

SPECIAL EVENTS APPLICATION

BOROUGH OF LANSDALE

SPECIAL EVENT APPLICATIONS MUST BE COMPLETED ONLINE:

[CLICK HERE TO FILL OUT APPLICATION](#)



All applications and fees **MUST** be submitted to the Special Event Manager **NO LATER THAN 90 days** prior to the event to be eligible for approval. Applicants must submit all required forms and documents to be considered for approval. Please familiarize yourself with the entire application before submitting. The Borough Manager reserves the right to cancel any special event due to inclement weather or any other reason deemed appropriate for cancellation.

REQUIRED FORMS AND DOCUMENTS

In order for your application to be considered complete the following documentation must be submitted. Only completed applications will be considered for approval.

Signed Indemnification Agreement (See attachment 1)

Certificate of Insurance

A certificate of insurance, along with all required endorsements, naming Lansdale Borough, its officer's agents, employees, and agents as additional insureds, to be filed prior to the scheduled event, indicating that the applicant possesses or will obtain public liability insurance in the form of a comprehensive general liability insurance policy with the following minimum limits:

- (i) \$500,000.00 for each person for bodily injury;
\$1,000,000.00 for each occurrence of bodily injury; and \$250,000.00 for each occurrence of property damage;
OR
- (ii) \$1,000,000.00 for each occurrence of combined single limit bodily injury and property damage AND
- (iii) If food or nonalcoholic beverages are to be sold or served at the event, such policy shall also include an endorsement for products liability in an amount not less than \$500,000.00. If alcoholic beverages are to be sold or served at the event, the policy shall also include an endorsement for liquor liability in an amount not less than \$500,000.00.

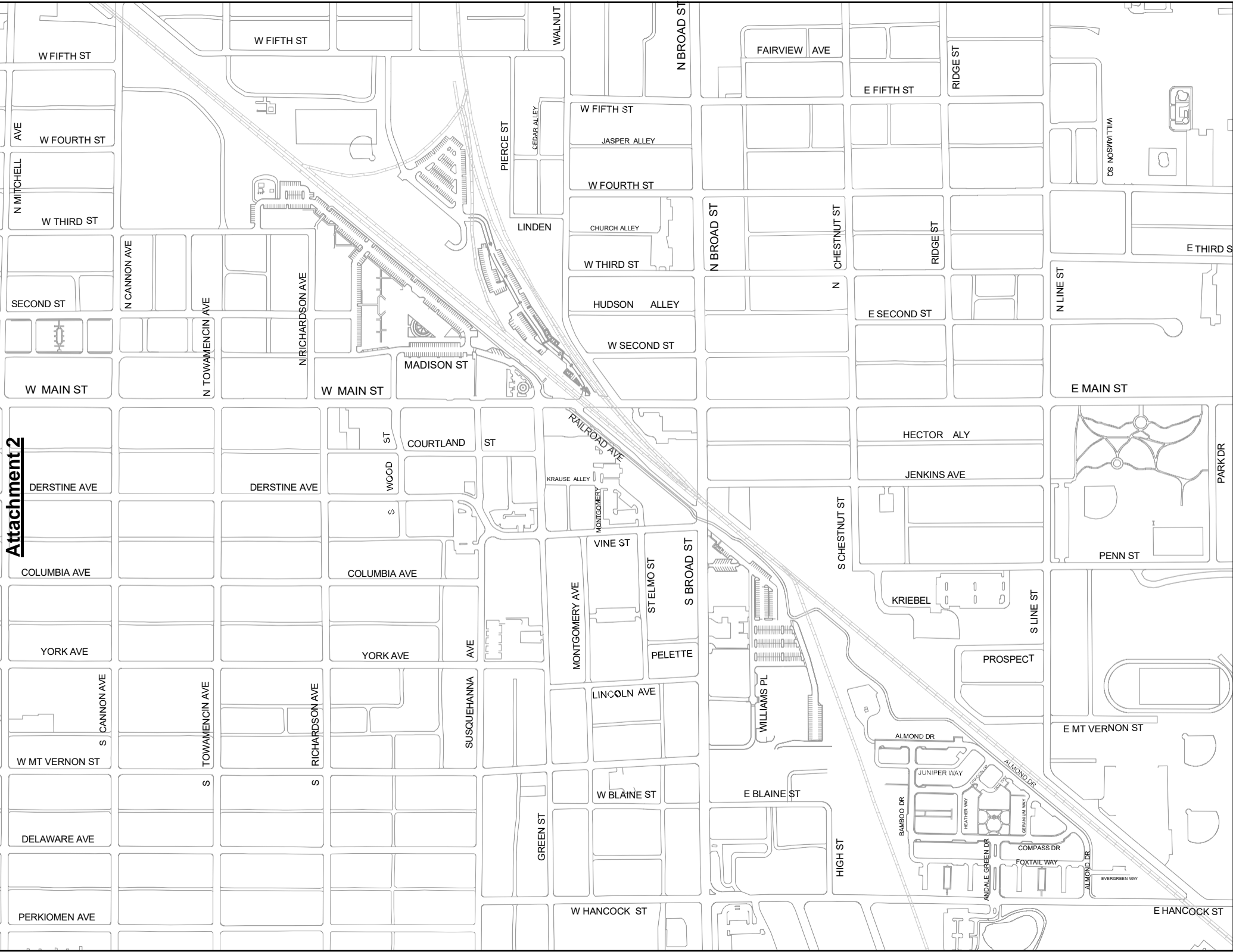
Higher requirements of insurance may be required for certain events.

