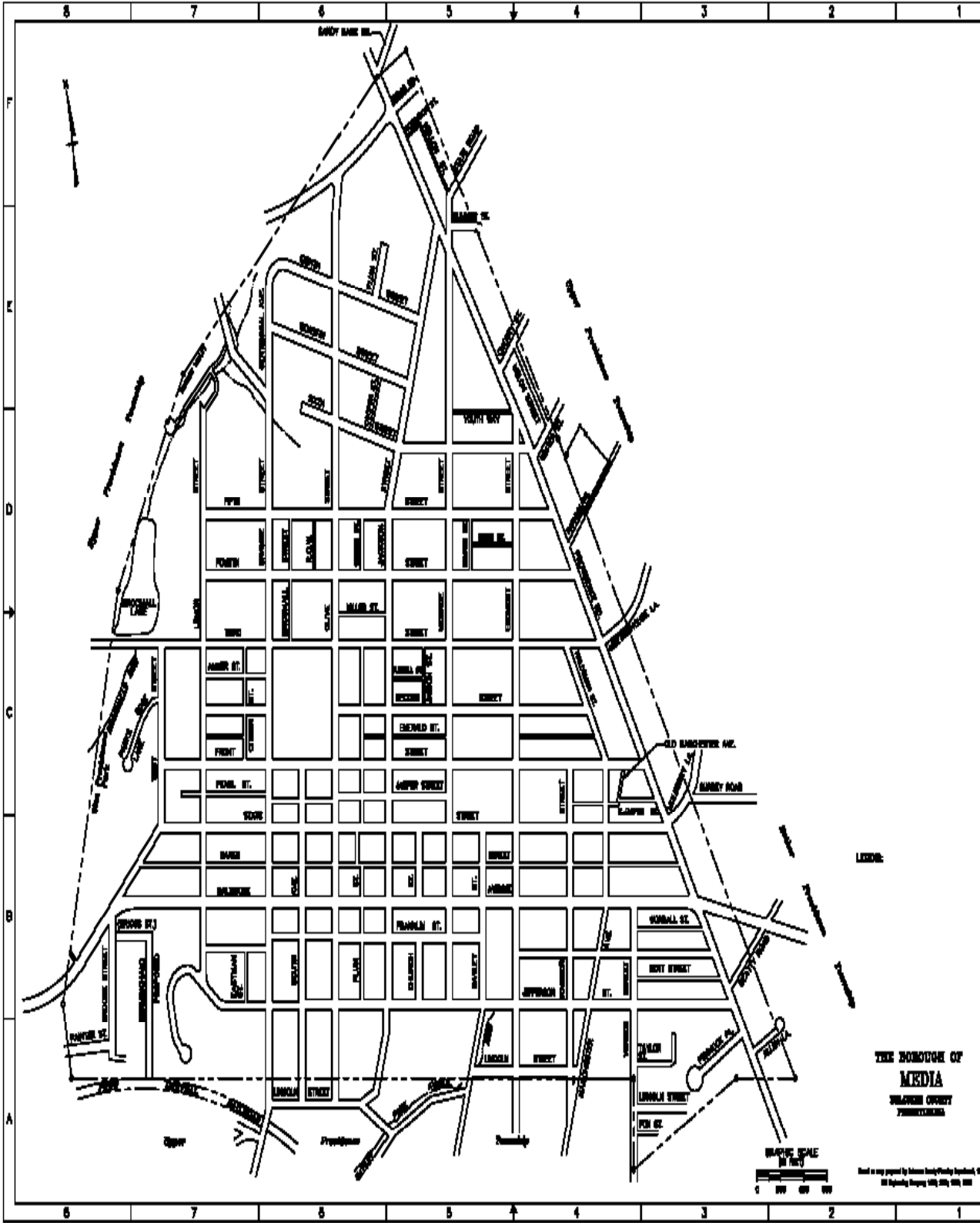


- p) Highlight the attached map of the proposed event venue.
- q) Submit for fee calculation and approval.
- r) If approved sign off on event requirements.

- s) Signature of Applicant:
- t) Date Submitted:



Internal Use Only

Please complete by department and initial. Include time or overtime estimated.

Security Needs:

Highway Needs:

Assigned Borough Onsite Coordinator:

FEE Analysis:

Event logistics checklist:

- ___ # ___ Borough Event Lead/Captain
- ___ # ___ Security/Safety Personnel
- ___ # ___ Highway Personnel
- ___ # ___ Sawhorses
- ___ # ___ Portapotties
- ___ ___ Parking Restrictions Notifications
- ___ ___ Applicant Responsibility Document
 - Borough codes for fire/safety/litter
 - Completed and signed contract/application.