

**SPECIAL EVENTS APPLICATION**

**APPLICANT'S NAME:** \_\_\_\_\_

**APPLICANT'S ADDRESS:** \_\_\_\_\_

**APPLICANT'S PHONE:** \_\_\_\_\_

**NAME OF PARTY RESPONSIBLE FOR  
SPECIAL EVENT (ENTITY'S REPRESENTATIVE):** \_\_\_\_\_

**ADDRESS OF RESPONSIBLE PARTY:** \_\_\_\_\_

**PHONE OF RESPONSIBLE PARTY:** \_\_\_\_\_

**PURPOSE OF SPECIAL EVENT:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**TIME EVENT BEGINS:** \_\_\_\_\_

**TIME EVENT ENDS:** \_\_\_\_\_

**AREA IN WHICH THE SPECIAL EVENT  
WILL BE HELD (street, sidewalk, etc.):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If this Application is approved, it is subject to all of the following conditions by which the Applicant and Responsible Party intend and agree to be legally bound:

1. Upon recommendation of the Borough Manager, with input from the Chief of Police, the Borough Council may impose such conditions relating to personnel, supplies, equipment, casualty insurance and other matters as it deems necessary to protect the general public and Special Event Participants.
2. It is the policy of the Borough of Carlisle not to subject its taxpayers to payment of costs associated with any special event not sponsored by the Borough Council. Therefore, direct costs incurred by the Borough shall be borne by the Applicant. Costs shall be limited to direct out-of-pocket expenses incurred by the Borough such as, but not limited to, wages paid to Borough employees, special fire police wages, and the cost of temporary sign and barricade rentals. No approval shall be issued until all costs for prior special events approved for the Applicant shall have been paid in full.

3. Limitations on approval. No approval granted hereunder shall authorize or excuse any breach of the law or any trespass upon the rights of others or render the Borough of Carlisle liable for any damage committed or caused under color thereof.
4. Applicant hereby indemnifies and holds the Borough of Carlisle, its elected officials, appointed officials, agents and employees harmless from and against any and all claims and liability for personal injury, property damage, death, loss, deficiency, claim or other expense (including reasonable attorney's fees and other costs and expenses incident to any claim, suit, action, or proceeding) asserted by or on behalf of anyone, in any manner either directly or indirectly arising out of the activity for which this approval is granted.
5. Applicant agrees to conduct this Special Event in accord with all applicable ordinances, statutes, and regulations of the Borough of Carlisle, the Commonwealth of Pennsylvania, and the United State of America, and no activity shall violate any of the foregoing.
6. Approval is granted for the purpose set forth above, and no other activity shall be conducted except upon further approval of the Borough Council.
7. Applicant agrees to conduct the Special Event so as not to become a nuisance to the general public, or the neighborhood in general, and so as not to disturb the peace and good order of the Borough.
8. Applicant agrees to conclude the Special Event by the time specified and shall promptly restore public areas to the use of the general public.
9. Applicant agrees to be bound by all of the terms and conditions set forth in Section 244-5 of the Code of the Borough of Carlisle.
10. Revocation of approval. The Borough Manager, in his sole discretion, may at any time revoke any approval if there shall have been committed any breach of the terms and conditions under which the same was issued or a violation of the terms and conditions of Section 244-5 of the Code of the Borough of Carlisle, upon giving to the person to whom the approval was issued notice of such revocation. From the time of such notice of revocation, any act done under color of such approval shall subject the person doing, or allowing it to be done, to the same penalty as if he or she had done such act without such approval.
11. Penalties for offenses. Any person who shall violate any of the provisions of this section shall, upon conviction thereof, for each and every violation be sentenced to pay a find of not less than three hundred (\$300) dollars. Each day's violation of any of the provisions of this section shall constitute a separate offense.

IN WITNESS WHEREOF, and intending to be legally bound hereby, the Applicant has caused this Special Events Application to be executed the date indicated. By signing this Application on behalf of the Applicant, the responsible party represents that he or she has full authority to submit this Application and commit the Applicant to the terms and conditions set forth above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant/Responsible Party