



## SPECIAL EVENT REQUEST FORM

In order to coordinate the safe and efficient preparation for any special event, the following information must be completed and submitted to the Borough Secretary at least 90 days in advance of the date of the event. The request will then be presented for consideration by Borough Council at their next regularly scheduled meeting (usually held on the 3<sup>rd</sup> Monday of each month).

If you have any questions, please contact our office at 724-458-7060 x 105.

Requester Name: \_\_\_\_\_

Sponsor Group/Organization Name: \_\_\_\_\_

Sponsor Group/Organization Representative (if different than Requester): \_\_\_\_\_

Requester Address: \_\_\_\_\_  
Street City/ST Zip

Contact Name (if different than Requester): \_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event\*: \_\_\_\_\_

*\*If the event is a race/walk or parade, a diagram of the proposed route must be submitted with this completed form for approval by the Chief of Police*

Event Day/Date: \_\_\_\_\_ Alternate Day/Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Approximate # of Attendees: \_\_\_\_\_

\*\*Please note that if street closings, electric setup, traffic control, setup of barricades, etc. are required, this will need coordinated with the various departments involved: Electric, Police, Public Works, etc. Any costs incurred by the Borough to safely conduct the event may be billed and payable by the requester/sponsor of the event.

Setup Day/Date: \_\_\_\_\_ Setup Time & Duration: \_\_\_\_\_

Setup Needs:

Street Closure(s) - Provide street name(s) and specific section(s) of those streets: \_\_\_\_\_

Barricade Use       Special Parking Restrictions       Traffic Control Assistance

Use of/Placement of Portable Restrooms

Special Electric Setup – Provide Details \_\_\_\_\_

Banner Request\* (\*please refer to separate **Banner Policies** information available from the Borough Secretary)

Publicize event on Borough website (attach a brief text summary of your event)

Reservation of Park Shelter (*reservation must be made with Borough utility office 724-458-7060*)

Other (provide specific details): \_\_\_\_\_

Take Down Day/Date: \_\_\_\_\_ Take Down Time & Duration: \_\_\_\_\_

Take Down Needs:

- Removal / Pickup of Barricades
- Trash Removal/Pickup
- Disconnect Electric
- Removal of Banner – please be advised that banners not picked up at the Borough Electric Department within two (2) weeks after the end of the event will be disposed of.

**A Certificate of Liability Insurance naming the Borough of Grove City as an additional insured is required to be submitted to the Borough office as soon as possible, but no later than 10 days prior to the event date. Questions regarding this form should be directed to the event sponsor’s insurer or business/administrative office.**

The Requester will be notified by the Borough Secretary via email (or if no email is available, by mail) of Council approval status within five (5) days of the Council meeting date.

**IMPORTANT NOTE:**

**ABSOLUTELY NO EVENT ADVERTISING MAY BE DONE PRIOR TO RECEIVING OFFICIAL NOTIFICATION FROM THE BOROUGH SECRETARY OF COUNCIL APPROVAL.**

**I/We have read and agree to comply with the instructions and Important Note above.**

\_\_\_\_\_  
**Requester Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sponsor Signature (if different than Requester)**

\_\_\_\_\_  
**Date**

BELOW THIS LINE FOR OFFICE USE ONLY

Request form complete & received (date): \_\_\_\_\_

Submitted to Council (meeting date): \_\_\_\_\_

Borough Office Rep Initials: \_\_\_\_\_

Approval Notification Sent (date): \_\_\_\_\_ Via:  Mail  Email

Departments Advised of Event:  Admin Staff  Electric  Police  Public Works  Water/Wastewater

Certificate of Liability Insurance received (date): \_\_\_\_\_

Banner Info (if applicable): Fee Paid (amount/date/cash or check #): \_\_\_\_\_

Request sent to PennDOT (date): \_\_\_\_\_ PennDOT Approval Rcvd (date): \_\_\_\_\_

If applicable, Race route attached & approved by Police Chief (date): \_\_\_\_\_

Costs Billed (invoice info): (amount) \$ \_\_\_\_\_ (date) \_\_\_\_\_ (invoice #) \_\_\_\_\_