

Borough of Brookville
Brookville Municipal Authority
18 Western Avenue · Suite A
Brookville, PA 15825



814.849.5320 Authority
814.849.5321 Borough
fax: 814.849.4964
www.Brookville.pa.us

BOROUGH of BROOKVILLE
BROOKVILLE MUNICIPAL AUTHORITY

Date of Submission (office use):

BOROUGH OF BROOKVILLE SPECIAL EVENT
PERMIT APPLICATION

(Processions, Assemblages and Special Activities)

Name of Event: _____

Name of Sponsoring Organization / Individuals:

Address of Sponsor:

Phone:

Cell Phone:

Email Address:

Additional Contacts: Name:

Phone:

Name:

Phone:

Website for event:

Is Sponsoring organization a 501c3 non-profit charitable organization: Y N

Date(s) of Event (*permit should be submitted 6 weeks prior to event*):

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Time(s):

Rain Date (If applicable):

Time(s):

Type of Event:

Total Anticipated Event Attendance:

Location(s) of proposed event *(If this event is to take place on other public property not owned by the Borough of Brookville or any private property, permission must be obtained from an official of the other Agency or the property owner):*

Describe your proposed event in detail (Add additional sheets if needed, if a schedule of events is available please attach):

Any planned events require a charge for Admission: Y N

Does the Event include the use of pyrotechnics or open flame: Y N

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Will event include the sale of food or beverages: Y N

Note: The sale of food and beverage are subject to health inspections and licensure as applicable. The sale/consumption of alcoholic beverages is regulated and restricted by Brookville Borough Ordinance and Pennsylvania Liquor Control Board regulations.

Does this event require the use of Borough Electric? Y N

Note: Locations at Pickering Street and all parks are equipped with electric meters. The Borough of Brookville retains the right to charge the Sponsoring Organization to compensate for consumption of electric based on Council approved fee schedule(s).

Does this event require the closure of any streets? Y N

State Roads (Additional Requirement: PennDOT TE-300 Form, allow 6 weeks)

Local Roads

List the required dates and times along with road names to describe each anticipated closure

Note: A Borough Street Map is available for use to indicate exact locations of closures and detours. Final Detours and Closures are subject to approval of Emergency Services.

Does the event require any parking restrictions: Y N

Location and Time of requested parking restriction:

Note: The Borough of Brookville holds the right to charge a fee to compensate lost parking revenue due to extended restriction on parking in metered areas at the discretion of Brookville Borough Council.

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Note: In the best interest of the safety of the residents and visitors of Brookville Borough, determinations of detours, closures and restrictions will be conducted by Brookville Borough Emergency Services Organizations. In the event of damage to any equipment used to complete such detours, closures, restrictions, the sponsoring party shall be responsible for repair or replacement of such equipment.

Y	N
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Note: The use of Brookville Borough Employees, Services and Equipment is subject to approval by Brookville Borough Council. Brookville Volunteer Fire Company must provide explicit approval for use of their equipment / personnel. Any additional expenses incurred can be charged to the sponsor organization at the discretion of Brookville Borough Council upon approval of permit.

Explain:

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**Sponsoring Organizations understands and assumes responsibility as described below
(Initial):**

All Sponsoring Organizations must provide certificate of Liability Insurance listing Brookville Borough as Additional Insured in the amount of \$1 Million.

Any additional requests or changes to the signed permit must be approved by the Brookville Borough Manager or Brookville Borough Council.

Sponsoring Organization is responsible for garbage/debris from event and must leave event premises in a clean and orderly fashion.

The Borough of Brookville is not responsible for any material or equipment left behind or broken after/during an event.

Any event deemed unsafe or in violation of Borough Ordinance or State Statute will be shut down at the discretion of Brookville Borough Emergency Services.

Applicant recognizes and AGREES that the Borough requires the proposed activity to be conducted in such a manner as to promote harmony in the area, insure domestic tranquility and be with the limits established by existing ordinances. By signature below, applicant AGREES to protect, defend, indemnify and hold the Borough of Brookville and its officers, employees and agents free and harmless from and against any and all losses penalties, damages, settlements, costs or other expenses or liabilities of every kind and character arising directly or indirectly from this special activity. Applicant further AGREES to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at applicants sole expenses and AGREES to bear all other costs expenses related thereto, even if such claims are groundless, false or fraudulent.

Signature:

Date:

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OFFICIAL USE ONLY

DATE RECEIVED:

DATE APPROVED:

Police Chief

Public Works Director

Fire Chief

Zoning Officer

Code Enforcement Officer

Local Emergency
Management Coordinator

Borough Manager

COMMENTS / ADDITIONAL REQUIREMENTS:

Brookville Borough Council formally APPROVES / DENIES event as described in permit submission.

Brookville Borough Council President

Date