BOROUGH of BEDFORD
NON-PARADE EVENT − PERMIT APPLICATION

Non-Parade Event Guidelines

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 5:30 p.m., except when Monday is a holiday then the Meeting is Tuesday, so plan accordingly. The Event Organizer should 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 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 two (2) weeks 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 or the Bedford Joint Municipal Authority 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 non-refundable fee when the Event Organizer desires to use Borough supplied refuse/garbage containers, electricity, and/or water. If street closure(s) are requested, a $150.00 non-refundable fee is required.

Street Closures: If the Event is approved for street closure(s), the Event Organizer must contact the Borough Office during normal office hours to arrange 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 coordinating with the Public Works Superintendent and/or the Police Chief for traffic control for the event. The Event Organizer may be 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 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 two (2) weeks 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 electrical panel. 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 arrange 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 electrical panel. 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 are locked. The Event Organizer must contact Downtown Bedford, Inc. (DBI) during normal office hours at least two (2) weeks 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 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 two (2) weeks 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 is available for any event in the Public Square or on Juliana Street.
- Public water services can be supplied for events in 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 and removed 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. – Thur., 9:00 a.m. − 4:00 p.m. and Fri. 9:00 a.m. − 3:00 p.m.
- Downtown Bedford, Inc.: 814-623-0048, Mon. – Fri., 9:00 a.m. − 4:00 p.m.
- Bedford Township/BJMA: 814-623-8296, 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.

****

NAME AND DESCRIPTION OF EVENT: _____

_____

_____

_____

ORGANIZATION REQUESTING EVENT: _____

DATE(S) OF EVENT: _____RAIN DATE(S): _____

EVENT LOCATION: _____

STREET CLOSURE AREA: _____

STREET CLOSURE START-TIME: _____ END-TIME: _____

EVENT SET-UP START TIME: _____EVENT TEAR-DOWN TIME: _____

START-TIME OF EVENT: _____END-TIME OF EVENT: _____

MAIN CONTACT NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____EMAIL ADDRESS: _____

ALTERNATE CONTACT NAME: _____

TELEPHONE NUMBER: _____EMAIL ADDRESS: _____

$200.00 EVENT DEPOSIT REQUIRED CASH _____CHECK_____

DATE RECEIVED: _____DATE REFUNDED: _____

FEE WAIVED: _____WAIVER APPROVED BY:_____

SIGNAGE REQUEST (BANNERS, SANDWICH BOARD SIGNS, POSTERS, ETC.) ERECTED PRIOR TO

OR DURING THE EVENT: [ ] YES [ ] NO

****SEPARATE APPLICATION REQUIRED* SIGN DEPOSIT FEE: _____

DATE SIGN PERMIT ISSUED: _____DATE SIGN DEPOSIT FEE RETURNED: _____

GARBAGE SERVICE, ELECTRIC SERVICE, WATER SERVICE AND/OR BARRICADES:

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 MABB [ ] YES [ ] NO

BARRICADES SUPPLIED BY BOROUGH [ ] YES [ ] NO

FEE:_____ CASH_____CHECK_____DATE RECEIVED: _____

Signature of Applicant _____DATE_____

Printed Name_____TELEPHONE_____

APPLICATION RECEIVED BY BOROUGH _____

DATE CERTIFICATE OF INSURANCE RECEIVED: _____

Supplemental Section
Shuster Way Heritage Trail
Right of Way Owned by the Bedford Joint Municipal Authority (BJMA)

Background information: The Shuster Way Heritage Trail is comprised of a combination of Bedford Borough streets and sidewalks within the Borough, and a right of way owned by the Bedford Joint Municipal Authority (located mostly within Bedford Township). If this right of way (ROW) is also utilized by a Borough event, the organizer must complete this additional section.

Description of Right of Way (ROW) Use:

_____Estimated Number of Walkers
_____Estimated Number of Runners
_____Estimated Number of Bicycles
_____Estimated Number of Wheelchairs, ADA Mobility Devices

****

Describe length of ROW area to be used (for example, Borough line to Omni Bedford Springs trailhead):

****

Describe possible impact on Elks property or Omni Bedford Springs property (likely to require special permission from property owners if more than the ROW is utilized): Note: trail ROW is generally 20' measured from middle of trail as constructed.

****

Describe signage to be utilized on ROW, including when to be installed and when removed:

Initials_____

Describe need for trash cans; portable toilets; other temporary items and where located:

****

If parking at Omni Bedford Springs trailhead is required, please describe how the limited number of spaces will be utilized and how overflow will be handled:

****

Special Requirements for Events Utilizing the Shuster Way Heritage Trail:

Approval/Disapproval: Any organization, company, business or person desiring to utilize the Bedford Joint Municipal Authority's right of way for an event involving more than twenty (20) participants must submit this application to the Bedford Borough office at least 45 days before the scheduled date of the event. The Authority will approve or deny the request within five (5) days of taking action on the application.

Insurance: After receiving approval from the Authority to hold the event, the event organizer must provide to the Authority a certificate of insurance documenting that the event organizer has current liability insurance coverage of at least one million dollars ($1,000,000) per event. In addition, the Bedford Joint Municipal Authority and Bedford Township must be listed as an "Additional Insured" on the certificate of insurance. Failure to provide the certificate of insurance at least one (1) week prior to the event automatically revokes the Authority's event approval.

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. The event organizer will need to obtain Bedford Elks Club or Omni Bedford Springs Resort approval for toilets placed outside of the Authority's right of way.

Clean-up: All garbage, garbage containers, signs, or other items placed in the Shuster Way Heritage Trail right of way must be cleaned up the day of the event, unless the Authority has approved other arrangements. Failure to adequately clean up after the event will result in forfeiture of the $200 deposit paid to the Borough.

Signature of Applicant _____DATE_____

Printed Name_____TELEPHONE_____