

BOROUGH OF CARLISLE

Special Events/Street Closures Application Packet

Guidelines

A. Financial Considerations

1. Unless Carlisle Borough Council agrees that the Borough of Carlisle is to be a sponsor or co-sponsor of a special event, the applicant of the special event is to be responsible for all costs incurred by the Borough of Carlisle to safely conduct the special event.
2. An application fee for Special Events may be implemented at a later date.

B. Indemnification

1. A condition of approval for any street closure/special event not sponsored by the Borough of Carlisle will be for the applicant to provide the Borough with a Certificate of Insurance naming the Borough of Carlisle as an additional insured for the requested event. If the street closure request involves a state highway, the Certificate of Insurance must also name PennDOT as an additional insured.

C. Application

1. A Borough of Carlisle Special Events Application must be submitted for any street closure request. By submitting the Special Events Application the applicant agrees to the terms and conditions included in the Special Events Application.
2. Applications for street closures must be received by the Borough of Carlisle at least ninety (90) days in advance of the date of the requested street closure. If the street closure involves a state highway; the application must be received by the Borough of Carlisle at least one-hundred twenty (120) days in advance of the requested street closure.

D. Criteria to be Considered for Street Closure Approval

1. Public vs. Private Access

Since Borough streets are public property, the closure of Borough streets shall be approved only for special events open to the public.

2. Public Disruption vs. Public Benefit

Since the closure of Borough streets will result in some degree of disruption and inconvenience to businesses, residents and the general public as well as traffic flow, the Borough of Carlisle must consider such disruption in determining whether a particular street closure warrants approval.

3. Location

Hanover and High streets involve major disruption as compared to a secondary street which will cause minimal disruption. The specific location of the street closure is an important consideration.

4. Times

Length of time and time of day must be considered.

5. Other Events

Are there other events taking place simultaneously such as a car show, college graduation, major construction or road repair project, etc. which would compound the disruption of the street closure.

6. Community Benefit

To what degree does the event benefit the community? Does the event enhance the quality of life in the Borough? If the event exclusively benefits a private entity or individual, a street closure may not be warranted.

7. Commercial Benefit

Does the event benefit businesses or commerce within the Borough of Carlisle? This would be a positive factor as long as such an event doesn't give some businesses an unfair advantage over others and is not unreasonably disruptive.

8. Alternate Location

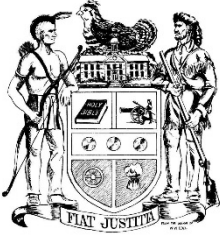
Is there an alternate location available which doesn't involve a street closure or involves a less disruptive street closure but which still allows the applicant to conduct their special event successfully?

9. Non-discrimination/Free Speech

The Borough of Carlisle is not in the business of dictating what type of speech is acceptable. Even an organization or group which is not popular may be entitled to a public forum. The Borough can however place restrictions on the time of day, duration and location of special events in which a group, individual or organization wishes to exercise their right of free speech. Public safety and public disruption are key factors in establishing conditions for special events.

NOTE: The following information is required by the Borough of Carlisle when submitting a street closure request for any Borough and/or PennDOT road.

- A map of the streets being requested for closure
- A certificate of Insurance naming the Borough of Carlisle as an additional insured for the event, including the event name and date(s). Carlisle Borough address: 53 West South Street, Carlisle, PA 17013
- In the event the request is for any state road closure, a second Certificate of Insurance is required naming PennDOT as an additional insured for the event, including the event name and date(s). PennDOT address: 2140 Herr Street, Harrisburg, PA 17103.
- The Special Events Application, Map, and Certificate(s) of Insurance will need to be mailed or hand-delivered to the Carlisle Police Department, 240 Lincoln Street, Carlisle, PA, 17013.
- The organization/applicant will be invoiced for 10% of the fixed cost and 100% of the variable costs incurred by the Borough of Carlisle for an approved special event.



**BOROUGH OF CARLISLE
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 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 fine 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

DATE RECEIVED BY: _____