

**BOROUGH OF FORD CITY
SPECIAL EVENTS PERMIT APPLICATION**

Applications must be submitted and deemed administratively complete at least forty-five (45) business days in advance of the proposed Special Event.

Full Name of Applicant: _____

Address: _____

City, State, Zip: _____

Primary Telephone Number: _____

Alternative Telephone Number: _____

Email Address: _____

If the proposed event is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the organization's headquarters and the authorized representative of said organization must be provided below.

Name of On-Site Contact: _____

Address: _____

City, State, Zip: _____

Primary Telephone Number: _____

Alternative Telephone Number: _____

Email Address: _____

Title of Event: _____

Type of Event: Festival Parade Block Party Race Concert Other

Purpose and Description of Event: _____

Location of Event: _____

Date of Event: From: _____ To: _____

If the event is scheduled to last more than one (1) calendar day, is an Incident Action Plan attached to this application? Yes No

Time of Event: Set-Up Time: From: _____ To: _____
Event Start Time: From: _____ To: _____
Event End Time: From: _____ To: _____
Tear-Down Time: From: _____ To: _____

Will the event be open to the public? Yes No

Ford City Borough Council adopted Resolution 18-2025 which introduced Special Event fees.
The adopted fees are:

Application Fees

Small Event (50-149 attendees): \$25.00
Medium Event (150-499 attendees): \$50.00
Large Event (500+ attendees): \$75.00

Use of Borough Service Fees

Use of Electric, Road Barriers, Trash Collection: \$25.00
Use of Borough Water (Metered Hydrant): \$5.00/1000 gallons
Borough Employee at an Event: \$35.00/hour per employee

Number of persons anticipated to participate in the Event: _____
If attendance is expected to exceed 250 people, is an Incident Action Plan attached to this application

Will animals be participating in the event? Yes No
Describe type and number of animals: _____

Will vehicles be incorporated into the Event: Yes No
Describe type and number of vehicles anticipated: _____

Will equipment provided by **the applicant** be utilized: Yes No
(e.g., tents, vendor booths/tables, bathroom facilities)
If yes, describe equipment proposed to be used:
Equipment Type: _____ Quantity: _____
Equipment Type: _____ Quantity: _____
Equipment Type: _____ Quantity: _____

Does the applicant request any equipment from **the borough**? Yes No
(e.g., garbage cans, electricity, restrooms)

Equipment Type: _____ Quantity: _____

Equipment Type: _____ Quantity: _____

Equipment Type: _____ Quantity: _____

Please note that the borough will not provide garbage bags or commercial dumpsters. If the event requires a dumpster, that is the applicant's responsibility.

Shank Waste Service, Inc: 724-226-8320

Does the applicant request labor provided by the borough? Yes No

Upon request of the applicant, the borough can provide labor for maintenance services needed during the event. Please note that this would be a cost to the applicant in the amount of **This fee would need to be paid at the time of application submission.**

***PLEASE NOTE: IN THE EVENT THAT THE BOROUGH IS REQUIRED TO CLEAN UP IN THE PERMITTED AREA FOLLOWING THE EVENT, WHEN HELP WAS NOT REQUESTED AND PAID FOR PRIOR, A FEE WILL BE ISSUED TO THE APPLICANT FOR THE EXPENSES INCURRED IN ORDER TO RESTORE BOROUGH FACILITIES. THIS MAY ALSO RESULT IN THE APPLICANT BEING INELIGIBLE TO HOST EVENTS IN THE BOROUGH UNTIL THE ISSUED FEE IS PAID. THE BOROUGH RESERVES THE RIGHT TO ESTABLISH FEES FOR BOROUGH SERVICES INCLUDING FEES APPLICABLE TO SPECIAL EVENT PERMITS. §5.4**

Will the event require road closures? Yes No

If yes, list all streets and avenues proposed to be closed, and the time of such closures. The borough will provide road barriers to the applicant at the time of the event and pick them up the following business day after the event:

Road Name: _____ From: _____ To: _____

Road Name: _____ From: _____ To: _____

Road Name: _____ From: _____ To: _____

Road Name: _____ From: _____ To: _____

Road Name: _____ From: _____ To: _____

Road Name: _____ From: _____ To: _____

If 5th Avenue is proposed to be closed, please include a road closure permit provided by PennDOT to this application

Will alcohol be sold, distributed and/or consumed during the Event? Yes No

If yes, please provide a PLCB License/Permit as well as proof of RAMP Certification if applicable, and review the provided policy as it relates to alcohol. §5.3.e

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Please attach the following to the application if applicable?

- Security Plan
- Traffic Circulation and Parking Plan
- Plan identifying location of tents, vendors, and bathroom facilities

Do you agree to submit the following documentation at least fifteen (15) days before the Event, and acknowledge failure to do so will result in the revocation of the Special Event Permit:

Proof of notification to emergency medical services? ____ Yes ____ No

Proof of notification to property/business owners within 200 ft of the event? ____ Yes ____ No

Certificate of required insurance: ____ Yes ____ No

NOTICE: The submission of this application shall not be deemed administratively complete and filed until this form is completed, all required supplemental materials are submitted, all necessary departments review and sign off on the application, and the event application fee is paid. The date the Borough receives the initial submission, as noted below, should not be constructed as the Applicant's filling date.

By execution hereof, the undersigned hereby certifies that the statements made herein are true and correct to the best of his/her knowledge and belief.

Applicant's Signature: _____

Printed Name: _____

Title of Event: _____

Date Submitted: _____

Application Fees:

- Small Event (50-149 attendees) **\$25.00**
- Medium Event (150-499 attendees) **\$50.00**
- Large Event (500+ attendees) **\$75.00**

Borough Use Fees:

- Electric, Road Barriers, Trash Collection **\$25.00**
- Water Use **\$5.00/1000 gallons**
- Borough Employee at event **\$35.00/hour per employee**

Fee Total: _____

INTERNAL USE ONLY

Date Application Received: _____

Date Application Deemed Administratively Complete: _____

Special Event Permit Fee, if applicable: _____

Date Special Event Permit Issued: _____

Borough Approval: _____

Police Department Approval: _____

Volunteer Fire Department Approval: _____

Director of Public Works Approval: _____