

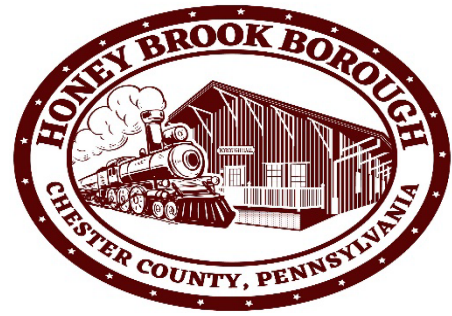
Honey Brook Borough

71 Pequea Avenue / PO Box 249

Honey Brook, PA 19344

610-273-2020 / Fax 610-273-1261

www.honeybrookborough.net



APPLICATION FOR MASS GATHERING

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 Borough website, www.honeybrookborough.net, under Helpful Links, or by request from the Borough Clerk.

Completed application must be submitted to the Borough Clerk no less than 75 days prior to the event for street closure applications; and 45 days prior to the event for non-street closure applications.

Event Name:		
Date of Event:		Rain Date:
Start Time:	End Time:	Number of Participants:
Type of Event: Walk/Run _____ Parade _____ Festival _____ Other: _____		

Applicant Name:	
Organization Name:	
Address:	
Phone:	Email:

Person in charge of activity. One person must be listed as being in charge of the event/activity. If different individuals are to be in charge of various activities at different locations, each must be listed. Use additional paper if needed and attach to application.	
Person in charge:	
Address:	
Phone Number:	Email:

COMPLETE ALL INFORMATION BELOW:

Location or Route of Event (Please attach separate sheet if needed):
Please outline your plan for managing event parking. Include plans for remote parking and shuttle bus routes.
State the type, number and location of any radio device, sound amplifier, loudspeaker, sound track or similar sound equipment.
Trash/Recycling Receptacles and Management: You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event. The area must be returned to a clean, pre-event condition. Please describe your waste mangement and cleanup plan:
The Borough does not provide portable toilets for events. Please describe your plan for portable toilets including number and location.
Any inflatables, moon bounces or similar devices? () YES () NO If YES , please describe and indicate location.
Any tents, canopies or temporary structures? () YES () NO If YES , please indicate size, number and location.
Please indicate the estimated number of vehicles participating.
Will animals be participating in the event? () YES () NO If YES , indicate type of animal, number and location.
Will food vendors be participating in the event? () YES () NO If YES , state number vendors and location. You are directly responsible for contacting the Chester County Health Department at 610-344-6225. Provide copies of license of participating food vendors.

**BOROUGH OF HONEY BROOK
APPLICATION FOR MASS GATHERING**

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 \$1,000,000.00

Required Actions:

- 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 - \$50.00 per hour / per officer
 Public Works - \$30.00 per man hour
 Fire Police - \$25.00 per hour / per officer

ADVANCED 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 even.

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 Application (print) _____

Signature of Applicant _____ Date _____

FOR BOROUGH USE ONLY

Date Permit Rec'd: _____ Date Fee Paid: _____ Amt. _____ Cash/Check

COI Rec'd: ___ Date: _____

PADOT Permit for Road Closure Required YES ___ NO ___ Date Sent to PADOT _____

Date Approval Rec'd: _____

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**Chief of Police:** Approved \_\_\_ Rejected \_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Fire Police Captain:** Approved \_\_\_ Rejected \_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mayor:** Approved \_\_\_ Rejected \_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_