BOROUGH OF MEDIA
MASS GATHERING PERMIT APPLICATION

Application Process:

1. Submit completed application, including venue map and **$150 application fee** at least **60 days prior** to event if a public street is proposed to be closed (See Chapter 155 of the Borough Code).

2. Application will be reviewed and event fee determined based on necessary borough resources for public safety, event management and public works.

3. Borough shall reserve the right to seek reimbursement for any/all clean up and/or public safety associated with event (See Chapter 155-4 of the Borough Code).

4. Applicant will be notified of Mass Gathering Approval /Denial and applicable fees.

5. Applicant agrees to provide additional event trash and recycling containers.

6. If event is held on State Street, applicant agrees to contact Septa to ensure trolley will terminate at a point prior to event location.

7. If Applicant is requesting the closure of Orange Street and/or another state highway within the Borough, the attached Pennsylvania Department of Transportation Special Event Permit must be completed and submitted along with this application.

Organization/Company Name:

Applicant Name:

Phone #1

Street Address:

City, State, Zip

a) Event Type and Name: _____

b) Day/Date Requested: _____

c) Set up time request: _____

d) Event Start Time: _____

e) Event Stop Time: _____

f) Breakdown time finish: _____

g) Street where parade/gathering will take place, including the starting point and termination point of public gathering:

h) Event Description: Include number of vendors, cars, and equipment (electric, cooking, stages, etc. if applicable)

i) Estimated Attendance: _____   j) Will there be amplified music? _____

k) Primary **On Site** contact **day of event**: _____

l) Phone #1: _____   Cell Phone: _____

m) Alternate contact day of event: Name: _____Phone #1: _____Cell Phone: _____

_____   _____

Signature of Applicant   Date Submitted