



EVENT PERMIT APPLICATION Borough of Edinboro

124 Meadville Street, Edinboro, PA 16412
814-734-1812 x 136/ Fax 814-734-4492
communications@edinboro.net
www.edinboro.net

Event Name: _____

Proposed Date(s):
(including times) _____

Contact Name(s): _____ Phone: _____

_____ Email: _____

Business/Organization Name, Address, & Phone (list personal address if not representing a business/organization):

Event Description (include location):

List any third-party booths, vendors, food, musicians, etc. participating (include contact phone # for each):

Road Closing(s) Required Yes _____ No _____ Serving Alcoholic Beverages: Yes _____ No _____
(complete attached page for road closing) (submit copy of permit received by PA Liquor Control Board)

Event Permit Fees: \$20 if no road closing, \$30 if closing local roads, \$50 if closing state roads

Please submit payment along with this application. Fees may be waived at discretion of Borough Council if the event is held for a charitable purpose.

Each person filing an application for an event permit shall provide the Borough with a certificate of insurance, from an Insurance company authorized to do business in the Commonwealth of Pennsylvania, evidencing that said person maintains insurance for personal injury claims, including accidental death, as well as claims for property damages which may arise from the conduct of the event. The certificate of insurance shall name the Borough as an additional insured. The minimum coverage of such insurance required for each event permit applicant shall be determined by the Borough Manger, or designee, on a case-by-case basis.

By signing below and submitting this application, applicant agrees to comply with all aspects of Chapter 13, Parts 8 and 9 of the Borough of Edinboro Code of Ordinance, titled Event Permit and Road Closure Permit, respectively.

By signing below and submitting this application, applicant agrees to indemnify and hold harmless the Borough of Edinboro and its agents and employees from suits, claims, damages, personal injuries, and loss or damage to property sustained during the period of setup, execution, and tear down of this event. Furthermore, applicant assumes all liability for damages or injury occurring to any person or property through or in consequence of any act or omission of anyone associated with this event, and agrees to hold harmless, defend, and indemnify the Borough of Edinboro and its agents and employees from any suits, claims, damages, personal injuries, losses, or damaged property arising from negligence, recklessness, or conduct of applicant, applicant's agents or employees.

Signature: _____ Date: _____



Event Permit Application - Road Closing(s) Borough of Edinboro

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Event Name: _____

Roads Closed: _____
(include times for _____
each road to be _____
closed and _____
reopened) _____

Please attach a map/diagram showing roads to be closed, the locations you will need road closing barricades, and planned detour routes for impacted traffic. A parking plan may also be required, based on the duration and impact of the closing.

Use Borough Barricades: Yes _____ No _____
(may require additional fee based on # of barricades)

**Please note, all barricades must be closely monitored by a person whose primary responsibility is redirecting traffic.

Closing of a State road requires separate approval from PennDOT. You will need to contact PennDOT and go through their application process. (attach copy of PennDOT approval permit)

Road closings may require assistance from the Edinboro Volunteer Fire Department (EVFD). Please discuss your event with the Fire Chief and **attach a statement defining any EVFD support to be provided.**

Borough Council is sensitive to potential road closure impacts on businesses and residents. You are required to deliver a letter to immediately impacted residents and businesses at least two weeks prior to the event. The letter should describe the event and provide details on traffic and parking plans. **Please attach of copy of this letter.**

Damage caused to Borough barricades, roadways, or any other property will be repaired at applicant's expense.

To be completed by Borough upon receipt of application:

Borough Police Chief signature approval and comments (if any):

Borough Streets Superintendent signature approval and comments (if any):

Borough Manager signature approval and comments (if any):

