



BOROUGH OF FLEETWOOD

Incorporated in 1873
110 W. ARCH STREET
FLEETWOOD, PENNSYLVANIA 19522
610-944-8220

SPECIAL EVENT WITH ALCOHOL PERMIT APPLICATION

The Borough of Fleetwood (“Borough”) reserves the right to permit, on a case-by-case basis, authorized organizations that qualify for and have been issued a Special Occasion Permit under the rules and regulations of the Pennsylvania Liquor Control Board to do so to dispense only the alcoholic beverages of beer and wine in conjunction with Borough Council approved events, in controlled environments to be held on Borough property.

Applying organizations must submit a full and complete Special Event Permit Application together with all the attachments and supplements as may be required. Special Event Permit Applications must be submitted no less than sixty (60) days prior to the Proposed Event. Please submit the following information to the Borough office for consideration:

Application Submission Date: _____

Applicant/Organization: _____

Applicant/Organization Address: _____

Phone: _____ Email: _____

Is the Organization a 501(c)(3) non-profit charitable organization? Yes No

Person(s) Responsible for Proposed Event: _____

Address: _____

Phone: _____ Email: _____

EVENT DETAILS

Type of Proposed Event: _____



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Location/Address of Proposed Event: _____

Total Anticipated Attendance: _____

Type of Request (check all that apply):

Facility Rental: _____ Use of the Park*: _____ Use of Public Street/Alley: _____

*No alcohol is permitted in Fleetwood West Main Street Park.

Date of Proposed Event: _____ Start Time: _____ End Time: _____

Rain Date (If Applicable): _____

Description of Proposed Event: _____

Please attach a copy of a program/brochure if available.

Website of Proposed Event: _____

Will the Proposed Event require a fee for admission: Yes No

If yes, how much: _____

Will the Proposed Event include the use of pyrotechnics or open flame: Yes No

If yes, describe in detail: _____

Will the Proposed Event include the sale of food or beverages: Yes No

(The sale of food and beverage are subject to health inspections and licensure as applicable. The sale/consumption of alcoholic beverages is regulated and restricted by the Borough of Fleetwood Ordinance and the Pennsylvania Liquor Control Board rules and regulations.)



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If yes, describe in detail: _____

If the Proposed Event includes the sale/consumption of alcoholic beverages, Applicant must receive a valid Special Occasion Permit from the Pennsylvania Liquor Control Board and provide a copy to the Borough.

Will the Proposed Event require the closure of any streets: Yes No

If yes, describe in detail the road names and anticipated times of closure: _____

Will the Proposed Event require any parking restrictions: Yes No

If yes, describe in detail the parking restrictions necessary: _____



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Will the Proposed Event require restricted use of any sidewalks: Yes No

If yes, describe in detail the sidewalk restrictions necessary: _____

Will the event require use of any Borough employees, services, equipment, utilities, bathroom facilities, or other special requests: Yes No

If yes, describe in detail the need for Borough employees, services, equipment, utilities, bathroom facilities, or other special requests: _____

What is Applicant's plan for providing medical services during the Proposed Event:

(The Borough of Fleetwood retains the right to charge Applicant for use of Borough employees, services, equipment, utilities, or other special requests based on Borough Council approved fee schedules)

Applicant understands and assumes responsibility as described below:

- Applicant must provide a certificate of liability insurance listing the Borough of Fleetwood, its Council, including its officers, employees and agents, as additional insured in the amount of \$1,000,000.00 or in such amounts with such coverage as Borough Council may from time to time deem appropriate.



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- Applicant must provide copies of all appropriate permits and/or approvals from 3rd party agencies and departments.
- Any additional requests or changes to the signed permit must be approved by Borough Council.
- Applicant is responsible for garbage/debris from the event and must leave the event premises in a clean and orderly fashion.
- The Borough of Fleetwood is not responsible for any material or equipment left behind or broken during/after the event.
- Any event deemed unsafe or in violation of the Borough Ordinance or State Law will be shut down at the discretion of the Borough of Fleetwood Police Department or other emergency services.
- Applicant agrees to all terms, conditions, and time limitations that Borough Council may, in its sole discretion, impose for such use of Borough property.

Applicant recognizes and agrees that the Borough of Fleetwood requires the Proposed Event to be conducted in such a manner as to promote harmony in the area, insure domestic tranquility and be with the limits established by existing ordinances. By signature below, Applicant agrees to protect, defend, indemnify and hold the Borough of Fleetwood and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs or other expenses or liabilities of every kind and character arising directly or indirectly from this Proposed Event. Applicant further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, etc. at Applicant's sole expense and agrees to bear all other costs/expenses related thereto, even if such claims are groundless, false or fraudulent.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____



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OFFICIAL USE ONLY

DATE RECEIVED: DATE APPROVED: INITIALS

- Police Chief
- Public Works Director
- Fire Chief
- Local Emergency Management Coordinator
- COMMENTS / ADDITIONAL REQUIREMENTS:

Borough of Fleetwood formally APPROVES / DENIES event as described in permit submission.

Fleetwood Borough Council President

Date: _____