

Bedford



Borough

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NON-PARADE EVENT – PERMIT APPLICATION

DATE APPLICATION RECEIVED AT BOROUGH OFFICE: _____

(Please read ALL pages of this document prior to completing the specified section.)

All Event Organizers must make proper application to the Borough of Bedford for a Non-Parade Event Permit. **A Non-Parade Event Permit Application must be received in the Borough Office at least forty-five (45) days prior to the date of the Event.**

(THE BELOW SECTION IS TO BE COMPLETED BY EVENT ORGANIZER)

NAME OF EVENT: _____

EVENT ORGANIZER: _____

CONTACT PERSON'S NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

CELLULAR NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

ALTERNATE CONTACT PERSON'S NAME: _____

TELEPHONE NUMBER: _____

CELLULAR NUMBER: _____

DATE OF EVENT: _____

RAIN DATE: _____

START-TIME OF DESIRED STREET CLOSURE: _____

END-TIME OF DESIRED STREET CLOSURE: _____

START-TIME FOR EVENT SET-UP: _____

END-TIME FOR EVENT TEAR-DOWN: _____

START-TIME OF ACTUAL EVENT: _____

END-TIME OF ACTUAL EVENT: _____

DESCRIPTION OF EVENT AREA, INCLUDING NAME(S) OF STREET(S) [IF ANY] AND SPECIFIC PORTION(S) THEREOF NEEDING TO BE CLOSED FOR THE EVENT:

SIGNAGE (BANNERS, SANDWICH BOARD SIGNS, POSTERS, ETC.)

WILL BE ERECTED PRIOR TO OR DURING THE EVENT: [] YES [] NO

GARBAGE CONTAINERS TO BE SUPPLIED BY THE BOROUGH [] YES [] NO

TO BE SUPPLIED [Maximum of five (5)]: _____

ELECTRIC SERVICE SUPPLIED BY THE BOROUGH [] YES [] NO

WATER SERVICE SUPPLIED BY BOROUGH [] YES [] NO

(THE BELOW SECTION IS TO BE COMPLETED BY BOROUGH OFFICE)

DATE CERTIFICATE OF INSURANCE RECEIVED: _____

SIGN PERMIT DEPOSIT FEE (if any): _____

DATE SIGN PERMIT ISSUED: _____

DATE SIGN DEPOSIT FEE RETURNED: _____

TRAFFIC CONTROL DEVICES – WHERE TO BE LOCATED:

\$50.00 FEE FOR GARBAGE SERVICE AND/OR ELECTRIC SERVICE AND/OR WATER SERVICE:

DATE RECEIVED: _____

\$200.00 EVENT DEPOSIT:

DATE RECEIVED: _____

DATE REFUNDED: _____

OTHER SPECIAL REQUIREMENTS, ETC.

Non-Parade Event Guidelines for Downtown Bedford

Approval to Hold: Any organization, company, business or person desiring to hold a Non-Parade Event in a public park or on a public street in the Borough of Bedford must obtain approval from the Council of the Borough of Bedford at least thirty (30) days prior to the date of the Event. Council Meetings are the first Monday of every month at 7:00 p.m., excepting when Monday is a holiday then the Meeting is Tuesday, so plan accordingly. The Event Organizer must submit a “Non-Parade Event – Permit Application” to the Borough Office at least forty-five (45) days prior to the date of the Event. An approval or denial letter will be sent to the Event Organizer’s Contact Person within five (5) days of the date of the Council Meeting.

Insurance: After receiving approval from Borough Council to hold the Event, the Event Organizer must provide to the Borough a Certificate of Insurance evidencing the fact that the Event Organizer has Liability Insurance coverage of at least \$1 million per event. The Borough of Bedford MUST be listed as an “Additional Insured” on the Certificate of Insurance. Failure to provide the Certificate of Insurance evidencing the above, at least one (1) week prior to the Event, will result in the Borough revoking its approval to hold the Event.

Signage: A Sign Permit is required when the Event Organizer desires to erect any banners, sandwich board signs, posters, etc. in the Borough, prior to or during the Event. When submitting the request for approval to hold the Event, the Event Organizer should, if applicable, submit a completed application for a Temporary Sign Permit. This application can be found on-line at www.bedboro.com or obtained at the Borough Office.

Event Deposit: There is a \$200.00 deposit to partially cover the Borough’s costs should the Event Organizer fail to adequately clean-up debris resulting from the Event. This deposit will be refunded, if the Borough is NOT required to do any clean-up work other than collect Borough supplied garbage containers and traffic control devices at the conclusion of the Event.

Event Fee: There is a \$50.00 fee when the Event Organizer desires to use Borough supplied refuse/garbage containers, electricity, and/or water.

