



Special Events / Parade Application



General Instructions:

- Do not put “same as last year” on this application.
- This application does not guarantee a reservation.
- Blank spaces require an explanation at the bottom of the page.

Special Events Process

A Committee will review and advise the Mayor and City Council regarding requests to use public areas for events designed for the general public.

The Process is as follows:

1. Completed application (Special Event) filed at the Office of the City Manager in City Hall
2. Applications must be received no later than ninety (90) days prior to event
3. Special Events Committee will review and make recommendations within forty-five (45) days of application submission.
4. Committee members: Mayor-Chairperson, Fire Chief, Police Chief, Public Works Director, City Manager, Leisure Service Director, City Insurance Broker, Executive Director Titusville Area Chamber of Commerce, and Leisure Service Board Members.
5. Final approval- City Council

Who must file:

This application is required of any group and/or event that requests use of City of Titusville Park and/or Public right of way property under one or more of the following conditions:

1. The event uses more than one facility/park/right of way within the city limits.
2. The event exceeds the stated capacity for any one facility.
3. The event uses an open area or public roadway.
4. The event includes generation of sound, (i.e., fireworks, amplified speech or music) which will exceed 80 decibels at the source.
5. The serving of food to the general public.
6. The event will span the course of one or more days

Park/area/public right of way to be used: [redacted]

Specific areas to be used: [redacted]

Set up date and time: [redacted]

Event date and time: [redacted]

Clean up date and time: [redacted]

Rain plan contingencies: [redacted]

Organization Sponsoring the Event:

Name: [redacted]

Address: [redacted]

Telephone Numbers Day: (814) [redacted]

Evening :(814) [redacted]

Email: [redacted]

Briefly describe your event: [redacted]

On a park/city map (available at the City Mangers office) please provide in detail the following information: Requested road closures, event layout, entrance and exit routes, main parking area and overflow parking. Note: To prevent a delay of your application, include this map with your completed form.

“Contact Person(s)” on the day of the event is:

Name: [redacted]

Address: [redacted]

Telephone Numbers Day (814) [redacted]

Evening: (814) [redacted]

Number to call on the day of the event: (814) [redacted]

Do you have insurance for personal injury, property damage, and liability? Yes [redacted] No [redacted]

If yes, insurance carrier is: [redacted]

Policy number: [redacted]

Note: Prior to approval of your event, we will require submission of a Certificate of Insurance in the amount of \$1,000,000 naming the City of Titusville as “additional insured”. In addition, if you have outside vendors, they will be required to provide certificates in the amount of \$1,000,000 naming the City of Titusville as additional insured.

Is this event open to the public? Yes No

Are there fees charged or vending at this event? Yes No

If yes, state fees and type of vending operations along with projected revenues to be collected on the day of the event.

Benefactor of the event:

Projected minimum number of participants:

Projected maximum number of participants over the course of the event:

Projected maximum number of participants at one time:

Projected minimum number of motor vehicles:

Projected maximum number of vehicles:

Are any bus, truck, tractor-trailer or motor home type vehicles expected at the event? If yes,

Does this event involve domestic or exotic animals? (Please note, must comply with all local ordinances) If yes, explain:

Does this event have any special attraction or considerations such as: fireworks, balloon rides or other aerial exhibitions, heavy equipment, amusement rides, or large tents (Note: Special attractions must comply with all local ordinances):

Are you requesting any roads to be closed at any time during the event? Yes: No:
(Please note that if this involves a state roadway, a separate application is necessary as well as a certificate of liability insurance to be provided to the PA Dept. of Transportation)

If yes, time of closure from to

Please indicate which locations need to be closed on map. All event course markings must be pre-approved and removed within one week of commencement of the event.

Designated areas of vehicle parking:

Number and type of personnel that will act as parking attendants, event coordinators, security, first-aid/medical personnel. (Note: These individuals must be 18 years of age or older.)

Has this event been held before? Yes No

If yes, then when and where?

Please check the following services your event requires:

Water: Drinking Water: Spigot: Hydrant:

Electrical: Type of Service:

Restrooms:

All services may not be available in all locations and are subject to seasonal closing

Indicate the **number** of the following items your event requires.
All services may not be available in all locations.

Safety vests: Traffic flags: Cones:

Trash barrels: Picnic tables: Barricades:

Indicate on the map where barrels and tables are to be delivered.

City Department Service Fees

Please note that if additional hours are required by City of Titusville personnel (Police, Fire, Public Works etc...) applicant is subject to those fees as well.

Certification

I hereby certify that I am authorized to represent the organization noted on this application. I also certify that all information provided on this application is, to the best of my knowledge, truthful and accurate, and that my organization shall be liable for any consequential damages, including the City of Titusville/Leisure Services Board incurrence of any costs and attorney's fee, resulting from misrepresentation or fraudulent information on this application, or in any other written communication with the City of Titusville/Leisure Services Board. Furthermore, the City of Titusville/Leisure Services Board reserves the right to revoke or amend any issued permits, contracts, or letters of agreement, and to increase any assessed fees for City/Leisure Services Board services and equipment, with the organization in the event the services to be provided, coordinated, or sub-contracted by the organization as stated in this application are reduced or eliminated. The undersigned organization assumes all responsibility for damage or destructions of City property that occurs during the sponsored event.

Signature_____ Date_____

Committee Approval_____ Date_____

City Council Approval_____ Date_____

**City Of Titusville
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