



56 South Main Street Yardley, PA 19067-9997
Tel 215-493-6832 Fax 215-493-6255

Yardley Borough

Special Events Permit

Applicant/Sponsor Information

Event Name _____

Event Date _____

Sponsoring Organization _____

Applicant Contact _____

Email _____

Address _____

Phone _____

Which Borough property is requested?

Buttonwood Park ☐	FitzGerald's Field ☐	Yardley Trailhead ☐	Other ☐
--	---	--	--------------------------------

2-Event Information

Type of event _____

Event Hours _____ am/pm

Set Up Date _____ Start Time _____

Provide details of set up/assembly

Take Down Date _____ Start Time _____

Completion Date _____

Provide detailed description of your event, including details regarding all components of event. Attach additional sheet if necessary. NOTE-All tents must be staked down.

Does event involve a moving route of any kind? Yes ☐ No ☐

If yes, attach detailed map of route indicating direction of travel and narrative explaining route. A site plan is required for all fixed site events.

3-Facilities

Describe how food will be served

Specify how food is prepared on site. Note- No solid fuels are permitted.

Gas/Propane _____ Electric _____

Number of standard portable toilets being supplied _____

(minimum of 2 per 200 people)

Number of ADA Accessible toilets to be supplied _____

(10% of total)

Trash Management

Describe waste management and clean up plan

Number of dumpsters _____ (1 per 400 people)

Fence& barrier locations _____

4- Safety Security & Accessibility

Describe methods of crowd control and security. Yardley Borough may require a police presence at applicant expense

Describe accessibility plan for individuals with disabilities. It is applicant responsibility to comply with ADA requirements.

Indicate arrangement for Emergency Medical Service

of ambulances _____ Provided by _____

If event is to take place at night, describe lighting plan

5-Buttonwood Park

Use of electrical outlets in Buttonwood Park requires fee set for in annual fee schedule. YES ☐ NO ☐

6- Parking & Shuttles

Describe event parking arrangements and/or shuttling of attendees

7- Notifications

Describe method of and message to nearby residents and business impacted by event

8- Entertainment & Activities

YES ☐ No ☐

Will music be provided at event?

Live ____ Recorded ____ Type ____

Amplified sound? Start time _____ End Time _____

9- Borough Support & Special Requests

What type, if any, Borough support is requested?

(Note- depending on event, certain staffing may be required. There is a fee for using police barricades and cones.)\

10- Restoration of Facilities

All users of Borough facilities are responsible for repairing damaged Borough property, including turf.

11- Insurance

Prior to final permit approval, applicant shall provide a certificate of general liability insurance as well as bodily harm and property damage in the amount of \$1,000,000.00per occurrence and an aggregate of \$2,000,000.00, naming Yardley Borough as an additional insured. Insurance coverage must be maintained for duration of event. Yardley Borough reserves the right to request complete policy.

Name of Carrier _____ Agent _____

Address _____

City _____ State _____

Phone _____ Policy # _____

12- Affidavit of Applicant

Advance cancellation notice is required. If event is cancelled, notify Yardley Borough @215-493-6832 at least 72 hours prior to event schedule.

I certify that the information contained in this application are true and correct to the best of my knowledge and belief. I have read and understand and agree to the rules and regulations governing the proposed event as set forth by Yardley Borough. I agree to abide by these rules and further certify that on behalf of the organization am authorized to commit that organization, and agree to be financially responsible for any costs and fees incurred by or on behalf of the event to Yardley Borough.

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

Name _____ Title _____

Signature _____ Date _____