

# Evans City Borough Special Event Application

1. Organization Responsible for Event:

Organization Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Is Organization a Non-Profit or Governmental User: YES NO

Certificate of Liability Insurance, naming Evans City Borough Additionally Insured: YES NO

2. Contact Information of Person Organizing the Event:

Person's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Event Day Contact Information (to be available on the day of the event:

Check here if same as above.

Person's Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Name of Event: \_\_\_\_\_

5. Type of Event (parade, marathon, fireworks, fair, etc.) \_\_\_\_\_

6. Date(s) of Event \_\_\_\_\_

7. Requested Event Location/Staging Area \_\_\_\_\_

8. Requested Times of Street Closures \_\_\_\_\_

9. Names of Streets Affected \_\_\_\_\_

10. Expected number of visitors/participants \_\_\_\_\_

11. Describe scope of your set up and any needs of Borough services:

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

12. Describe plan for clean-up and removal of debris and garbage during and after the event:

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