



OFFICE USE ONLY:
DATE APPLICATION RECEIVED _____
INITIALS _____
PERMIT # EVENT2023- _____

EVENT APPLICATION (No Street Closure)

All applications are due at least **90 days** prior to the proposed event. Applications can be dropped off or mailed to Selinsgrove Borough, 1 N. High Street, Selinsgrove, PA 17870 or emailed to borough@selinsgrove.org. Every line of the application **must** be completed.

I, the undersigned, having read and understood the Borough of Selinsgrove Event Permit Policy, do hereby petition to hold the following event.

_____ (event name - detailed for the description)

located at _____

on _____ from _____ to _____
(date & day of week) (time) (time)

for the purpose of: _____

I estimate that there will be _____ people participating in the event.

Entertainment will consist of _____.

Rain Date (if necessary) _____

I agree to comply with the provisions of Selinsgrove Borough Event Permit Policy and any other special conditions imposed by the Borough as listed below.

I, _____ of _____
(print name here) (address – street, city, state, zip)

_____ as an applicant for the event and in accordance with
(telephone number)

Borough Policy, agree to be personally responsible for obtaining the permit for the street closure; and furthermore, I certify that I am 21 years old or older, and agree to:

1. Personally notified/received a response from DH&L Fire Police at 570-374-0011. (Information below to be provided by fire police representative. Do not just state – texted or left a message.)

Spoke with _____ - Date/Time: _____

2. Personally notified Selinsgrove Police Department at 570-374-8655. Do not just state – texted or left a message.

Spoke with _____ - Date/Time: _____

3. Personally notified in writing all affected residents/property owners abutting the affected property where the event will be held. A copy of the notice shall accompany this application.

4. Make a request for traffic control devices: Supervise the placement and removal of the cones, barricades, temporary no parking signs, directional signs, and detour signs as necessary for the event, and to be in place only during the approved time and to be removed within one hour after the conclusion of the event.

Email rfeltman@selingsgrove.org or call the Borough Office and leave a message for the Director of Public Works. Please note the name, date, & time you confirmed the details for traffic control devices. Do not just state – texted or left a message.

Spoke with _____ - Date/Time: _____

5. Selingsgrove Borough Council does waive the peddling/soliciting licenses within the event boundaries and defers approval on who is given permission to peddle/solicit within the event boundaries to the organizers of the event.

6. Assure that all necessary cleanup of streets and adjacent properties is performed.

7. Provide Certificate of Insurance naming Selingsgrove Borough as an Additional Insured. The Certificate of Insurance must accompany the application for the event.

8. The undersigned agrees to reimburse the Borough of Selingsgrove, as adopted by resolution, for expenses for suppliers, labor and equipment provided for this event.

(signature of applicant & date)

Additional waivers or recommendations pertaining to approved conditions/limitations, waivers necessary for the conduct of special community events. **For any PennDOT roadway, there is a Special Event Form which will need to be completed. This form should be turned in NO LESS than 90 days prior to the planned event. Call or visit the Borough Staff if you have questions.**

APPLICATIONS ARE DUE NO LESS THAN 90 DAYS IN ADVANCE OF THE PROPOSED CLOSURE.

Event Permit Policy

Section 1. Permit Required.

For the purposes of event permit, no streets/alleys or other such thoroughways may be closed to traffic.

Section 2. Fire Lanes.

A fifteen (15) foot wide emergency vehicle access lane must be maintained throughout the area where the event is being held. The lane shall be kept clear of all obstructions during the time of the event.

Section 3. Fire Hydrants.

No obstruction shall be erected or maintained within a fifteen (15) foot wide radius of any fire hydrant.

Section 4. Time Limits.

No event permit shall be issued for longer than one (1) calendar day, nor for any time before 7:00 AM or after 12:00 midnight.

Section 5. Other Obligations.

All other applicable laws and ordinances of the State and Borough must be followed by the sponsors of any event for which an Event Permit has been issued. Examples: Noise Ordinance, Alcoholic Beverages, etc.

Section 6. Cleanup.

The sponsoring individuals or groups issued an Event Permit shall, at the conclusion of the event, return all public properties to their original condition.

Section 7. Additional Requirements.

The Chief of Police and/or the Fire Chief or their delegates may impose such additional conditions or requirements as each may deem reasonably necessary for the protection of health and safety.