



## BOROUGH OF VERONA Special Event Permit Application

Application must be submitted **at least 30 days prior to the Event** along with application fees, insurance certificate and security deposit. Date application was received: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Requested Date(s) for the Event: \_\_\_\_\_

Rain Date(s) for the Event: \_\_\_\_\_

Location: \_\_\_\_\_

Beginning and Ending Hours of Event: \_\_\_\_\_

(Please ensure that the day, time & location of your event has been secured).

Purpose: (please explain or attach a copy of your agenda or planned activities)

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Number of persons expected to attend: \_\_\_\_\_

The cost of admission, if any, and whether the Event is public or private: \_\_\_\_\_

Please advise whether beer and/or wine will be provided free of charge or whether it will be sold to guests/patrons: Free \_\_\_\_\_ Sold \_\_\_\_\_

Hours that beer and/or wine will be available to guests/patrons (four hour maximum) \_\_\_\_\_

**APPLICANT UNDERSTANDS THAT ONLY BEER OR WINE MAY BE CONSUMED AT THE EVENT.**

**APPLICANT UNDERSTANDS ACCESS TO ALCOHOL SHALL CEASE AT LEAST ONE HOUR PRIOR TO EVENT END TIME.**

**THE APPLICANT UNDERSTANDS THAT IN THE EVENT BEER OR WINE IS TO BE SOLD THE APPLICANT IS REQUIRED TO OBTAIN A SPECIAL EVENTS PERMIT FROM THE LIQUOR CONTROL BOARD IN ADDITION TO THIS PERMIT. A COPY OF THE SPECIAL EVENTS PERMIT MUST BE SUPPLIED TO THE BOROUGH IN ORDER TO SELL ALCOHOL.**

**THE APPLICANT UNDERSTANDS THAT AN INSURANCE CERTIFICATE IS REQUIRED NAMING BOROUGH AS ADDITIONAL INSURED PROVIDED WITH MINIMUM LIMITS OF ONE MILLION PER OCCURRENCE/TWO MILLION AGGREGATE IN ADDITION TO LIQUOR LIABILITY INSURANCE NOT LESS THAN \$500,000.00.**

**APPLICANT INFORMATION**

Applicant Name/Responsible Party: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: (please include City, State, and Zip) \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization Telephone Number: \_\_\_\_\_

The Applicant & Organization for a Permit shall indemnify and hold harmless the Borough, its officers, employees, agents, and representatives against all claims or liability and causes of action resulting from injury or damage to persons or property arising out of the Event.

**I declare under penalty of perjury that to the best of my knowledge these statements are true and correct. I understand that this application is a contract between the Borough of Verona and myself and/or the organization/entity requesting the permit.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR INTERNAL USE:**

\_\_\_\_\_ Permit fee paid.

\_\_\_\_\_ Security Deposit paid.

\_\_\_\_\_ Insurance certificate naming Borough as additional insured provided with minimum limits of one million per occurrence/two million aggregate in addition to liquor liability insurance not less than \$500,000.00.

\_\_\_\_\_ Hold Harmless/Indemnification provided

\_\_\_\_\_ Permit Application Approved

\_\_\_\_\_ Special Permit Number

\_\_\_\_\_ Permit Application Denied. Reason for Denial: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## BOROUGH OF VERONA Hold Harmless/Indemnification Agreement

### KNOW ALL BY THESE PRESENTS THAT:

For and in consideration of the Borough of Verona issuing a permit for a Special Event, I \_\_\_\_\_(Applicant) and \_\_\_\_\_(Organization) hereby agree to hold the **BOROUGH OF VERONA, its Agents and Employees**, harmless from any and all actions, causes of actions, claims, damages, costs, loss of services, attorney fees, expenses and compensation on account of, or in any way arising out of my participation in any/or all event(s) during the \_\_\_\_\_(event) held on \_\_\_\_\_ between the hours of \_\_\_\_\_. Verona Pennsylvania; and further agrees to indemnify the **Borough of Verona, its Agents and Employees**, against any loss as a result of claims of persons or entities arising from the conducting of said event.

**IN WITNESS WHEREOF**, the above named, intending to be legally bound, has executed this Hold Harmless and Indemnification Agreement this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant/Responsible Party Signature

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public