Street, New Hope, PA 18938 ● Phone 215-862-3347 ● Fax 215-862-8022

SPECIAL EVENT APPLICATION SUMMARY

This package contains the forms required for your Special Events Application to New Hope Borough. Adherence to these instructions and checklist will assure expedited submission.

Additional forms may be required, in accordance with the type of event.

Please print **SINGLE SIDED** documents for submission.

For guidance and application submission, please contact:

JoAnn Connell

215-862-3347

Sr. Administrative Assistant

New Hope Borough

✓	<u>APPLICATION FORMS INCLUDED</u>
	Special Event Permit Application
	Special Events Insurance Requirements
	Insurance and Indemnification Agreement
	Affidavit – Providing Proof of Notification for A Special Event
	Temporary Tent or Membrane Structure Permit Application (if applicable)
	Contract for Extraordinary Law Enforcement Services (if applicable)
	Document Checklist for Event Application Submission

✓	<u>FEES</u>
	Special Events Application Form and Fee. <i>See fee schedule - Section 12-D "Miscellaneous" / "Special Event Permit Application"</i>
	Temporary Tent Application Fee. (if applicable) <i>See fee schedule – Section 6-B "Fire Safety Permits" / "Temporary Membrane Structures & Tents"</i>

The fee schedule can be found on the Borough website:

<https://www.newhopeborough.org/DocumentCenter/View/553/2021-Fee-Schedule>

BOROUGH OF NEW HOPE

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SPECIAL EVENT PERMIT APPLICATION

Applicant and Sponsoring Organization Information

Applicant / Sponsoring Organization: _____

Address: _____

Telephone: _____ Mobile Phone: _____

Email Address: _____

Chief Officer of Sponsoring Organization: _____

On Site Contact:
Name: _____ Telephone: _____

Event Information:

Type of Event:

- Run Bike Tour Concert Sports Event/Tournament
- Parade Bike Race Fair / Festival Walk
- Other / Details: _____

Event Title: _____

Event Date: _____ Alternate Date: _____

Location / Staging Area: _____

Event Hours: _____

Set Up/Assembly Date: _____ Hours: _____

Take Down/Dismantle Date: _____

Estimated Number of Event Participants / Volunteers: _____

Estimated Number of Spectators: _____

Event Description:

Attach a detailed description of the event and, if applicable, **the written permission of the property owner(s)**, including a **site map or plan** showing all locations for event activities and structures, such as tents, food concessions, vendors, etc.

The plan should also show adequate fire lanes to allow for safe ingress and egress of emergency services vehicles. In addition, the site plan or map should show the locations for the following:

- Lighting Facilities (if a night event)
- Tables and Chairs
- Generators and Power Sources
- Booths, Exhibits, Displays and Enclosures
- Scaffolding, Bleachers, Platforms and Stages
- First Aid Facilities and Ambulances
- Fencing Barriers and Barricades
- Canopies and Tents
- Vehicles and Trailers
- Other Related Event Components

If food will be cooked on site, please specify the method:

Gas / Propane Electric Charcoal Other (Specify):

Number of Portable Toilet Facilities to be provided:

_____ (One (1) is required for every 200 people)

Number of ADA Accessible Toilet Facilities to be Provided:

_____ (Ten Percent (10%) of total portable toilets must be ADA accessible)

Attach a detailed description of the **waste management and recycling plan** for the event. The Borough does not provide sanitation services for special events. The applicant is responsible for the disposal of solid waste throughout the period of the event. The event location(s) must be returned to a clean, pre-event condition. The Borough may require a refundable sanitation escrow from the applicant to ensure clean-up of the site(s) within 24 hours following the completion of the event.

Attach a detailed **ADA Accessibility Plan** for this event.

Attach a detailed description of the **event parking and transportation / shuttle plan** for the event.

Attach a detailed description of **entertainment / attractions / or related activities**, including musical entertainment, amplified sound systems, inflatables or similar devices, special lighting and decorations, fireworks or pyrotechnics, etc.

Certification and Attestation:

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event as set forth by New Hope Borough and I understand that this application is made subject to the rules and regulations established by the Council of the Borough of New Hope. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event in New Hope Borough.

I, through the signing of this application, indemnify, hold harmless, and defend New Hope Borough and its agents, officials and employees from all suits and actions, including reasonable attorney's fees and all costs of litigation and judgment of every name and description against the Borough as a result of loss, damage, or injury to any person or property by reason of any action or omission by the event organizer.

Name of applicant: _____
(Print) (Signature)

Title: _____ **Date:** _____

**NEW HOPE BOROUGH
SPECIAL EVENT PERMIT INSURANCE REQUIREMENTS**

Insurance

1. The Applicant shall purchase and maintain throughout the event, including its set-up and clean up, commercial general liability insurance or its equivalent with minimum limits of:
 - \$ 1,000,000 each occurrence;
 - \$ 1,000,000 personal and advertising injury;
 - \$ 2,000,000 general aggregate; and
 - \$ 1,000,000 products/completed operations aggregate.

