



January 1, 2020

BOROUGH OF CONSHOHOCKEN

Special Event Guidelines

MAYOR
Yaniv Aronson

BOROUGH COUNCIL
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Borough Manager

A Special Event Application is required when an event and/or activity falls beyond the normal scope of the Department of Recreation Services' operations. Any organized activity involving the use of open fields, multiple facilities and roadways, which include or necessitate the deployment of additional Borough staff; emergency services personnel or volunteers for the safe and orderly movement of people; the proper use of Borough resources and other public infrastructure; the conduct of activities involving a higher potential of risk and liability shall require a Special Event Application.

Examples of such activities include, but are not limited to: block parties, parades, festivals, races, carnivals, exhibitions or other public or private gatherings of a short duration, which is proposed to take place on Conshohocken Borough-owned property, parks, private property and/or the public right(s) of way. To apply for a special event, please read the below information carefully and complete the Special Event Application. For questions, please contact the Borough of Conshohocken at 610-828-1092 for assistance.

SUBMITTING YOUR APPLICATION

1. The applicant (any member of the sponsoring organization who has been authorized by the organization to apply) must be 18 years of age and available to work closely with Borough staff throughout the process.
2. Special event applications must be submitted to the Office of the Borough Manager. **Applications must be submitted at least ninety (90) days prior to the event date.** Please submit the application with as much lead time as possible. **No application will be accepted if submitted less than 30 days before an event date.** Only completed applications submitted to the Borough of Conshohocken will be reviewed. Applications can be mailed to the Borough of Conshohocken, at 400 Fayette Street, Suite 200, Conshohocken, PA 19428. They may also be faxed to 610-828-0920 or emailed to kkosmin@conshohockenpa.gov.
3. At a minimum, the event applicant is required to provide a completed special event application and the \$25 application fee in order to receive permission to hold an event. Additional requirements, such as operations meeting with Borough Administration may be required prior to approval.
4. IRS 501 C -3 tax exemption letter or proof of tax-exempt status must be included with applications for all non-profit organizations.
5. Submitting an application does not grant the applicant permission to hold the event. Arrangements for the Special Event should not be finalized until you have received permission. No Special Events shall take place without approval.
6. Special event requests must be formally approved by Conshohocken Borough Council at a scheduled monthly meetings. Depending on the timing of when the application is received and processed, the event request will be placed on the next scheduled meeting agenda for discussion and vote. After a decision has been determined the applicant will receive permission or a denial letter.
7. Approval is good only for the date(s) specified on the Special Event Application plus any designated rain date(s).
8. All approved applications are contingent upon the Borough receiving final documents, insurances, and waivers, mitigation plans, etc.
9. An event operations meeting with Borough Administration is mandatory. The scope of the event will determine if additional permits or requirements are necessary, such as emergency personnel, etc.

FEES AND REFUNDS

1. A non-refundable \$25 application fee must be included with the application at time of submission.
2. The Borough will invoice the applicant following the event. The applicant will receive an itemized invoice for all costs incurred by the Borough for the event (i.e. staff services, security, emergency personnel, facility usage fees, third party expenses, damages done to Borough facilities and fields caused by the event, etc.), which shall be paid in full upon receipt. All fees shall be made payable to the Borough of Conshohocken within 30 days of receipt of final invoice.
3. Acceptable forms of payment for all fees include: cash, credit card, and money order. Personal checks will not be accepted.
4. No refunds will be granted for any canceled special event 30 days prior to event date or less. Cancellations made less than 30 days prior to the event date will forfeit any fees submitted. All cancellations and requests for refunds must be made in writing and be addressed to the Borough.

