

BOROUGH OF MEDIA
MASS GATHERING PERMIT APPLICATION

1. Submit completed application, including venue map and **\$150 application fee** at least **60 days prior** to event if a public street is proposed to be closed (See Chapter 155 of the Borough Code).
 2. Borough shall reserve the right to seek reimbursement for any/all clean up and/or public safety associated with event. A 10% administrative fee will also be assessed.
 3. Applicant will be notified of Mass Gathering Approval /Denial and any applicable fees.
 4. Applicant agrees to provide additional event trash and recycling containers.
 5. If event is held on State Street, applicant agrees to contact SEPTA to ensure trolley will terminate at a point prior to event location.
 6. If Applicant is requesting the closure of Orange Street and/or another state highway within the Borough, a Pennsylvania Department of Transportation Special Event Permit must be completed and submitted along with this application.
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Organization/Company Name: _____ Email: _____

Applicant Name: _____

Phone: _____

Street Address: _____

City, State, Zip: _____

a) Event Type and Name: _____

b) Day/Date Requested: _____

c) Set up time request: _____ Event Start Time: _____

d) Event Stop Time: _____ Breakdown time finish: _____

e) Street where parade/gathering will take place, including the starting point and termination point of public gathering:

f) Event Description: Include number of vendors, cars, and equipment (electric, cooking, stages, etc. if applicable)

g) Estimated Attendance: _____

h) Will there be amplified music? _____ Will alcoholic beverages be served? _____

i) Primary **On Site** contact **day of event**: _____ Cell: _____

j) Alternate contact day of event: Name: _____ Cell Phone: _____

Signature of Applicant

Date Submitted

Reviewed and approved by Public Safety Committee: _____

Review and approved by Borough Council: _____