Fleetwood Borough Special Event Form

Per ordinance 603, please provide the following information for a special event:

1) Name and type of event:

2) Name, address and other contact info of sole person responsible for event. (Must include phone number that can be used day of event)
   - Name:
   - Address:
   - Home phone:
   - Business:
   - Cell:
   - E-mail:
   - Day of event phone #:

3) If this is sponsored by an entity or business? If so, please state below
   - Name of entity/business:
   - Contact person:
   - Phone:

4) Insurance: Who will be legally liable for the event?
   - Name:
   - Insurance company:
   - Insurance coverage limits:
   - (Please provide certificate of insurance 30 days prior to event)

5) Date, time, and duration of event:
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6) How many participants and spectators would be anticipated?
   - Participants = Spectators =

7) Please indicate how the responsible party will address parking for participants and spectators:
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8) Please indicate how the responsible party will address bathroom facilities:
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9) Please address how the responsible party will address garbage collection during and after the event:
   
10) Please address how the responsible party will address security, participant safety, spectator safety, and the general population safety at the event: (Include number of staff or volunteers that the responsible party will supply)
   
11) Will a “no-parking” for residents in area be requested of the borough? If so, please indicate location requested and duration. Note: parking for these residents must also be accounted for in #9 above.
   
12) Will traffic be affected in the area of the event? If so, how will the responsible party address traffic flow?
   
13) Please make any other relevant comments here: