

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055

Phone: 610-838-7041 Fax: 610-838-0500

www.hellertownborough.org

PARADE/SPECIAL EVENTS PERMIT APPLICATION

Pursuant to measures adopted by Hellertown Borough Council, any organization, group and/or individual desiring to sponsor a parade and/or special event which is to occur, wholly or in part, upon public ways existing within the Borough, the occurrence of which will necessitate the provision of extraordinary services by officials and employees of the Borough, are required to fully execute and submit this Permit Application to the borough of Hellertown no later than thirty (30) days in advance of the proposed date (or initial date, if it is a multi-day event) of said event.

SECTION I: (To be completed fully by Applicant)

1. Nature of Event (Parade, Walk-a-Thon, etc.):

2. Proposed Date(s) and Inclusive Times of Event:

3. Sponsoring Organization:

4. Sponsor Contact
Name:

Address:

Phone Number: E-mail:

5. Proposed Site and/or Course:

(Include map identifying site and/or course.)

6. General Comments (Include approximate number of participants; provisions made for monitoring the event; first aid and/or relief stations, etc.)

**CERTIFICATE OF INSURANCE REQUIRED
INDEMNIFICATION REQUIRED (SEE PAGE 4)**

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055

Phone: 610-838-7041 Fax: 610-838-0500

www.hellertownborough.org

PARADE/SPECIAL EVENTS PERMIT APPLICATION

APPROVAL

SECTION II: (For Borough Use)

1. () Approval is hereby granted by the Hellertown Borough Council to hold the above identified event. You are requested to provide the Borough with the following designated document(s) no later than five (5) days prior to the (initial) date of the subject event. Failure to provide the requested documents will result in the revocation of this conditional approval.
 - () a. Evidence of insurance covering said event in amounts satisfactory to the Borough of Hellertown (Recommended minimum insurance schedule amounts):
 - () b. Evidence of bonding, in amounts specified as follows, with respect possible damages to public property as may occur through the subject event:
 - () c. Execution, by the proper officials of the sponsor, of the attached Indemnification (Page 4)
2. () Additional coordination among the sponsors and the Borough Staff is required before approval of the proposed event can be granted. Accordingly, the sponsors are requested to meet with the Staff on _____ at _____ to discuss the matter in greater detail.
3. () Approval of the event is denied by the Borough of Hellertown.

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055

Phone: 610-838-7041 Fax: 610-838-0500

www.hellertownborough.org

PARADE/SPECIAL EVENTS PERMIT APPLICATION

4. Departmental Coordination:

a. POLICE DEPARTMENT

- 1) Additional personnel required:

- 2) Special traffic considerations required:

BY:
Chief of Police

b. PUBLIC WORKS DEPARTMENT

- 1) Additional personnel/materials required:

- 2) Comments:

BY:
Public Works Director

c. COUNCIL/ADMINISTRATION:

Comments:

BY:
Council President

BOROUGH OF HELLERTOWN

685 Main St., Hellertown PA 18055

Phone: 610-838-7041 Fax: 610-838-0500

www.hellertownborough.org

INDEMNIFICATION

WHEREAS, the undersigned desires to conduct a _____, upon public ways, roads, streets and/or other public property located, in whole or in part, within the Borough of Hellertown, Northampton County, Pennsylvania, on the date(s) of _____; and

WHEREAS, in order to obtain a Permit from the Borough of Hellertown to conduct said event, it is necessary that the undersigned execute and deliver to the said Borough, this Indemnification;

NOW, THEREFORE, in consideration of the premises within, the undersigned agrees to fully indemnify and save harmless the Commonwealth of Pennsylvania, the Pennsylvania Department of Transportation, the Borough of Hellertown, and all officers and employees thereof, and assume to total liability for any and all damage and/or injury occurring to any person or property through of in consequence of any act of omission of anyone associated with and/or participating in the said event.

IN WITNESS WHEREOF, an intending to be legally bound, the proper and empowered officers of the _____ have set their hands and seals this _____ day of _____, 201_____.

By:

By: