



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 30 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 3rd Monday of each month). Please email your completed special event form to the Borough Secretary (taylor@grovecityonline.com).

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 #) _____