



**Central Bucks Regional Police Department
SPECIAL EVENTS PERMIT APPLICATION - DOYLESTOWN BOROUGH**

APPLICANT/CHAIRPERSON INFORMATION										
Name (Last, First):						Phone Number(H):				
Address:						Phone Number(W):				
						E-Mail Address:				
ORGANIZATION/COMPANY INFORMATION										
<i>If parade or public gathering is proposed to be conducted for, on behalf of, or by an organization, fill out the following:</i>										
Organization/Company:						Phone Number:				
Address:										
Authorized Person:						Phone Number(H):				
Authorized Person Address:						Phone Number(W):				
SPECIAL EVENT (Fill out what is applicable to your event)										
Type of Event: (choose one)	<input type="checkbox"/> Parade/March <input type="checkbox"/> 5K Race <input type="checkbox"/> Bicycle Race <input type="checkbox"/> Street Festival <input type="checkbox"/> Ceremony <input type="checkbox"/> Show <input type="checkbox"/> Exhibition <input type="checkbox"/> Public Gathering <input type="checkbox"/> Pageant <input type="checkbox"/> Block Party Street Closure <input type="checkbox"/> Private Gathering 250+ pple									
Name of Event:					Date of Event:				Rain Date (if applicable):	
Name of trash/recycling hauler:						Number of trash/recycling receptacles to be provided:				
Approximate # Participants:		Approximate # Event Vehicles:			Description of Event Vehicles:					
Estimated Attendance:	Attendance estimated based on?									
Estimated number of vehicles for which parking is required?										
Location of parking lots:					Names of Parking Attendants:					
Staging Time:		Staging Area:								
Starting Time:		Ending Time:		Dispersing Area:						
Route of Travel:						Event will occupy <input type="checkbox"/> entire width of street <input type="checkbox"/> portion of street				
List assembly areas by street name and location, if any. Include time of assembly:										

Applicant is responsible for the following:

1. Water and toilet facilities, food, lodging, medical or emergency care facilities, and/or any other service or facility which will be required or which can be reasonably anticipated.
2. Parking and parking attendants for vehicles involved.
3. Notifying all residents on the route or affected by the street gathering or the street closure and the length of the closure. Applicant must supply a list of residents notified of the street closure with the permit application.
4. Ensuring that only chalk is used for marking Borough streets in any manner.
5. **All trash and recycling associated with the event.**
 - a. **The number of trash and recycling containers must be provided in the event application along with the name of the trash and recycling provider with contact information**
 - b. **The number of recycling containers should be equal to the number of trash containers**
 - c. **Recycling and trash containers must be placed next to each other throughout the event**
 - d. **Each recycle container must be clearly identified as a recycling receptacle and display a list of types of recyclable materials accepted**
 - e. **The event applicant must ensure that all recyclable materials are delivered to a recycling facility**

_____ I understand our responsibility regarding trash and recycling requirements.
(Initial)

Applicant understands that under the provisions of Central Bucks Regional Police Department Police Commission Ordinance Number 2013-4, Police Supervision for Events of Public Assemblage, the Chief of Police has the authority to determine the number of Police Officers needed to safely conduct the event, and the applicant must make application for Police Supervision. The costs of such supervision must be paid to the Central Bucks Regional Police Department in advance of the event.

Public assemblages on private property within the Borough of Doylestown require a written letter of approval, for use of the private property, from the owner or person responsible for such property. This letter of approval shall be included with the application, along with any or all permits required by the Doylestown Borough ordinance.

Indemnification: To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough of Doylestown (the "Borough"), its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Borough.

Insurance: Compliance with the terms of this section is required.

1. The Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of Borough premises commercial general liability insurance or its equivalent with minimum limits of:
 - \$1,000,000 each occurrence;
 - \$1,000,000 personal and advertising injury;
 - \$2,000,000 general aggregate; and
 - \$1,000,000 products/completed operations aggregate.

CENTRAL BUCKS REGIONAL POLICE DEPARTMENT
SPECIAL EVENTS PERMIT APPLICATION - **DOYLESTOWN BOROUGH**

2. This commercial general liability insurance or its equivalent shall include coverage for all of the following:
- a. Liability arising from premises and operations;
 - b. Liability arising from products and completed operations;
 - c. Contractual liability including protection for the Applicant from bodily injury and property damage claims arising out of liability assumed under this agreement;
 - d. Liability arising from the explosion, collapse, or underground (XCU) hazards;
 - e. Liability arising from athletic or sports participation; and
 - f. Liability arising from bodily injury to spectators.
3. The Borough and the Borough's elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insureds on this commercial general liability insurance policy as respects Applicant's use or occupancy of the premises of the Borough. The following manuscript wording must be utilized on the additional insured endorsement issued by the general liability insurer and shown on the insurance certificate submitted by Applicant to evidence its purchase of commercial general liability insurance:

This policy is amended to include as additional insureds the Borough and the Borough's elected and appointed officials, officers, agents, employees and authorized volunteers, but only for liability arising out of your operations on, at or adjacent to premises of the Borough, "your product" or "your work".

4. If the Applicant has any owned autos, the Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of Borough premises business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for liability arising out of the ownership, maintenance or use of any auto and for automobile contractual liability.
5. If the Applicant has any employees, the Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of Borough premises workers compensation insurance or its equivalent with statutory benefits as required by any state or Federal law, including standard "other states" coverage, and employers liability insurance or its equivalent with minimum limits of:
- | | | |
|----|---------|---|
| \$ | 100,000 | each accident for bodily injury by accident; |
| \$ | 100,000 | each employee for bodily injury by disease; and |
| \$ | 500,000 | policy limit for bodily injury by disease. |

CENTRAL BUCKS REGIONAL POLICE DEPARTMENT
SPECIAL EVENTS PERMIT APPLICATION - **DOYLESTOWN BOROUGH**

Waiver of Subrogation: To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Borough and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of the Borough or arising out of Applicant's operations on, at or adjacent to any premises of Borough. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its Invitees: The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Borough.

Damage to Borough Property: Applicant assumes full responsibility for taking cognizance of the facility conditions at the time of the program. Applicant will be responsible for all damages resulting to or from use of this property. Upon completion of applicant's operations, applicant agrees to leave the Property in the same condition as it existed before applicant's operations, or pay for and complete restoration of said property within 15 days of the completion of the event.

_____, on behalf of Applicant

Name: _____ Title: _____

Date: _____