

BOROUGH OF HONEY BROOK

71 Pequea Ave Honey Brook, PA 19344

info@hbboro.net 610273-2020

MASS GATHERING APPLICATION FOR PERMIT

Prior to completing this application, please refer to Honey Brook Borough ordinance Chapter 13, Licenses, Permits and General Business Regulations, Part 3, Shows, Carnivals and Parades 13-301. Borough ordinances are available on the Code Enforcement page of the Borough website, honeybrookborough.net or by request from the Borough Clerk.

Applicant must submit completed application no less than 75 days prior to the event to the Borough Clerk who will forward the application to the Chief of Police, the Fire Police Captain and the Mayor for approval/disapproval.

Event Name: _____ Date of Event: _____
Rain Date: _____

Start Time: _____ End Time: _____ Number of Participants: _____

Type of Event (circle one): Walk/Run Parade Festival Other: _____

APPLICANT INFORMATION

Name: _____

Email Address: _____

Organization Name: _____

Address: _____

Phone Number: _____ Email Address: _____

1. Location or Route of Event (Please attach separate sheet if needed)

2. Please outline your plan for managing event parking. Include plans for remote parking and shuttle bus routes.

- 3. State the type, number and location of any radio device, sound amplifier, loudspeaker, sound track or similar sound equipment:**

- 4. Trash and Recycling Receptacles and Management: You must properly dispose of waste and garbage throughout the term of your event and immediately upon the conclusion of the event. The area used must be returned to a clean, pre-event condition. Please describe your waste management plan:**

- 5. The Borough does not provide portable toilets for events. Please describe your plan for portable toilets including number and location:**

- 6. Any inflatables, moon bounces or similar devices? If YES, please describe and indicate location:**

- 7. Any tents, canopies or temporary structures? If YES, please indicate size, number and location:**

- 8. Please indicate the estimated number of vehicles participating:**

- 9. Will animals be participating in the event? If YES, indicate type of animal, number and location:**

- 10. Will food vendors be participating in the event? If YES, state number and location. Provide copies of licensure of participating food vendors.**

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Required Information to be submitted with application:

- **Permit Fees:**
 - \$ 50.00 0-100 Participants**
 - \$ 75.00 100-200 Participants**
 - \$ 100.00 200 + Participants**

- **Proof of liability insurance, naming the Borough of Honey Brook, its officers and employees as additional insured parties, is necessary with limits not less than \$1,000,000.**
- **Applicant must provide copy of PaDOT permit for road closure, if applicable.**

Required Actions:

- **Once the application is approved, applicant is required to schedule an event meeting with the Police Chief and Public Works Department by calling 610-273-2020. The Borough of Honey Brook reserves the right to impose fees for additional Police and Fire Police coverage as well as Public Works services if necessary. The need for additional coverage/services is at the sole discretion of the Police and Public Works Departments and will be established prior to the event. Additional coverage fees are:**
 - **Police - \$ 25.00 per hour per officer**
 - **Public Works - \$18.00 per man hour**
 - **Fire Police - \$ 12.00 per hour per officer**

ADVANCE CANCELLATION NOTICE REQUIRED: Please notify the Borough at least five(5) working days prior to the scheduled event. Otherwise, personnel and equipment may be needlessly dispatched, and fees will be assessed. In addition, approvals of future applications can be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and I understand that this application is made subject to the rules and regulations established by the Borough of Honey Brook. 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.

I, through the signing of this application, agree to indemnify, hold harmless, and defend the Borough of Honey Brook 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 of Applicant _____ Date: _____

***** FOR BOROUGH USE ONLY *****

Fee Paid: _____ **check/cash** **Date:** _____

Application received: _____ **Date:** _____

Certificate of Insurance received: _____ **Date:** _____

PaDot permit for road closure received: _____ **Date:** _____

Chief of Police: **Approved** _____ **Rejected** _____

Comments: _____

Signature: _____ **Date:** _____

Fire Police Captain: **Approved** _____ **Rejected** _____

Comments: _____

Signature: _____ **Date:** _____

Mayor: **Approved** _____ **Rejected** _____

Comments: _____

Signature: _____ **Date:** _____