Street Closures: If the Event is approved for street closure(s), the Event Organizer must contact the Borough Office during normal office hours to make arrangements for the placement/delivery of traffic control devices. The Bedford Police Department will put-up “No Parking” bags two (2) hours prior to the street closure(s). The Event Organizer is responsible for setting-up and taking-down the traffic control devices and for returning them to the place where they were found before the Event.

Portable Toilets: There are no public restrooms provided during events. If the Event Organizer needs to/chooses to have portable toilets for its Event, they are to be delivered the last business day prior to the Event and picked up the first business day after the Event. It is recommended that a portable sink also be obtained. If the Event is on Juliana Street, between Penn Street and Pitt Street, the portable toilets/sink(s) must be placed on the northern side of Central Way just east of Juliana Street, immediately beside the building. If another location is preferred by the Event Organizer or if the Event is at a location other than Juliana Street, the Event Organizer must contact the Borough Office for site approval.

Garbage: There are only a few permanent garbage containers in The Square, along Juliana Street, and in the Fort Bedford Park.

- If five (5) or less additional garbage containers are needed for the Event, these can be supplied by the Borough. The Event Organizer must contact the Borough Office at least a one (1) week prior to the event to schedule the delivery of the fifty-five (55) gallon containers. The Event Organizer will need to supply fifty-five (55) – sixty (60) gallon size garbage liner bags for the supplied containers as well as for the permanent containers listed above.
 - After an Event on the Public Square or Juliana Street, all delivered containers and bags of garbage must be placed behind the shrubs near the Man-on-the-Monument. The garbage bags must be tied so no animals/birds/insects can get into them.
 - After an Event in the Fort Bedford Park, all additional containers and bags of garbage must be placed in the vicinity of the portable toilet located at the base of Juliana Street. The garbage bags must be tied so no animals/birds/insects can get into them.
- If six (6) or more additional containers are needed, the Event Organizer must use a contracted refuse hauler to provide the containers and to haul away the garbage. The Event Organizer may need to supply garbage liner bags for those cans, as well as the permanent containers listed above. If the Event is expected to generate a significant volume of garbage, the Event Organizer must also make arrangements for the delivery of a dumpster container. The placement location of the dumpster container must be approved by the Borough, if it is to be on public property.
 - After an Event on the Public Square or Juliana Street, all rented containers and bags of garbage (if a dumpster is not required) must be placed behind the shrubs near the Man-on-the-Monument. The garbage bags must be tied so no animals/birds/insects can get into them.
 - After an Event in the Fort Bedford Park, all rented containers and bags of garbage (if a dumpster is not required) must be placed in the vicinity of the portable toilet located at the base of Juliana Street. The garbage bags must be tied so no animals/birds/insects can get into them.

Electricity (110 volt ONLY):

- Public Square/Juliana Street – Pitt to Penn: The electric outlets are mostly thirty (30) amps and they are normally locked. The Event Organizer must contact Downtown Bedford, Inc. (DBI) during normal office hours at least one (1) week prior to the Event to schedule a time to have them unlocked. DBI staff can then show the Event Organizer the locations of the outlets. Due to limited electric service, the Event Organizer must confirm its electrical needs with the DBI before accepting vendors. It is the Event Organizer's responsibility to provide electrical extension cords. The cords must be taped-down to eliminate tripping hazards. Electric devices are NOT permitted to be connected to any of the decorative streetlights along Juliana Street!
- Fort Bedford Park: The outlets are locked. The Event Organizer must contact the Borough Office during normal office hours at least one (1) week prior to the Event to schedule a time to have them unlocked. Borough employees can then show the Event Organizer the locations of the outlets. Due to limited electric service, the Event Organizer must confirm its electrical needs with the Borough before accepting vendors. It is the Event Organizer's responsibility to provide electrical extension cords. The cords must be taped-down to eliminate tripping hazards.

Water:

- No public water service is supplied for any event in the Public Square or on Juliana Street.
- Public water service can be supplied for events in the Fort Bedford Park upon prior request to and approval by the Borough.

Clean-up: All garbage, garbage containers, tents, traffic control devices, electrical cords, signs, etc. must be cleaned-up the day of the Event, unless other arrangements have been made with the Borough. Failure to do so will result in the Event Organizer forfeiting its deposit and possibly being prohibited from holding Events in the future.

Phone Numbers and Contact Information:

- Bedford Borough Office: 814-623-8192, Mon. – Fri., 9:00 a.m. – 4:00 p.m.
- Downtown Bedford, Inc.: 814-623-0048, Mon. – Fri., 9:00 a.m. – 4:00 p.m.
- Burgmeier Hauling, Inc.: 814-624-2477 (Garbage) *
- Weaver's Sanitation Service: 814-735-4589 (Garbage) *
- Dry Ridge Johns: 814-285-7064 (Portable Toilets and Sinks) *
- Bedford True Value: 814-623-3900 (Tent Rentals) *

* The use of any of the above listed businesses is not mandatory, just a suggestion.