2. This commercial general liability insurance or its equivalent shall include coverage for all of the following:
 - a. Liability arising from premises and operations;
 - b. Liability arising from products and completed operations;
 - c. Contractual liability including protection for the Applicant from bodily injury and property damage claims arising out of liability assumed under this agreement;
 - d. Liability arising from the explosion, collapse, or underground (XCU) hazards;
 - e. Liability arising from athletic or sports participation (if an event at which athletic or sports participation will occur); and
 - f. Liability arising from bodily injury to spectators.

3. The Borough and the Borough's elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insureds on this commercial general liability insurance policy as respects the permitting of the event to be held by the Applicant within the Borough. Use of ISO form CG 2012, Additional Insured – State of Political Subdivisions – Permits, or its equivalent is required. Applicants are also required to name PennDOT as an additional insured on Applicant's commercial general liability policy, if a state highway is involved.

4. If any aircraft (helicopters, hot air balloons, fixed wing aircraft, drones) will be involved in the event in any way, the Applicant shall provide evidence that aircraft liability insurance or its equivalent, with a minimum limit of \$1,000,000 per event, including its set-up and clean-up.

5. If the Applicant has any employees, the Applicant shall purchase and maintain throughout the event, including its set-up and clean-up, workers' compensation insurance or its equivalent with statutory benefits as required by any state or federal law, including standard "other states" coverage, and employers' liability insurance or its equivalent with minimum limits of:
 - \$ 100,000 each accident for bodily injury by accident;
 - \$ 100,000 each employee for bodily injury by disease; and
 - \$ 500,000 policy limit for bodily injury by disease.

6. The Applicant shall purchase and maintain throughout the event, including its set-up and clean-up, umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:

- \$ 2,000,000 per occurrence;
- \$ 2,000,000 aggregate for other than products/completed operations and auto liability; and
- \$ 2,000,000 products/completed operations aggregate

and including commercial general liability insurance on the applicable schedule of underlying insurance.

Indemnification

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other connected therewith, arising out of or connected to the Applicant's special event permit.

Waiver of Subrogation

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Borough and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's special event within the Borough or arising out of Applicant's operations within the Borough with respect to such event. The Applicant shall advise its insurers of the foregoing.

Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is within the Borough.

Applicant hereby agrees with the above requirements.

Event: _____

Event Date(s): _____

Sponsor: _____

Trade Name

By: _____

Authorized Signature /

Title

Date: _____

Insurance and Indemnification Agreement

Insurance

- a. Sponsor, at its own expense, shall procure, carry, and maintain on all of its operations, worker's compensation and employer's liability insurance covering all of its employees, public liability and property damage insurance, and automotive public liability and property damage insurance. Coverage limits shall be in accordance with the requirements listed below. Sponsors are required to name **New Hope Borough** as an additional insured on sponsor's General Liability policy. Sponsors are also required to name **PennDOT** as an additional insured on sponsor's General Liability policy, if a state highway is involved. Sponsor's insurance shall be primary.
- b. Sponsor shall provide to New Hope Borough, two (2) weeks prior to commencement of event, a certificate from the insurance company or companies that such insurance is in force and will not be canceled without thirty (30) days written notice to New Hope Borough.
- c. Required Limits shall be:

Minimum General Liability Coverage (Occurrence Basis):

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 General Aggregate

\$ 500,000 Any One Occurrence (Coverage A)

\$ 500,000 Any One Person or Organization (Coverage B)

Minimum Automotive Liability Coverage:

\$500,000 Each Accident (written on a comprehensive basis)

Minimum Employers Liability Coverage (Coverage B on the Worker's Compensation policy):

\$100,000 Each Accident

\$100,000 Each Employee for Injury by Disease

\$500,000 Aggregate for Injury by Disease

Indemnification

To the fullest extent permitted by law, Sponsor shall defend, indemnify and hold harmless New Hope Borough, and its agents, consultants, employees, and officials (the Indemnities) from all claims for bodily injury and property damage that may arise from performance of the event held by the sponsor, the sponsors subcontractors or anyone employed directly or indirectly by them or by anyone for whose acts they may be liable.

Sponsor hereby agrees with above requirements.

Event: _____

Event Date(s): _____

Sponsor: _____

Trade Name

By: _____

Authorized Signature / Title

Date: _____

AFFIDAVIT

PROVIDING PROOF OF NOTIFICATION FOR A SPECIAL EVENT

I, _____, do hereby certify that on _____
(Name) (Date)

I did notify, by _____,
(attach copy of type of notice, e.g. flyer, letter, etc.)

the property owners and businesses listed on the attached document or map, through the
United States Postal Service Regular Mail or by _____
(Method of Delivery)

of the special event entitled _____
(Name of Event)

scheduled for _____, between the hours of _____ and _____
(Date) (Start Time) (End Time)

in New Hope Borough, Bucks County, PA.