RULES AND REGULATIONS FOR A SPECIAL EVENT APPLICATION

1. Some Conshohocken Borough parks cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. Areas may be roped off or otherwise secured if the Borough grants this as a specified condition, but we cannot guarantee that the public will not enter the event area.
2. All applications must be completed and submitted to the Borough of Conshohocken in accordance with the requirements found in this application [and all rules and regulations related to Borough parks and facilities]. To view those requirements please visit Conshohocken Borough Park Rules and Regulations.
3. A copy of the application must remain on site for review at all times.
4. Application fees are non-transferable.
5. Parking or driving on grass, playground surfaces, service roads or athletic fields is strictly prohibited. Applicants shall ensure that their guests, vendors, concessionaries and exhibitors shall not park or drive vehicles on grass, playground surfaces, service roads, or athletic fields.
6. Possession or use of any illegal drug, alcoholic beverage or controlled substance is prohibited on all Borough property, facilities and parks.
7. No refunds will be granted for any cancelled Special Event 30 days prior to event date or less.
8. All cancellations must be made in writing and addressed to the Borough of Conshohocken. Cancellations made less than 30 days prior to the event date will forfeit any fees submitted.
9. The Borough, after review of the event, has the right to impose special rules, regulations and restrictions as deemed necessary to protect the public safety of the Borough. Failure to follow all rules and regulations will result in the forfeiture of all or part of the Special Event and all fees associated therewith.
10. In cases of inclement weather, the Borough reserves the right to cancel a special event if park grounds or facilities are deemed unusable.

INSURANCE REQUIREMENTS

1. The Borough of Conshohocken requires that the Applicant provide general liability insurance for the Special Event as determined by the Borough Solicitor.
2. The Insurance Certificate must be submitted in accordance with the below insurance requirements.
3. Applicant is required to provide a certificate of general liability insurance including bodily injury and property damage in the amount of \$1,000,000 per occurrence with an aggregate of \$2,000,000 naming the Borough of Conshohocken as an additional insured. Insurance coverage must be maintained for the duration of the event. The Borough of Conshohocken reserves the right to require higher limits and/or special insurance coverage if the Special Event so warrants.

INDEMNITY WAIVERS & VOLUNTEERS

1. Applicant must submit a final list to the Borough of Conshohocken, which details all participating parties (i.e. contractors, entertainers, vendors, food vendors, mobile food & beverage concessions, etc.) that have been approved by the Applicant to provide services during the event.
2. All event participants providing goods or services, which are covered under the Applicant's and/or organization's insurance for the Special Event are required to sign an indemnity agreement, which holds harmless the Borough of Conshohocken. See breakdown below:

- a. All volunteers participating in the event must sign an Indemnity Wavier for Volunteers form.
 - b. All third party entertainment contractors must sign a General Indemnity Waiver.
 - c. All non-food or food and beverage vendors (those selling prepackaged foods and beverages only) must sign a General Indemnity Wavier.
 - d. Food vendors that are selling foods prepared offsite, which are kept warm and then, distributed or sold during the event must sign a General Indemnity Waiver.
 - e. Mobile food and beverage concessions (those cooking and/or preparing spoilable foods or beverages on site) must sign a General Indemnity Waiver and may be required to be inspected by the Conshohocken Fire Marshal. All mobile food and beverage concessions not covered under the Applicant's and/or organization's insurance, must complete Mobile Food & Beverage Concession Permit Application with the Borough of Conshohocken. Additional fees apply.
 - f. *Note: All contractors or vendors not covered under the Applicant's and/or organization's insurance, must provide their own certificate of general liability insurance naming the Borough of Conshohocken as an additional insured. See Insurance Requirements above.
3. Applicant must submit all applicable waivers to the Borough of Conshohocken prior to start of the event. Waivers may be mailed, delivered in person, or emailed.

MOBILE FOOD & BEVERAGE CONCESSIONS/ FOOD VENDORS

1. All food vendors must be in compliance with the Montgomery County Health Department Food Services Guidelines.
2. All mobile food vendors (those selling and preparing spoilable foods on site) not covered under the Applicant's special event insurance must also complete a Mobile Food & Beverage Concession Permit Application through the Borough of Conshohocken, and comply with all Borough permit requirements, inspections and fees.
3. Food vendors may be subject to inspection by the Borough of Conshohocken Fire Marshal prior to the event. Food vendors warranting an inspection must schedule directly with the Fire Marshal by calling 610-828-1092.
4. Upon completing all permit requirements, mobile food vendors will be issued a license, certifying their participation in the event. This license must be present at all times during the event.

