

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: \_\_\_\_\_
  
  
- 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:
  - \_\_\_\_\_
  
  
- 8) Please indicate how the responsible party will address bathroom facilities:
  - \_\_\_\_\_

9) Please address how the responsible party will address garbage collection during and after the event:

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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)

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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.

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12) Will traffic be affected in the area of the event? If so, how will the responsible party address traffic flow?

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13) Please make any other relevant comments here:

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