



INDIANA BOROUGH SPECIAL EVENT RULES AND REGULATIONS

Purpose

To control the use of Indiana Borough's public rights-of-way during special events, and to properly assess and assign costs to the sponsoring organization wishing to host such events, Indiana Borough hereby sets forth the following rules and regulations governing activities of persons/organizations sponsoring special events on Indiana Borough streets and rights-of-way.

Special Event General Terms and Conditions

- A. Indiana Borough reserves the right to monitor all special events.
- B. Indiana Borough reserves the right to charge a fee for services required to facilitate a requested special event. A review of fees will be made at the end of each year by the Borough Manager or designee. Fees are subject to increase or change.
- C. Persons/sponsoring organizations do not have the right to contract with outside agencies to provide traffic control security during special events.

Definition of Special Event

Any event that will occur on/or adjacent to an Indiana Borough public right-of-way, requiring its closure or significantly impacting its normal pedestrian or vehicular traffic flow.

Application

All persons/organizations sponsoring a special event must complete an application provided by Indiana Borough (attached). The application must be received no less than two (2) months prior to the anticipated event. Untimely applications will not be considered for approval. Proof of liability insurance in the minimum amount of \$500,000.00 and completed Hold Harmless agreement is required upon notification that the special event application has been tentatively approved. Events will not be permitted to take place unless proof of insurance, preliminary fees, necessary inspections, and appropriate permits have been collected.

The Borough Manager, Chief of Police and/or their designees, shall be responsible for the approval of annual events. Staff may delay approval if it is determined Council action is warranted. Special event requests denied by staff may be presented to the Public Safety Committee by the requestor for reconsideration.

Approved special event applications will be forwarded to Police Department, Street Department and Code Department staff for review.

Traffic Control and Security

Indiana Borough will determine appropriate traffic control and security measures necessary to ensure public safety immediately preceding, during, and following a special event.

Conditions of Streets and Sidewalks and Trash Removal

- A. Persons/organizations sponsoring special events are required to return the streets, sidewalks and public space to the condition in which they were found prior to set-up for the event.
- B. It is the responsibility of persons/sponsoring organizations to assemble, disassemble, and remove all props, decorations, vendor property, and fixtures from streets and sidewalks immediately following the event.
- C. All trash must be removed from the streets, sidewalks and public open space by event sponsors and placed in curbside containers on the sidewalk for pickup. Borough containers will be emptied as necessary prior to events.
- D. Failure to comply with A, B, or C will result in the event sponsor being billed for cleanup costs. Future events will be declined until cleanup costs are satisfied.

Special Event Fees

A \$500.00 deposit is required for all parades and other events. The actual cost will be invoiced and the deposit credited towards the balance owed. Upon conclusion of the event, all participating Borough. Departments will submit their costs to the Manager or Chief of Police within five (5) days. Final invoice will be submitted to the event sponsor.

Special Considerations

Sponsors requesting special considerations shall mark the appropriate space on the application form and add information as specified:

Open Container Waiver

Sponsors requesting a waiver of the open container ordinance during the event must provide detailed plan for the method of service and control during the event. Resolution 2017-R2, pertaining to open container waivers, will be provided to sponsors requesting the open container waiver. All provisions for the waiver must be met, including proof of insurance naming the Borough as an insured party and specifically including language regarding the coverage for alcohol service and consumption during the event. Service within the designated event area will require a PLCM Special Occasion Permit prior to Borough approval.

Vendors

Sponsors wishing to include vendors during the event must submit a list of vendors, including the name of the vendor and contact information and the product offered. The Borough will

waive the Transient Retail Business/Solicitation permit application and fee for vendors intending to operate within the designated area of the special event during the period of the special event when the sponsor provides the list. Food vendors are still required to submit a Department of Agriculture Safe Serve Certificate to be approved.

Electricity/Structures

Sponsors intending to utilize electrical devices or structures other than mobile booths or tables shall submit a plan to the Code Enforcement Department, subject to their approval and inspection.

Tethered Devices

Sponsors wishing to include tethered devices during the event must ensure they follow Chapter 400, Article 9 of the Indiana Borough Code, which requires inspection and associated fees. Sponsors requesting the use of tethered devices will be provided a copy of Article 9.

Approval

The Borough reserves the right to deny a special event request if the provisions set forth cannot be met, if the request is not submitted in the timeframe required, or if the event is deemed to be unsafe or adverse to the welfare of the community. The Manager or Chief of Police may approve a special event request or may elect to submit the request for Council action.

Adopted

Resolution No. 2018-R5 (April 17,2018)

INDIANA BOROUGH SPECIAL EVENT APPLICATION

Name of Event: _____

Sponsoring Person or Organization: _____

Contact Person/Coordinator: _____

Contact Address: _____

Contact Telephone: _____

Contact Email: _____

Type of Special Event: Parade Footrace/Walk Designated Space

Event Date(s) and Times:

Location/Route:

Activities Planned/Event Details:

Special Considerations:

Check those being requested and refer to the provisions in regulations

_____ Open Container Waiver

_____ Vendors

_____ Electricity/Structures

_____ Tethered Devices

_____ Other: _____

Event Sponsor agrees to follow all rules and regulations established by Indiana Borough for special events.

Signed _____
Sponsor

Date Submitted

(Borough office use)

\$ _____ Deposited _____ Proof of Insurance Submitted _____ Hold Harmless Agreement

Submitted _____ Approved _____ Denied

By: _____
Borough Official

Date