

Eagles Mere Borough Assembly and Procession Permit

The Borough of Eagles Mere requires a permit for any assemblage or procession by a group of individuals, vehicles, or animals, and or objects, comprising a fixed gathering or moving along a street or sidewalk, that requires the closing of Borough streets or sidewalks, or that will interfere with the movement of vehicular or pedestrian traffic on any Borough street or sidewalk. It shall be unlawful for any person to hold or participate in any assemblage or procession unless a permit has been obtained from the Borough Secretary, which shall be issued without fee.

An application for a permit shall be submitted on forms provided by the Borough. The completed application must be delivered to the Borough office no less than two (2) week in advance of the day on which the assemblage or procession is proposed to be held, but in the case where a state-designated highway is proposed to be used, application shall be made at least three (3) weeks in advance of the proposed date.

If the activity involves a state-designated highway, the application for a Borough Permit must include a copy of the approved Pennsylvania Dept. of Transportation permit. When a good reason can be demonstrated, a late application may be considered.

The permit will be issued by the Borough Secretary. The Borough Infrastructure Committee, Borough Street Commissioner, Code Enforcement Officer and the Eagles Mere Fire and Ambulance Companies, will be provided with a copy of the application and have opportunity to comment on the request.

A permit will not be required for funeral and wedding processions, for military convoys, or for assemblages and processions, without vehicles, that do not interfere with the movement of vehicular or pedestrian traffic on Borough streets or sidewalks.

The applicant must provide the Borough with a certificate of liability insurance with the Borough of Eagles Mere listed as certificate holder (see part C section 1). A permit will not be issued unless this requirement is met by the applicant.

The applicant must also advise who will be employed for traffic/crowd control. In the event the local Fire Police are not utilized, under state statute, the Borough must invite the out of town Fire Police to participate. See section B and complete if you are using out of town Fire Police.

Borough of Eagles Mere
Application for Procession and Assemblage Permit

I am requesting permission to conduct a public procession or assemblage as follows:

Part A Person and/or Organization Sponsoring Event

	City _____	State _____	Zip Code _____
Telephone	Day _____		Evening _____
	Fax _____		E-Mail _____

Contact Person (if different from above) _____

City	State	Zip Code
Telephone	Day _____	Evening _____
	Fax _____	E-Mail _____

Purpose or Nature of Event:

Part B

Date of Event _____ Day of Week _____

Time or Hours/Days of Event _____

Traffic/Crowd Control: Local Fire Police _____ Other Fire Police _____ Rented Security _____

(Fire Company name and address for out of town Fire Police)

Time of Set-Up _____ Estimated Length of Event _____

Location or Route of Event(Use additional pages if needed)

Part C

This permit is granted subject to the following conditions:

- 1. Insurance** – The permittee will provide the Borough with a Certificate of Liability Insurance evidencing that said person maintains insurance which will protect that person and the Borough of Eagles Mere from claims for damages for personal injury, including accidental death, as well as claims for property damages which may arise from the conduct of the parade. Excluded from any claim for damages will be damages related to persons objecting to the content of the proposed or actual message of the applicant. The amounts of such insurance shall be as follows: Public liability insurance in an amount of not less than \$1,000,000 for injuries, including accidental death, to any one person, and property damage insurance in an amount of not less than \$1,000,000. The Certificate of Insurance shall name the Borough of Eagles Mere as an additional insured and shall be provided by an insurance company authorized to do business in the Commonwealth of Pennsylvania and acceptable to the Borough.
2. The permittee must make all arrangements to provide traffic control and fire police. A description of these arrangements must accompany this application.
3. Unless authorized by this permit, all sidewalks, walkways, and roadways must remain unobstructed to allow for the reasonable access and use of those areas by pedestrians, vehicles, and emergency vehicles.
4. The permittee and all participants authorized herein must comply with all conditions of this permit, Pennsylvania Criminal and Traffic Codes, Eagles Mere Borough Ordinances and reasonable directions of the Eagles Mere Infrastructure Committee and Eagles Mere Fire Company.
5. The person heading or leading the assemblage or procession shall carry the permit upon his person during the conduct of the event.
6. Any vendors associated with the procession or assemblage will obtain the required retail transient sales permits. Sound amplification equipment shall be limited so that it will not unreasonably impact participating persons or residents in the vicinity of the area.
7. It is the responsibility of the sponsoring person or organization to organize the event and make all arrangements for security, parking, medical and first aid services, and publicity.
8. The permittee shall insure that all signs, postings, structures, or any other temporary placed items, and/or any debris, trash, droppings, used during the assemblage/procession are removed at the conclusion of the event. If this is not done, the sponsors of the event agree to reimburse the Borough for any expenses incurred by the Borough in the removal of signs, structures, or trash and the cleaning of any debris left after the event.
9. The Borough of Eagles Mere reserves the right to immediately revoke this permit at any time should it reasonably appear that the public gathering presents a danger to the public

safety, good order or health, if damage to resources or facilities is threatened, or if any condition of this permit is violated.

10. The permittee hereby agrees to save and hold harmless the Borough of Eagles Mere, its agents and employees, from any and all claims, damages, suits at law or equity of whatever kind or nature for damages to or loss of property or injury or death to persons resulting directly or indirectly from or attributable to the permittee or its employees in connection with the event or gathering authorized by this permit.

11. Additional Conditions (if any):

(As determined by the Borough of Eagles Mere based on the circumstances of the request.)

I have read and agree to comply with the conditions in this permit.

X _____
Signature of Permittee Date

Part D - To be completed by the Borough of Eagles Mere.

Certificate of Liability Insurance Provided: Yes _____

Permit Approved: Permit Denied:

X _____
Eagles Mere Borough Secretary Date

Copies to:

Fire Company	<input type="checkbox"/>	Street Commissioner	<input type="checkbox"/>
Infrastructure Committee	<input type="checkbox"/>	Code Officer	<input type="checkbox"/>
Fire Police (Out of Town)	<input type="checkbox"/>		