Site Map that includes the following: (See attachments 2&3)

- The name of streets, placement of barricades and/or road closures
- Locations of electric drop requests
- The areas where participants and vendors/merchants will park
- Tent, vendor, booth and/or stage placement
- Trash and Recycling plan
- Areas where porta potties will be placed
- The areas where alcoholic beverages will be served
- The exact route where participants will walk or run (If applicable)

Non-refundable application fee of \$100 to be paid when submitting the application.

Attachment 2



Attachment 3

N RICHARDSON AVE

S RICHARDSON AVE

503
501

49
45
41
35
35 REAR
GAR.

27
25
23
21
19

15
425
DISTRICT COURT
421
415
409
407
401
400 GAR

418
414
410
408
414 REAR

21
423
421
419
413
411
405
403

422
420
418
410
423 GAR
418 GAR
410

GAR. GAR.
403
427
425
423
413
409
407
403

325 Madison St
BUILDING "C"
325 Madison St
BUILDING "D"
325 Madison St
BUILDING "E"

N WOOD ST

329 STOVE & TAP
327
325
323
321 MADISON
319
317
315
313
311
309
305
303
301B
301
219
217
215
213
211
209
306 MADISON
310 MADISON
300
BUILDING "F"
325 Madison St

330
328
322
318 1/2
318
316
314
312
308
324
326
305 NP BOYS & GIRLS CLUB 16 SUSQUEHANNA

307 REPORTER NEWSPAPER

320
318
314
314
310
323 1/2 REAR
318 1/2 REAR
314 REAR

310 VINE ST.
GAR.
404
104
106
110
331
329
325
323
321
319

MADISON ST

SUSQUEHANNA AVE

101
300

210
200

21
23
25
206
22
24
26
28
32
34
301 LANSDALE PUBLIC LIBRARY

100 FAIRMOUNT FIRE COMPANY

GREEN ST

100 CENTURY PLAZA

1,2 & 3rd Floor
35
37
41
45
47
49
51
53
38
40
42
44
46
48
50
52
54
56
58

N ST

101
105
109
42
30

W THIRD ST

44
42
40
38
32
28
22
18
16
14
12
10
222
220
209
209
10
216

HUDSON ALLEY

43
37
33
31
25
23
21
19
17
15
15 REAR
200
214

W SECOND ST

115
113
111
109
107
105
29
FLORIST
21
19
17
15
11
9
7
5
3
10
12

N BROAD ST

W MAIN ST

10
10
10
LANSDALE BOROUGH HALL
1 VINE ST

MONTGOMERY AVE

VINE ST

100
105
107

ST ELMO ST

S BROAD ST

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

THE APPLICANT AGREES TO INDEMNIFY, DEFEND (WITH COUNSEL OF LANSDALE BOROUGH’S CHOICE), AND HOLD AND SAVE HARMLESS LANSDALE BOROUGH, ITS PRESENT AND FUTURE ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AGENTS (COLLECTIVELY “INDEMNIFIED PARTIES”), FROM AND AGAINST ANY AND ALL LIABILITIES, PENALTIES, FINES, FORFEITURES, DEMANDS, CLAIMS, CAUSES OF ACTION, SUITS, AND DIRECT COSTS AND EXPENSES INCIDENTAL THERETO (INCLUDING COSTS OF DEFENSE AND REASONABLE ATTORNEY’S FEES) WHICH THE INDEMNIFIED PARTIES MAY HEREAFTER SUFFER, INCUR, BE RESPONSIBLE FOR OR PAY OUT AS A RESULT OF BODILY INJURIES (INCLUDING DEATH) TO ANY PERSON, DAMAGE TO ANY PROPERTY (PUBLIC OR PRIVATE) PROXIMATELY CAUSED BY THE APPLICANT, ITS OFFICERS, EMPLOYEES OR AGENTS OR ANY PERSON UNDER THE CONTROL OF THE APPLICANT, AND ARISING OUT OF OR RELATED TO ISSUANCE OF THE SPECIAL EVENTS PERMIT FOR THE EVENT IDENTIFIED IN THE PERMIT APPLICATION ATTACHED HERETO, AND THE APPLICANT AGREES TO REIMBURSE LANSDALE BOROUGH FOR ANY COSTS INCURRED IN REPAIRING THE DAMAGE TO BOROUGH PROPERTY OCCURRING IN CONNECTION WITH THE SUBJECT EVENT AND PROXIMATELY CAUSED BY APPLICANT, ITS OFFICERS, EMPLOYEES, OR AGENTS, OR ANY PERSON UNDER THE CONTROL OF THE APPLICANT.

