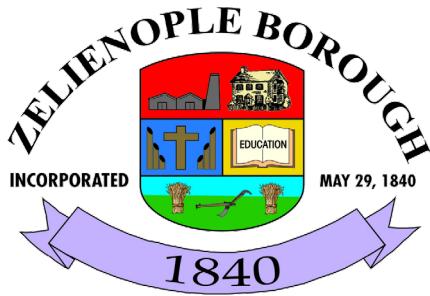


Municipal Building
111 West New Castle Street
Zelienople, PA 16063
724-452-6610 (Phone)
724-452-6613 (Fax)
zelieborough@zoominternet.net
www.zelieboro.org



Thomas M. Oliverio, Mayor
Gregg A. Semel, Council President
Andrew J. Mathew III, Council Vice President
Andrew C. Spencer, Borough Manager

Instructions for Completing the Special Event Permit Application

No parade or public gathering shall be conducted by any person upon any street, park, or other public place in the Borough of Zelienople without first obtaining a Special Event Permit from Borough Council through the Borough Manager.

A Special Event Permit is not required if an event is held on private property.

The Special Event Permit Application shall be submitted to the Borough Manager no fewer than 28 days in advance of the proposed event date. Where good cause is shown, the Borough Manager, shall have the authority to consider any application hereunder which is filed fewer than 28 days in advance of the proposed event.

The permit application can be completed online on the Borough website at www.zelieboro.org. You may also print the permit application and complete it by hand.

After permit approval, applicant must supply the Borough with a Certificate of Liability Insurance (if applicable) naming the Borough of Zelienople and/or Zelienople Community Park Association prior to receiving the permit.

The permit application and certificate of liability insurance may be emailed to zelieborough@zoominternet.net, faxed to (724) 452-6613, or mailed or hand delivered to:

Borough of Zelienople
111 W. New Castle Street
Zelienople, PA 16063

If you have any questions regarding the application process, please contact the Borough Administrative Office at (724) 452-6610.



Special Event Permit Application

Org/Entity/Business or Individual: _____

Name of Responsible Party: _____

Mailing Address: _____

24/7 Contact Telephone Number: _____ Email: _____

Name of Event: _____

Date of Event: _____

**If date is less than 28 days advance notice, event may not be possible due to coordination of services.*

Start Time: _____ End Time: _____ Is this for each day? _____

Approximate # of Attendees: _____ # of Involved Vehicles: _____

**Portable Restrooms must be provided when expected participants is 300 or more. Quantity and location of restrooms must be approved by Borough Manager and Chief of Police. Initials _____*

Location of Event: _____

You may be required to affix a map of site or delineate boundaries of event permit locations.

Will event be on any public street, Borough Land, Parks, Parking Lots, and/or Borough Facilities? YES / NO

Which Streets: _____

Parking Lots: _____

Park: _____

**If event requires a closure of a State Highway, the application must be submitted no later than 90 days prior to the event to ensure PennDOT approval.*

Have you held this event before? (please circle) Yes No Yes, but different

Will you need the following (please circle)?:

Electrical Service	YES	NO
Water Service	YES	NO
Police Assistance	YES	NO
Traffic Cones or Barricades	YES	NO

Will your event have (please circle)?:

Live Animals?	YES	NO
Banner(s) (Which may not be permitted)	YES	NO
Fireworks (Which may require an additional permit)	YES	NO
Food Service (Which may require an additional permit)	YES	NO
Live Entertainment/Amplification?	YES	NO
Tent(s), Stage(s), or Temporary Structure(s) (Which may require an additional permit)	YES	NO
Alcoholic Beverages (Which requires additional permit)	YES	NO



Special Event Permit Application

Please describe your event in detail on this form below. You are required to include maps and a list of all food and alcohol vendors' names and addresses. By signing this Permit Application, applicant agrees to comply with the Borough of Zelienople's Special Event Rules, Code of Ordinances Chapter 174, Special Events and Alcoholic Beverages, Parades & Public Gatherings & all applicable Federal, State, and Local Laws. Applicant agrees to supply the Borough with a Certificate of Liability Insurance, if applicable.

Responsible Applicant Signature

Date

**DETAILED DESCRIPTION AND MAP OF EVENT
MUST INCLUDE ALL VENDORS (FOOD AND ALCOHOL) AND STREET CLOSURES**

It is mandatory that you provide information about each vendor prior to the event. Those serving alcoholic beverages must represent a business in the Commonwealth of Pennsylvania with a liquor license at another location (servers must be from a pub, tavern, restaurant, distillery, brewery, caterer, or similar with a valid liquor license at that location as well). A copy of this liquor license must be submitted prior to the event. Alcohol use permit must be obtained by the Chief of Police.

Borough Use Only	
Approved By:	Date:
Council Meeting Approval Date:	