NON-FOOD VENDORS/ENTERTAINMENT/ATTRACTIONS/RELATED EVENT ACTIVITIES

3. All third party entertainment contractors and/or non- food vendors must sign a General Indemnity Wavier.
4. Applicant must ensure that all event activities comply with local Borough ordinances applicable to noise.
5. Applicant may be ordered to cease any entertainment if the sound level exceeds allowable levels or if it stimulates the crowd. The Borough shall not be liable to the applicant should the applicant be ordered to cease musical entertainment. Allowable levels are determined by Conshohocken Borough ordinances.

SET-UP/ BREAKDOWN/ AMENITIES

1. A sketch of the event layout for the site is required.
2. Some events may require more than one day for set up or the construction plan may be too complex to describe on the application form. In these cases, a detailed event itinerary will be required, along with a timeline listing various times and locations where impact to public property may occur. This should also include plans for set-up and breakdown details. Additional facility usage fees may apply for set-up and breakdown time.
3. The Borough of Conshohocken does not provide amenities such as sound systems, tables, chairs, tents or other supporting materials and services.
4. The Borough must approve all use of existing and/or temporary lighting. Depending on the level and complexity, a lighting engineer or certified electrician may be required to certify that installation and mountings are safe and secure. Additional fees will apply to the applicant if the Borough contracts a third party for labor.
5. The Borough of Conshohocken reserves the right to invoice for the abnormal consumption of excessive electricity, or any damages to Borough property and fields during the special event.
6. Temporary lighting shall be directed away from abutting streets and properties.
7. Any tent or canopy measuring over 50 square feet requires permission from the Borough of Conshohocken.
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PARKING / SHUTTLE PLAN

1. Provisions for parking are not included in the issuance of any special event approval.
2. Parking shall be limited to areas designated accordingly by the Borough. In some situations when sufficient parking is not available, the event organizer may be required to provide a plan to transport/shuttle participants from an off-site area to the event.
3. If overflow parking is necessary, event organizers must generate a plan for vehicles intended to be parked on the event site.
4. Applicant may be required to provide adequate volunteers (with safety vests) for the purpose of directing patron parking. All volunteers must be 18 years or older.

PORTABLE RESTROOMS/ SANITATION AND RECYCLING

1. The Borough does not provide portable restrooms. These amenities must be procured by the applicant.
2. Applicant may be required to provide one (1) portable toilet for every 200 people anticipated. If the event will be utilizing Borough restroom facilities, the applicant may be required to pay for additional cleaning. This figure is based upon the maximum anticipated event participants. The Executive Director of Operations or designee must authorize placement locations for portable restrooms. At least one (1) portable restroom must be handicap accessible.
3. Trash and recyclables generated at the event (i.e., aluminum cans, glass, plastic, cardboard, etc.) shall be collected and appropriately disposed.
4. Applicant is responsible for the removal of all trash, litter, debris, etc. associated with the event, unless otherwise specified. The applicant must make arrangements with the Borough to supply an adequate number of trash receptacles, and to have trash and other materials removed from the park/facility periodically during the event and immediately upon conclusion of the event. Additional fees may apply.
5. Applicant shall be responsible for leaving the facility in an "as good or better condition" than the site was found prior to the start of the event. Failure to perform adequate clean up or if damage occurs to Borough property, will result in additional fees. The applicant will be billed at full cost recovery rates plus overhead for cleanup and repairs.

CROWD CONTROL AND INTERNAL SECURITY

1. Events with anticipated attendance over 500 will be required to submit plans for security and crowd control. The Borough may require additional police to be on site throughout the event at an additional cost.