Print

Name/Applicant/Organization: _____

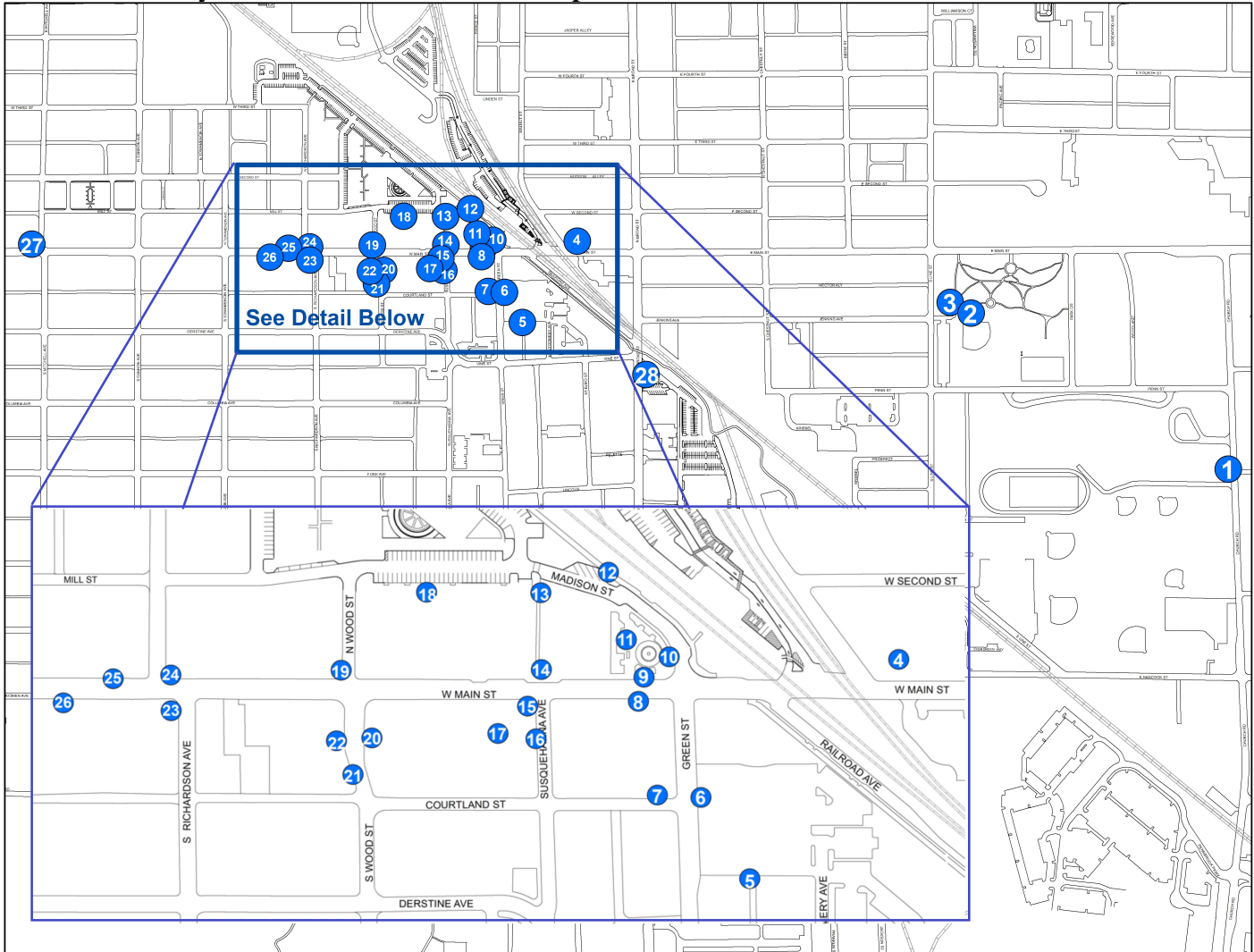
Signature: _____

Electric Needs

Please use this map only if you're requesting electric. Submit along with your application

Please describe the location and type of electric needed: _____

The map below indicates the location of existing electric drops. Please circle or select the locations needed for your event. **No new electric drop locations will be added.**



- | | |
|---|-------------------------------|
| 1) Penndale Parking Lot – Farmers Market* | 15) Susquehanna Lot |
| 2) Memorial Park* | 16) Susquehanna Lot |
| 3) Memorial Park* | 17) Susquehanna Lot |
| 4) Walnut St Parking Lot | 18) 314 Madison St |
| 5) Century Plaza Lot | 19) N Wood St |
| 6) Green & Courtland | 20) S Wood St |
| 7) Green & Courtland | 21) S Wood St |
| 8) W Main St (Bank) | 22) S Wood St |
| 9) Kugel Ball Park | 23) Richardson & Main |
| 10) Kugel Ball Park | 24) Richardson & Main |
| 11) Kugel Ball Park – Stage | 25) W Main St (Univest) |
| 12) Madison Street | 26) W Main St |
| 13) Madison Ave Walkway (North) | 27) Mitchell & Main |
| 14) Madison Ave Walkway (South) | 28) Freight House Parking Lot |