

MILFORD BOROUGH SPECIAL EVENT POLICY

Milford Borough's Special Event Permit Policy is designed to provide effective coordination of events throughout the year. When reviewing the Policy and filling out the permit application for your event, please note the following:

The Milford Borough Code Chapter 33 defines a special event as a “parade, concert, show carnival, circus, fair or similar event proposed to take place in the Borough and must be sponsored by and for the benefit of a church, fire company, ambulance corps, chamber of commerce, civic club, little league or similar non-profit organization which is either located in the Borough, or which benefits the Borough community, said benefit to be determined by the Borough Council in its discretion”. Special events shall be permitted by resolution after review at a public meeting of the Borough Council. The permit will be subject to fees and conditions as determined by the Council.

The maximum time period for such an event shall be three (3) days and no permits shall be issued to any one organization for more than three such events in any one calendar year.

Events should comply with all other Borough Ordinances. The noise ordinance is in effect from 8:00 pm to 8:00 am daily. Set up should not take place prior to 8:00 am particularly in Borough parks in residential neighborhoods. Amplified sound may not extend beyond the general area of the event such that it disturbs neighbors or adjoining properties.

The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes and any medical needs for the production at applicant/s sole cost & expense if Borough Council requires for the special event. Failure to adequately provide such amenities could result in production applicant/s or coordinator/s inability to hold future events in the Borough.

The Borough will request reimbursement for certain costs for services provided by the Borough, e.g., Police in connection with your event, set up of barriers for street closure or trash pick-up. Contact the Borough Office or the Police Department to arrange an extra duty detail in advance of the event.

The application for a Special Event must be submitted no later than 30 days prior to the first day of the event and at least 2 weeks prior to the next scheduled Borough Council Meeting. Applications should be accompanied by the permit fee of \$100. Applications submitted less than thirty (30) calendar days prior to the proposed event must include an additional late fee and may be declined a permit. The assigned permit for this event is good for a period of thirty days.

Special events on Borough property require commercial liability insurance for the production submitted with this permit application. A Certificate of Insurance must designate the Borough of Milford as an also insured.

Arrangements for the event should not be finalized until such time as you have received a permit. No such event can take place without a permit.

Adjoining property owners/neighbors will be notified via the Borough Website and Facebook and at the public meeting of the Council at least two weeks in advance of the scope and timetable of your event.

No alcohol is permitted without the approval of PA Liquor Control Board and the Borough Council.

Cancellations or cancellation of requested services must be made in writing prior to the event. Failure to provide written verification may result in the sponsor/s being required to reimburse the Borough for the agreed upon services.

**PLEASE COMPLETE THE ATTACHED APPLICATION AND
RETURN WITH THE REQUIRED FEES TO THE BOROUGH OFFICE.**

MILFORD BOROUGH SPECIAL EVENT APPLICATION

GENERAL INFORMATION

Name of the event: _____

Name/address of the host: _____

Event coordinator/contact: _____ Cell phone no.: _____

E-mail address: _____

On-site contact, day of event: _____ Cell phone no.: _____

Purpose/content of event: _____

Specific location(s) requested: _____

Date(s) of event: _____

Set up date/time: _____

Breakdown date/time: _____

Hours of event: _____

ADDITIONAL INFORMATION

Will you require road closure? Yes ☐ No ☐

Will you require police assistance? Yes ☐ No ☐

Will you be using amplified sound? Yes ☐ No ☐

NOTE: AMPLIFIED SOUND IS SUBJECT TO BOROUGH NOISE ORDINANCE

Please list date(s) and hours of amplified sound use: _____

Will staging be used? Yes ☐ No ☐

Is it pre-fabricated ☐ Or built on site ☐

(If built on site, sealed plans must be provided and a Building Permit required.)

Will tents or canopies be erected? _____yes_____no

If yes, please describe: quantity: _____size/s: _____total sq. ft.: _____

Will you be selling retail merchandise? ____yes ____no

Do you plan on providing food or merchandise? ____yes ____no

COMPLETE, SIGN AND DATE

By signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Milford and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Milford, its elected and appointed officials, agents, employees, and authorized volunteers.

Name of Event Sponsor: _____

Authorized Signer: _____

Title of Signer: _____

Date Signed: _____

Approved By: _____

Date Approved: _____

MILFORD BOROUGH BANNER PERMIT APPLICATION

PLEASE READ THE FOLLOWING CRITERIA CAREFULLY BEFORE YOU COMPLETE THIS APPLICATION BECAUSE THE BANNER, WHICH YOU ERECT MUST COMPLY WITH THESE SPECIFICATIONS.

***PERMANENT CABLES MUST BE USED TO FASTEN EVERY PART OF THE BANNER; NO ROPES MAY BE USED TO FASTEN EVERY PART OF BANNER AND NO ROPES MAY BE SUBSTITUTED.**

***WIND HOLES MUST BE USED.**

***BANNER MUST BE INSTALLED BY A PROFESSIONAL COMPANY OR ORGANIZATION, WHICH HAS ADEQUATE EQUIPMENT SUCH AS A BUCKET TRUCK (NO LADDERS MAY BE USED) TO ERECT BANNER. THE BOROUGH RESERVES THE RIGHT TO INSTRUCT A BANNER BE REMOVED IF BANNER IS NOT PROPERTY INSTALLED.**

***THE BANNER MAY NOT EXCEED THREE FEET BY 20 FEET.**

***THE BANNER MUST HAVE A MINIMUM CLEARANCE OF 17 FEET AND SIX INCHES.**

***NOT MORE THAN 20% OF MESSAGE ON BANNER MAY RELATE TO NAMING OR TO ADVERTISING A COMMERCIAL PRODUCT, ENTERPRISE, BUSINESS OR COMPANY REGARDLESS OF WHETHER SPONSORING THE EVENT OR BANNER INSTALLATION.**

***TRAFFIC CONTROL MUST BE PERFORMED IN ACCORDANCE WITH PA DEPARTMENT OF TRANSPORTATION MOST RECENT PUBLICATION 203.**

***EMERGENCY NUMBERS IN CASE PROBLEMS OCCUR WITH BANNER MUST BE PROVIDED PRIOR TO APPROVAL.**

Milford Borough has two locations where banners are permitted. Please select one of the following locations:

- ☐ BROAD STREET (ROUTE 209/6 NORTH) AT CHERRY ALLEY NEAR MILFORD BOROUGH MUNICIPAL PARKING LOT
- ☐ EAST HARFORD STREET (ROUTE 209 SOUTH) AT KENNEDY TRIANGLE, NEAR SECOND STREET AND ENTRANCE TO BOROUGH

Remember that other groups may have reserved the banner location for the time period after you. If you do not remove the banner on the date specified you may take away the time another group is able to erect its banner. Groups may reserve no more than one (1) banner at a time for any period. Maximum period for a banner display is two (2) weeks.

Dates of banner placement: _____

Set up date/time: _____

Removal date/time: _____

The fee for the placement of a banner, which may only be placed on the poles, which the Borough owns and operates, is \$125.00. The applicant is also required to post a refundable \$100 removal deposit fee. The Borough reserves the right to retain the removal deposit for banner if it is not removed by the specified date of removal.

COMPLETE, SIGN AND DATE

By signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Milford and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Milford, its elected and appointed officials, agents, employees, and authorized volunteers.

Name of Event Sponsor: _____

Authorized Signer: _____

Title of Signer: _____

Date Signed: _____

Approved By: _____