POINTS OF CONTACT

1. Applicant must provide a main point of contact (and contact information) that will be available and on site the day of the event. This person must have authority over all elements of the event.
2. Borough staff may make periodic checks to ensure proper utilization of Borough parks and facilities.
3. Any and all Borough staff acting in their official capacity shall be admitted to the event without question and free of any charge.
4. Event guests shall comply immediately with all directions or requests made by Borough staff acting in their official capacity. Applicant will receive contact information for staff assigned to the event prior to the event.

RACES/ PARADES

1. The Borough of Conshohocken has an official approved 5K course that is permitted for use. This is the only route permitted for use.
2. All road closures will be in accordance with approved routes provided by the Borough Police Department.
3. No permanent road markings are allowed.
4. Plans must be submitted for emergency services (i.e. police, fire, and EMS). Depending on the number of expected participants, the Borough may require emergency services. Additional fees may apply.
5. The Borough will supply barricades for road closures. Additional traffic safety materials must be supplied by the applicant and approved by the Borough. Barricades must be left in the condition they are found. Damages or loss of barricades will be billed back to the applicant.

ACCESSIBILITY PLAN

1. It is the applicant’s responsibility to comply with all established disability requirements applicable to the Americans with Disabilities Act (ADA).

PROMOTION/ADVERTISING/MARKETING

1. The Borough must issue formal approval of the event prior to the start of any promotion or advertisement of the event. All advertising materials must be approved by the Borough of Conshohocken prior to distribution.
2. The Borough of Conshohocken will not advertise or promote events in its publications or on the Borough website.
3. Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, grass area or natural amenity on Borough property is strictly prohibited. Permission to hang such items must be given by the Borough of Conshohocken. Banners are not permitted across roadways.
4. Banners, signs and similar displays are regulated by rules and regulations. The Borough of Conshohocken must authorize the number and location of these items, which must be removed at the completion of the event. Exterior signs and banners on public roadways may be subject to municipal sign ordinances.
5. For large-scale events, applicant is required to include a detailed message that addresses potential concerns by residents regarding the event. This could include notices reflecting the date(s), day(s), time(s), location(s) and types of activities taking place at the event. It may also include detours or alternate route information if access is affected. The drafted message must be submitted to the Borough Communications Manager, and may be advertised in accordance with Borough Communication Policies.
6. Adjoining property owners and neighbors, and property owners whose property access will be affected by the event, must be notified at least 2 weeks in advance of the size and date(s) of your Special Event. Please copy the Borough’s Communication Manager on all emails at kkosmin@conshohocken.com.

CANCELLATION/INCLEMENT WEATHER POLICY

1. The Borough of Conshohocken has the right to cancel or shut down an event due to severe weather conditions. Applicant must submit an inclement weather plan for the event to the Borough.
2. If Applicant decides to cancel the event, he or she must notify the Borough at least five (5) working days prior to the scheduled event. No refunds will be granted for any canceled special events 30 days prior to event date or less. Cancellations made less than 30 days prior to the event date will forfeit any fees submitted. All cancellations and requests for refunds must be made in writing and be addressed to the Borough.

AFFIDAVIT OF APPLICATION

1. The applicant must complete, sign and date the application before submitting it to the Borough of Conshohocken for consideration.
2. All supporting materials must be included at time of submittal or be cause for refusal to review and subsequent rejection and/or denial.
3. The applicant must be prompt in supplying additional permits, documents, plans, or follow-up information, etc. requested by Borough Administration.
4. Applicant must attend mandatory event operations meeting with Borough Administration.

The undersigned applicant agrees that as the event sponsor, he/she will be personally responsible for any violation of the Borough Special Event Rules and Regulations as well as any additional site regulations provided by the Borough of Conshohocken.

Organization Hosting Event: _____

Applicant (Print Name): _____

Signature of Applicant: _____ Date: _____

If you have any questions, please contact the Borough of Conshohocken at 610-828-3266 or email the Communications Manager at kkosmin@conshohockenpa.gov.