BOROUGH OF TRAFFORD
SPECIAL EVENT PERMIT APPLICATION

414 Brinton Avenue, P.O. BOX 196
Trafford, PA 15085
(412) 372-7652

PERMIT NUMBER
RESERVED FOR BOROUGH USE

APPLICANT INFORMATIOIN

APPLICANT NAME - FIRST	MIDDLE	LAST

APPLICANT ADDRESS (Street, City, State, Zip Code)

APPLICANT HOME PHONE	APPLICANT MOBILE PHONE	APPLICANT EMAIL ADDRESS

NAME OF ORGANIZATION SPONSORING EVENT

PERSON IN CHARGE DURING THE EVENT

PERSON IN CHARGE DURING EVENT NAME - FIRST	MIDDLE	LAST

PERSON IN CHARGE DURING EVENT ADDRESS (Street, City, State, Zip Code)

PERSON IN CHARGE HOME PHONE	PERSON IN CHARGE MOBILE PHONE

EVENT DETAILS

TITLE OF EVENT	EXPECTED CROWD SIZE

DESCRIBE IN DETAIL THE PLANNED ACTIVITIES

DATE EVENT BEGINS	DATE EVENT ENDS	TIME OF ROAD CLOSURES	TIME VENDORS ARRIVE

TIME SET UP BEGINS	TIME EVENT BEGINS	TIME EVENT ENDS	TIME CLEAN-UP ENDS

ROAD CLOSURES

NAME OF ROADS TO BE CLOSED	FROM (LIST CROSS ROAD)	TO (LIST CROSS ROAD)	DATE OF CLOSURE	TIME OF CLOSURE

PARKING LOT CLOSURES

PARKING LOTS TO BE CLOSED	DATE OF CLOSURE	TIME OF CLOSURE

AREAS WHERE NO PARKING SIGNS WILL BE POSTED

NAME OF ROAD	FROM (LIST CROSS ROAD)	TO (LIST CROSS ROAD)	DATE OF PARKING RESTRICTION	TIME OF PARKING RESTRICTION

NAME OF PARKING LOT SIGNED	DATE OF PARKING RESTRICTION	TIME OF PARKING RESTRICTION

SIDEWALKS (COMPLETE SECTION IF USE IS RESTRICTED TO SIDEWALKS ONLY, i.e., NO STREETS AND/OR PARKING LOTS ARE INVOLVED

DESCRIBE SIDEWALK USE, LOCATIONS, RESTRICTIONS, ETC.

ELECTRICAL SERVICES

ELECTRICAL SERVICE REQUESTED ☐YES ☐NO. IF "YES" DESCRIBE IN DETAIL WHAT SERVICES YOU ARE REQUESTING AND ATTACH A MAP, SEPARATE FROM THE EVENT MAP, DEPICTING LOCATIONS AND EXACTLY WHAT IS REQUESTED.

ATTACHMENTS

- APPLICANT SHALL ATTACH AN EVENT MAP WHICH SHALL INCLUDE BARRICADE LOCATIONS, PERIMETER/SECURITY FENCING, STREET AND/OR ROUTE PLANS, DETOURS, ETC.
- CERTIFICATE OF INSURANCE MUST BE ATTACHED SHOWING THE BOROUGH OF TRAFFORD AS ADDITIONALLY INSURED FOR THE DAYS OF THE EVENT WITH MINIMUM LIMITS OF $1,000,000 GENERAL LIABILITY, $3,000,000 INJURY/DEATH, AND $5,000,000 PROPERTY DAMAGE
- IF VENDORS WILL BE USED, A VENDOR LIST MUST ACCOMPANY THE APPLICATION
- IF ADDITIONAL POLICE AND/OR PUBLIC WORKS SERVICES ARE NEEDED, APPLICANT MUST PAY FOR THE SERVICES PER THE TRAFFORD BOROUGH FEE SCHEDULE
- THE BASIC FEE ($100) MUST ACCOMPANY THE SUBMISSION OF THE APPLICATION

EVENT MAP ATTACHED	CERTIFICATE OF INSURANCE ATTACHED	VENDORS LIST ATTACHED	BASIC FEE ATTACHED	POLICE/PW FEES ATTACHED (IF APPLICABLE)	ELECTRICAL SERVICES MAP ATTACHED
☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO	☐YES ☐NO

- ✓ The application MUST be completed in full with all required attachments and submitted along with the basic minimum fee of $100.00, sixty (60) days prior to the date of the event or the application shall be denied.

