

Borough of Coraopolis
Application for
Special Permit for
Temporary Use

Permit No. _____

Check Use:

- CARNIVAL, FAIR OR FESTIVAL
- PARADE
- MUSIC EVENT
- FOOD TRUCK
- OTHER (DESCRIBE) _____

Property Address for Event _____

Times of Event—Start: _____ End: _____ Dates _____

Rain Dates _____

Name of Sponsoring Organization _____

Address _____

1. Contact Name _____ Phone No. _____

2. Contact Name _____ Phone No. _____

Email Address _____

Short Description of Event _____

Will You Be Renting A Pavilion YES _____ NO _____

If YES, Which Pavilion _____

What Services Are Requested of the Borough:

- Street Closure: Street Name & Block _____
- Barricades
- Water
- Electric
- Other
- No Parking Signs

Pavilion Security Deposit \$200.00 Received YES _____ NO _____

Barricade and/or Cone Deposit \$100.00 Received YES _____ NO _____

Permit Fee _____ Date Paid _____ Cash _____ Check No. _____

Certificate of Insurance YES _____ NO _____ Special Event YES _____ NO _____

Approval: Borough Council YES _____ NO _____

Police Chief YES _____ NO _____

SCHEDULE OF FEES

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
CARNIVAL, FAIR OR FESTIVAL -----	\$25.00	\$50.00
CAR SHOW-----	\$25.00	\$50.00
PARADE-----	\$25.00	\$50.00
MUSIC EVENT-----	\$25.00	\$50.00
FOOD TRUCK-----	\$25.00	\$50.00
PAVILION-----	\$25.00	\$50.00
OTHER-----	\$25.00	\$50.00
NO PARKING SIGNS-----	\$25.00	\$50.00
BARRICADES, SIGNS AND\OR CONES DEPOSIT-----	\$100.00	\$150.00
POLICE SECURITY---(CURRENT OVERTIME RATE PER HOUR)		

**BOROUGH OF CORAOPOLIS
EVENT PERMIT DEFINITIONS**

EVENT: Any parade, race, walk, run, competition, wedding, march, demonstration, speech, debate, block party, fair, bazaar, circus, concert, tournament, exhibit, exhibition show, food truck, or any other activity that, in the opinion of the Borough of Coraopolis Council, requires a large area that takes place on the property of the Borough of Coraopolis, including any and all lands owned by the Borough of Coraopolis or under the control of the Borough of Coraopolis, and all rights-of-way or easements of the Borough of Coraopolis, including, but not limited to streets, sidewalks and alleyways.

PERMIT: A permit required to conduct an event or public event

PUBLIC EVENT: An event involving and open to the public with participants, guests or spectators or which requires the use of a street, sidewalk, alleyway, borough parking lot or borough parks.

REGULATIONS: For the convenience and safety of our citizens and permit holders, any individual or organization wishing to hold an event or public event on the Borough of Coraopolis must comply with the following regulations and requirements.

1. All requests for use of the Borough’s recreation areas must be submitted to the Borough of Coraopolis for review, comment and recommendation. All requests must be received at least thirty (30) days prior to the scheduled event. All requests will be approved or denied by the Borough of Coraopolis Council.
2. Permits may be conditioned upon posting of bonds or other security and liability insurance naming the Borough of Coraopolis, their agents and employees as a co-insured and accepting liability for personal injury and property damage as may result from their use of the Borough’s property.
3. It is at the discretion of the Borough of Coraopolis if only one public event will be scheduled per day.
4. All applicants are subject to State and Local laws and use fees. If permits are needed from other agencies, it will be the duty of the applicant to secure the necessary permits.
5. It is the responsibility of the sponsors of the event or public event to clean up the activity area following the event or public event. If trash removal is required, an additional fee will be charged based on current contract price.
6. Traffic control must be provided at all road intersections during the event or public event including the recycling area.

As a representative of said organization we accept full responsibility for the accuracy of the information provided in this application and will abide by all conditions set forth in the Temporary Special Permit. Furthermore, as agent of this organization we accept full responsibility and liability over the event or public event and agree as follows:

TO HOLD HARMLESS, BOROUGH OF CORAOPOLIS FROM ANY AND ALL CLAIMS, DEMANDS, LAWSUITS, CAUSES OF ACTION, LOSS, LIABILITY AND/OR DAMAGE OF ANY KIND WHATSOEVER INCLUDING WITHOUT LIMITATION ALL CLAIMS FOR PROPERTY DAMAGE, MONETRAY LOSS, PERSONAL INJURY, EQUITABLE RELIEF, AND/OR WRONGFUL DEATH, WHETHER BROUGHT ON BY AN INDIVIDUAL OR OTHER ENTITY OR IMPOSED BY A COURT OF LAW OR BY AN ADMINISTRATIVE ACTION OF ANY FEDERAL, STATE OR LOCAL GOVERNMENT BODY OR AGENCY THAT ARISES OUT OF ANY ACTS, NEGLIGENCEOMISSION OR WILLFUL MISCONDUCT IN ANY WAY DURING THIS EVENT OR PUBLIC EVENT. THIS INDEMNIFICATION APPLIES TO AND INCLUDES, WITHOUT LIMITATION THE PAYMENT OF ALL PENALTIES, JUDGEMENTS, FINES, AWARDS, ATTORNEY'S FEES DEGEREES AND RELATED COSTS OR EXPENSES AND ANY REIMBURSEMENTS TO THE BOROUGH OF CORAOPOLIS FOR ALL LEGAL FEES, EXPENSES AND COSTS THAT ARE INCURRED BY IT.

Name of Officer or Agent _____

Title _____ Phone _____

Signature _____

<p style="text-align: center;">BOROUGH OF CORAOPOLIS PAVILION RENTAL RULES AND REGULATIONS</p>

1. Pavilion rentals available from 11:00 AM to 11:00 PM
2. When entering the pavilion and park area, please notify the Borough of Coraopolis Manager at 412-264-3002 if anything appears damaged or otherwise not in an orderly condition
3. Trash/Garbage must be placed in the containers provided in the park area. All litter such as cans, bottles, cups, paper plates, utensils, etc. must be picked up from the grounds, play areas and tables. Garbage bags are not provided by the Borough,
4. Tables must be returned to their original place.
5. There is absolutely no skateboarding, hockey playing or roller blades permitted in the parking lot area.
6. Use of ball fields permitted only when no league games or practices are scheduled. Any organized game on any athletic field with ten or more participants is by permit only and require a fee. Field must be left in good playing condition and may not be use when wet. Use of ball fields at night requiring lights is by permit only and requires a fee.

7. Tennis and basketball courts are available on a courtesy basis. Limit playing time to one hour if other players are waiting. Use of tennis or basketball courts at night requiring lights is by permit and requires a fee.
8. Applicants must provide adequate supervision of children/students when accessing the Borough's playing fields and courts,
9. Failure to observe rules and regulations will result in the withholding of deposit and future permits.
10. Alcohol is permitted, however, it must be kept at the pavilion area.
11. No outside amusements are permitted on the Borough property (i.e. pony rides, moon walks, etc) with pavilion rental.
12. Driving or parking on grassy area will result in the forfeiture of deposit and is subject to parking violation fines.
13. Applicant is responsible for notifying caterers, guests, etc. of these rules.
14. Other rules and regulations will be posted in the park.
15. Noise MUST be kept to a minimum after 9:00P.M.

SIGNATURE _____ DATE _____