Event Sponsor / Coordinator

(Type or Print Name)

(Signature)

Sworn to and Subscribed before me this:

_____ Day of _____, 20__

(Signature Notary Public)

My commission expires _____

BOROUGH OF NEW HOPE

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Temporary Tent or Membrane Structure Permit Application

Property Address where structure will be located: _____

Location on the Property: _____

Installation Date: _____ Removal Date: _____
(If total time from construction to removal is greater than five (5) days, as separate zoning permit is required)

Property Owner:

Name: _____
Address: _____
Telephone Number: _____ Email: _____

Occupant of Structure: (Contact for occupant):

Name: _____
Address: _____
Telephone Number: _____ Email: _____

Temporary Structure Information *(Attach site plan, cut sheets for temporary structure, flammability certification and additional sheets if multiple structures)*

Dimensions: _____ ft. X _____ ft. Total Floor Area: _____ sq ft
Height: _____ ft.

Provided/Supplier of temporary structure:

Name: _____
Address: _____
Telephone Number: _____ Email: _____

Electrical hook-ups, lighting, or electrical equipment: _____ Yes *(Attach explanation)* _____ No
Cooking equipment: _____ Yes *(Attach explanation)* _____ No
Fire extinguisher(s); _____ Yes _____ No

Applicant: _____ Date: _____
(Signature)

Code Official: _____ Date of Approval: _____

Either party may terminate this Contract for any reason by giving the other party prompt notice of the intention to do so. This notification provision shall not prohibit New Hope Borough from immediately terminating this Contract or reassigning law enforcement personnel assigned to this Contract to other duties as emergencies may require.

This Contract shall be construed, governed, and enforced in accordance with the laws of the Commonwealth of Pennsylvania.

This Contract has no exhibits, contains all agreements, conditions, and understandings made between the parties and supersedes all prior written or oral agreements between them with respect to the matter discussed herein and requires New Hope Borough to abide by the following requirements:

- a. The Officer(s) assigned to a project will be an off-duty Officer(s) in full uniform, with a marked police car with all of the usual police equipment.
- b. The Officer(s) at the site will be under the command of their Commanding Officer. The Officer(s) will cooperate as much as possible with the Applicant, especially in terms of specific locations in which to set up, and will respond to reasonable requests.
- c. It is understood by the Applicant that the law enforcement duties of the Officer(s) take precedence over the services provided under this Agreement. Should an Officer(s) be called to active duty status, the Officer(s), although not required will make every effort to notify the Applicant and New Hope Borough will not be responsible for any incidents that occur while the Officer(s) is away from the event or activity. New Hope Borough will make every effort to ensure that the Officer(s) returns to the event or activity as soon as possible. Furthermore, the Applicant is not responsible for reimbursing New Hope Borough for the Officer(s)'s time while away from the activity or event.
- d. Should the Officer(s) need to leave the event or activity, he/she will make every effort to notify the Applicant.
- e. Reimbursement for the use of Officer's time shall be paid on an hourly basis per officer utilized. The assignment of an off-duty Officer is subject to a four (4) hour minimum requirement in accordance with the terms of the current Collective Bargaining Agreement between New Hope Borough and the New Hope Police Benevolent Association.

Each individual executing this Contract on behalf of a party represents and warrants that such individual is duly authorized to execute and deliver this Contract on behalf of the party the individual purports to represent and that this Contract is enforceable against either entity in accordance with its terms.

New Hope Borough Police Department

By: _____
(Print Name)

Signature: _____

Date: _____

Applicant: _____
(Name of Organization)

By: _____
(Print Name)

Signature: _____

Date: _____

Witness: _____
(Print Name)

Signature: _____

Witness: _____
(Print Name)

Signature: _____

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CHECKLIST FOR SPECIAL EVENTS APPLICATION SUBMISSION

EVENT NAME

DATE OF EVENT

✓	Packet Order	Documentation
	1	Narrative (Description of the Event)
	2	Hourly Itinerary
	3	Route Map (for parades, runs, races, walks, bike tours, etc.)
	4	Site Map Plan (showing tents, portable toilets, vendors, etc.) <i>if applicable</i>
	5	Special Events Application Form (2 pages)
	6	Insurance Certificate naming New Hope Borough additionally insured
	7	Special Events Insurance Requirement Form
	8	Insurance and Indemnification Agreement
	9	PennDot Road Closure Permit <i>if applicable</i>
	10	Affidavit(s) for Public Notification (<i>Due two weeks before event</i>) <input type="checkbox"/> Include copy of public notification postcard or flyer and addresses involved
	11	Contract for Extraordinary Law Enforcement Services <i>if applicable</i>
	12	<input type="checkbox"/> Waste Disposal Plan <input type="checkbox"/> ADA Accessibility Plan <input type="checkbox"/> Event Parking / Shuttle Plan
	13	Proof of Portable Toilet Plan (if more than 200 attendees expected) <i>Please state how this could be resolved using other alternatives</i> _____
	14	Barricades and No Parking Signs
	15	Additional Forms / Permits and Notices: _____ _____ _____
	16	Borough Road Closure Request (<i>list all roads to be considered for closure</i>) _____ _____ _____

BOROUGH USE ONLY	
	Police Chief Review SIGN/DATE: _____ _____ _____
	Fire Marshal Review SIGN/DATE: _____ _____
	Public Works Director Review SIGN/DATE: _____ _____ _____