- ✓ Garbage containers, garbage bags, and dumpsters shall NOT be provided by the Borough of Trafford but shall be the responsibility of the Permittee.

- ✓ Portable bathrooms (Port-A-Johns) rental, delivery, and removal shall NOT be provided by the Borough of Trafford but shall be the responsibility of the Permittee.

- ✓ Permittee is responsible to clean and restore the location site after the event. Failure to do so shall result in additional charges.

- ✓ Event parking attendants shall NOT be provided by the Borough of Trafford but shall be the responsibility of the Permittee.

- ✓ Event activities shall be confined to the date(s), time(s), and location(s) specified in the permit.

- ✓ Generic plastic *No Parking* signs are available through the Borough of Trafford for loan at no cost to the Permittee. The modification, posting, removal, and return of such signs shall NOT be performed by the Borough of Trafford or its employees, but shall be the responsibility of the Permittee.

- ✓ A limited number of barricades, security fencing, and cones are available through the Borough of Trafford for loan at no cost to the Permittee. Transportation, set-up, tear-down, and return of the items shall NOT be performed by the Borough of Trafford or its employees but shall be the responsibility of the Permittee. Additional items may be needed for blocking measures which the Borough does not possess. Any such items shall be supplied by the Permittee at no cost to the Borough.

- ✓ There is a fee of $5 for each vendor that participates in the event. This vendor fee shall be collected by the Permittee prior to the event and submitted in whole to the borough office no later than seven days prior to the date of the event.

- ✓ Additional anticipated fees may be applicable based upon extra services that must be provided by the Police Department and/or the Public Works Department for the event, such as, but not limited to, the necessity to provide security, traffic control, clean-up, waste removal, and electrical hook-up. Any such fees shall be calculated and billed to the Applicant 30 days prior to the event. Payment of such fees shall be submitted to the borough office no later than 14 days prior to the date of the event. If police or public works services are requested, or it is determined by the Borough that such services are required, the Applicant must pay for said services.

- ✓ The Permittee agrees that he/she shall be responsible to reimburse the Borough for any unanticipated expenses such as damage to borough property, an inordinate amount of clean-up, or any other extra expense incurred by the Borough of Trafford as a result of the event. Such charges shall be invoiced to the applicant no later than 60 days after the conclusion of the event.

I, the undersigned, also known at the Applicant or Permittee, have read the entire permit application and by my signature I agree to adhere to all rules and regulations governing the proposed activity and requirements, and I also certify that all information provided on this form is complete and accurate to the best of my knowledge, I understand that failure to adhere to the terms stated shall lead to the cancellation of the event, the denial of future permits and/or other legal action by the Borough of Trafford.

_____ _____

SIGNATURE OF APPLICANT DATE

FOR BOROUGH USE		
BASIC FEE	DATE PAID	MONETARY INSTRUMENT
VENDOR FEE	DATE PAID	MONETARY INSTRUMENT
POLICE SERVICES FEE	DATE PAID	MONETARY INSTRUMENT
PUBLIC WORKS SERVICES FEE	DATE PAID	MONETARY INSTRUMENT

BOROUGH REVIEW

CHIEF OF POLICE REVIEW

COMMENTS & RECOMMENDATIONS

☐ APPROVED	☐ REJECTED	SIGNATURE	DATE

PUBLIC WORKS REVIEW

COMMENTS & RECOMMENDATIONS

☐ APPROVED	☐ REJECTED	SIGNATURE	DATE

BOROUGH MANAGER REVIEW

COMMENTS & RECOMMENDATIONS

☐ APPROVED	☐ REJECTED	SIGNATURE	DATE