

CITY OF FRANKLIN
PARADE AND PUBLIC ASSEMBLY PERMIT APPLICATION

Permit applications with no street closures must be submitted at least two weeks in advance of City Council meeting to be placed on Council's agenda; and 90 days in advance, if street closures are required.

Note: For Council meeting dates, go to www.franklinpa.gov or call 814-437-1922.

Please return completed application to:
Franklin Events/Marketing Office
430 Thirteenth Street
Franklin, PA 16323
Fax: 814-437-5742

Name of Event: _____

Type of Permit Requested: Parade _____ Public Assembly _____ Both _____ Other _____

Date(s) of Event: _____ Rain date(s): _____ (if applicable)

Time of Event: Start: _____ Finish: _____ Set-up/Tear down: _____

Location and/or Route: _____

Location/Route: Fully Closed _____ Shared Use (not closed) _____ Partially Closed _____

Public Facilities or equipment to be used: _____

Purpose of Parade or Public Assembly: _____

Activities planned during Parade or Public Assembly: _____

Approximate number of participants: _____

Approximate number of vehicles: _____

Approximate number of spectators: _____

Animal(s): Type _____ # _____

When submitting this request, the Applicant agrees to the following:	
1.	The City of Franklin reserves the right to cancel any events, due to safety concerns, if circumstances warrant it.
2.	Applicant agrees to defend, indemnify, and hold harmless the City of Franklin, its officers, agents and employees from suits, claims, damages, personal injuries and loss or damaged property sustained during the period of set-up, execution, and tear-down of this event, and including those arising from any act or omission of anyone associated with this event, and any negligence, recklessness, or intentional conduct of Applicant's owners, agents or employees, thereof. Further, Applicant agrees to present to the City liability insurance, naming the City of Franklin as an Additional Insured, prior to the event.
3.	Time and date restrictions for installation and removal of all banners or posters will be determined by the City of Franklin.
4.	Having an event in a public park does not guarantee exclusive use of the land itself.

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PLEASE PRINT

Name of Applicant/Contact: _____

Organization: _____

Street Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ Alternate Phone: _____ Email: _____

I, _____, do hereby certify that the information above is true and correct to the best of my knowledge and belief. I agree to provide the City with an Insurance Certificate listing the City of Franklin as an Additional Insured, as required. Further, I certify that I have full authority, as owner, agent, or employee of Applicant to request this Parade and Public Assembly permit.

_____ Signature	_____ Position	_____ Date
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Parade Ordinance of the City of Franklin
 Ordinance 2 of 1999, Section 15, states

- Paragraph (a) A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.
- Paragraph (b) The parade or public assembly chairman or other person heading such activity shall carry the parade or public assembly permit upon his person during the conduct of the parade or public assembly.

CITY OFFICIAL USE ONLY:

Application received by Events Coordinator _____ Date _____

_____	_____	Recommended: Yes____ No____
Chief of Police or Designee	Date of Recommendation	

_____	_____
City Manager	Date Submitted to City Manager

_____	_____
Mayor	Date approved by City Council

Downtown Parks Service Request

Please place a check mark in the column marked "Service Requested" for the service(s) you are requesting of the City of Franklin for your event. If a sound system is needed, applicants must secure for themselves.

<u>Service</u>	<u>Charge</u>	<u>Service Requested</u>	<u>No. of Days</u>	<u>No. of Hours</u>
Application	\$25	_____	_____	
Restrooms: Mon.-Fri. before 3 PM	\$80/day	_____	_____	
Fri. after 3 PM, & Sat.	\$95/day	_____	_____	
Holiday & Sunday	\$110/day	_____	_____	
Electric: Bandstand	\$25/day	_____	_____	
Park Electric Box	\$35/day	_____	_____	
Posting of "No Parking"	\$25/day per block/ per side of each street	_____	_____	
Barricade Street (4 or Less Hours): Mon.-Fri.	\$40/day	_____	_____	
Sat.	\$45/day	_____	_____	
Sun.	\$50/day	_____	_____	
Barricade Street (More than 4 Hours): Mon.-Thurs.	\$75/day	_____	_____	
Fri, Sat., Sun.	\$150/day	_____	_____	
Public Safety: Police, Fire, Other	Prevailing rate plus 30%	_____	_____	_____
Billing for all event-related trash that is not bagged and brought to curb.	\$150/per park or location/ per day	_____	_____	
Exclusive use of downtown alley: Mon - Thurs.	\$50/day	_____	_____	
Fri, Sat, Sun	\$100/day	_____	_____	
Non-Exclusive use of downtown alley (sidewalk café uses are permitted under separate rules and permits)	\$25/day	_____	_____	

Total Amount Due \$ _____
 Payment Method CK # _____ Cash ___ CC ___
 Paid ___ Invoiced ___ Balance Due _____

***Any additional costs to the City incurred prior to, during, or after the event will be billed to the applicant for payment.**

Riverfront Park Service Request

<u>Service</u>	<u>Charge</u>	<u>Requested</u>
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Application Fee	\$25	_____
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Will event-related trash be produced? _____

If yes, do you have arrangements for trash removal? _____

If yes, provide contact info: _____

If no, you must request Event-Related Trash Removal.

Event-Related Trash Removal	\$150	_____
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Total Amount Due \$ _____

Payment Method CK # _____ Cash ___ CC ___

Paid ___ Invoiced ___ Balance Due _____

***Any additional costs to the City incurred prior to, during, or after the event will be billed to the applicant for payment.**

It should be noted that Riverfront Park does not offer electricity or restroom facilities (other than the porta johns near the playground). No alcohol is permitted in the park and, absolutely, no vehicles are permitted on the grass, unless City permission is given by the Franklin Street Department Supervisor.

Unless Applicant makes other arrangements for trash removal, Applicant must request Event-Related Trash Removal.

Applicant should discuss and coordinate specific plans with City personnel (814-437-1922, x1123) prior to making application. Prior to the event, please call Franklin Street Department at 814-437-1600 with any final details.