

BOROUGH OF MARIETTA
Activity/Special Event Application

This application is to be used for special events, street and alley closings, redirection of pedestrian and/or vehicular traffic, and/or use of Borough facilities. Applications must be submitted no less than sixty (60) days prior to the proposed event to:

Marietta Borough Office
111 East Market St
Marietta, PA 17547
717-426-4143

A “Special Event” is defined as any event held within the Borough of Marietta that affects a public roadway owned or maintained by the Borough of Marietta and to which the general public is invited or advertised to be invited.

Name of Activity/Event: _____

Location(s) of Activity/Event: _____

Date of Activity/Event: _____ **Rain Date:** _____

Activity/Event Time (start to finish): _____

Description of Activity/Event: _____

Name of Organization or Group: _____

Address: _____

Contact Name: _____

Telephone _____ - _____ - _____ **or** _____ - _____ - _____ **Fax** _____ - _____ - _____

Contact Name: _____

Contact Email Address: _____

Expected Attendance: _____

The following information must be provided for processing of the application:

1. Will you be distributing any literature or printed material?

If yes, please include samples. _____

2. Will your activity/event have food and drink available for sale? _____

If yes, Pennsylvania Department of Agriculture approval may be necessary.

Applicant is responsible for securing appropriate licenses/permits and arranging any required inspections.

3. Will your activity/event involve entertainment? _____

If yes, provide a description of entertaining and performance location(s).

4. Will your activity/event involve the use of a public address system? _____

5. Does your activity/event involve the erection of tents, signs or banners? _____

If yes, provide a description of each.

6. Will portable toilets and/or hand-washing sinks be utilized? _____

If yes, when and where they will be delivered? _____

When will they be picked up? _____

7. Plans for garbage and recycling services: _____

Each applicant is required to provide trash clean-up and disposal after the event. This includes clean-up of affected areas not limited to streets, sidewalks and other public use areas.

8. Will your activity/event require parking meters to be bagged for parking? _____

9. Will your activity/event require the closure of any street(s) or alley(s)? _____

If yes, list the streets and/or alleys to be closed (and attach map)

10. Plans for notifying residents and businesses on streets to be closed: _____

Attach a copy of any flyer/communication to be disseminated.

11. What are your plans for parking and traffic control?

If applicable, provide comprehensive detour routes and traffic control staffing plans.

12. Does your event provide an emergency lane free of any people, tents, vendors or other obstacles?

If yes, provide a map of emergency access lane. NOTE: All events requiring street closure must have an emergency access lane.

13. Please list other special activities not covered above:

14. INSURANCE: ATTACH TO APPLICATION

- Before final application approval will be granted, the applicant must provide an original and current certificate of general liability insurance in the amount of \$1,000,000.
- * The certificate must name "Marietta Borough" as an "additional insured".
- * Coverage must be maintained for the duration of the event. The Borough of Marietta reserves the right to request a copy of the entire Insurance policy.

Guidelines for Activities/Events:

1. Fundraising/vendor sales activities on public space are permitted only for the support of non-profit organizations with a current section 501(c)(3) exemption issued by the Internal Revenue Service (IRS).
2. Any activity involving food sales or giveaways will be subject to all Health Code regulations.
3. No person, vendor or object may block the emergency access lane. Person(s) found in violation will be prosecuted.
4. All Borough Ordinances and Zoning Ordinances apply to all activities/events, unless a temporary exception has been issued by the Borough Council.
5. Attachment of poster, signs, placards, etc. to any public property is prohibited. Any distribution of flyers, leaflets, brochures, printed literature and materials must have prior approval from the Mayor of Marietta. Also, no person(s) shall deface, disfigure, damage or tamper with any Borough property of Public property.
6. Any person found in possession of a controlled substance or alcoholic beverage(s) on Borough owned property or public property will be prosecuted to the fullest extent of the law.
7. All costs for the event are the responsibility of the event coordinator. These may include costs for Police and other emergency services.

Marietta Borough Release & Waiver Agreement

I hereby apply to the Borough of Mareitta to use the public facility(s) / location(s) as stated in the attached Activity/Special Event Application for

_____, from

_____ am/pm to _____ am/pm.

I understand that by utilizing these facilities, I will engage in activities that expose myself and my guests to normal risks of injury or harm associated with nature, sporting events, activities, picnics, social gatherings, music events and recreational activities.

I agree that I am responsible for my own safety and the safety of my guests. I further agree to produce a safe event or activity as permitted pursuant to an approved Activity/Special Event Application. I assume all risk and responsibility of damage to the property of the Borough of Marietta as it relates to my activity and my use/misuse.

I agree to defend, indemnify and hold harmless the Borough of Marietta, its agents and representatives from any and all liability whatsoever, either known or unknown, including by way of illustration only and not limitation, death, personal injury and/or property damage arising from my activity.

I agree fully and forever release, discharge and agree not to sue the Borough of Marietta, any of its officials, elected or appointed, employees, past or present and contractors, past or present, sponsors or their officers, directors, agents, employee representatives, and successors for any loss, damage or expense brought onto me, anyone acting on my behalf, or anyone else because of conduct attributed to me.

I agree that this release and waiver shall be construed and interpreted according to the law of the Commonwealth of Pennsylvania. I understand and agree that this release and waiver shall be binding upon my heirs, successors, assigns and any personal representatives acting on my behalf.

I have read the above items of the release and waiver, understand them, agree to abide by them and hereby acknowledge that I understand the release and waiver. I am at least 18 years of age and legally authorized to sign this document.

Signature Printed Name Date

EVENT APPROVED: YES NO DATE_____

Conditions as set forth by council upon approval: _____

