



Borough of Verona
736 East Railroad Avenue
Verona, PA 15147
412-828-8080

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)

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.



Borough of Verona
736 East Railroad Avenue
Verona, PA 15147
412-828-8080

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
736 East Railroad Avenue
Verona, PA 15147
412-828-8080

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