



Milford Fire Department & Ambulance Service, Inc.

P.O. Box 1369 107 West Catharine Street

Milford, Pennsylvania 18337

Phone: (570) 296-6121 Fax: (570) 296-4131



Michael Bello
Chief

March 28, 2023

Jeffery Christensen
1st Assist. Chief

Eric Passaro
2nd Assist. Chief

Andy Fortuin
Captain

Eric Langberg
Lieutenant

Dillan Miller
Ambulance Captain

Erik Christensen Sr.
President

John Crespo
Vice President

Nick May
Secretary

Aaron May
Treasurer

Dear Milford Borough Council Members,

For the first time, The Milford Fire Department would like to participate in The Milford Music Fest Saturday, June 10, 2023, from 8 am to 8pm. In filling out the special occasion license, it stated that we must obtain permission from the council, in the form of a letter, to sell beer along with our chicken dinners.

Our fundraising plan is to hire a professional distributor to handle the selling of the beer. Sip and Serve Mobile Co. is the unit we would like to use. We would like to clean up the parking lot and bring in a grill trailer. We would like to grill our own chicken and sell chicken dinners which would include quarter chicken, macaroni salad, corn bread, brownie and water or soda. For those legal aged adults, we would also like to offer the option of having a beer with their dinner on a summer afternoon.

Our bands will be playing on the apron of the firehouse and the food and drinks will be set up across the street under a tent. We will have plenty of manpower on hand to patrol the area, clean up the area and keep things neat and orderly.

We thank you for considering our fundraising request and look forward to hearing back from you with your decision as soon as possible.

Sincerely,

Erik Christensen

President, Milford Fire Department

570-832-0736

MILFORD BOROUGH SPECIAL EVENT APPLICATION

GENERAL INFORMATION

Name of the event: Milford Music Fest
Name/address of the host: Milford Fire Department
Event coordinator/contact: Terri Christensen Cell phone no.: 570 507 0400
E-mail address: events@milfordfire33.com
On-site contact, day of event: Terri Christensen Cell phone no.: 570 507 0400
Purpose/content of event: Fundraising BBQ
Specific location(s) requested: Milford Fire Department Parking Lot
Date(s) of event: June 10, 2023
Set up date/time: 8am
Breakdown date/time: 8pm
Hours of event: 11-8pm

ADDITIONAL INFORMATION

Will you require road closure? Yes [X] No []
Will you require police assistance? Yes [] No [X]
Will you be using amplified sound? Yes [X] No []

NOTE: AMPLIFIED SOUND IS SUBJECT TO BOROUGH NOISE ORDINANCE

Please list date(s) and hours of amplified sound use: 11am - 7pm

Will staging be used? Yes [] No [X]
Is it pre-fabricated [] Or built on site []

(If built on site, sealed plans must be provided and a Building Permit required.)

Will tents or canopies be erected? [X] yes [] no if bad weather
If yes, please describe: quantity: 1 - 10x10 size/s: total sq. ft.: 100

Will you be selling retail merchandise? [X] yes [] no supporter T-shirts

Do you plan on providing food or merchandise? [X] yes [] no chicken BBQ /

COMPLETE, SIGN AND DATE

By signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Milford and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Milford, its elected and appointed officials, agents, employees, and authorized volunteers.

Name of Event Sponsor: Milford Music Fest / Milford Presents / Milford Fire Dept

Authorized Signer: Terri Christensen

Title of Signer: Event Coordinator

Date Signed: 3/28/2023

Approved By: _____

Date Approved: _____

* Street Closure Request attached

* Set up Map attached

Fifth Street

CLOSE
HERE *

West Catharine Street

Bands on FD Aprons
Fire Department

SIP
serve

Grill

Tables + chairs
F.D. Parking Lot
Tables + chairs

Memorial Park

Gooseberry Alley

*
CLOSE
HERE

DISP
to

grill

will

*
CLOSE
HERE

pd. 4/4/23 \$100.-
ck# 5015.

MILFORD BOROUGH SPECIAL EVENT APPLICATION

GENERAL INFORMATION

Name of the event: Milford Music Fest
Name/address of the host: Dimmick Inn 101 E Hartford
Event coordinator/contact: Andrew Jorgenson Cell phone no.: 347 834-7478
E-mail address: Catering@dimmicinn.com
On-site contact, day of event: Andrew Cell phone no.: 347 834-7478
Purpose/content of event: Music Fest 2023
Specific location(s) requested: Broad Street
Date(s) of event: 6/10/23.
Set up date/time: 6/10/23 9am.
Breakdown date/time: 6/10/23 9pm.
Hours of event: 9-8 pm.

ADDITIONAL INFORMATION

Will you require road closure? Yes No

Will you require police assistance? Yes No

Will you be using amplified sound? Yes No

NOTE: AMPLIFIED SOUND IS SUBJECT TO BOROUGH NOISE ORDINANCE

Please list date(s) and hours of amplified sound use: 11 am - 8 pm.

Will staging be used? Yes No

Is it pre-fabricated Or built on site

(If built on site, sealed plans must be provided and a Building Permit required.)

Will tents or canopies be erected? _____ yes _____ no
If yes, please describe: quantity: _____ size/s: _____ total sq. ft.: _____


Will you be selling retail merchandise? _____ yes no

Do you plan on providing food or merchandise? yes _____ no

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Name of Event Sponsor: Milford, Fire Dept

Authorized Signer: Andrew Jorgensen 

Title of Signer: owner

Date Signed: 3/31/23

Approved By: _____

Date Approved: _____

\$125 pd. 4/11/23
banner
ck# 1391
\$100 pd ck# 1392
banner removal
deposit
\$100 pd ck# 1390
special event app.

MILFORD BOROUGH SPECIAL EVENT APPLICATION

GENERAL INFORMATION

Name of the event: Black Bear Film Festival

Name/address of the host: Max Brinson, 115 Mill St, Milford, PA 18337

Event coordinator/contact: Veronica Coyne Cell phone no.: 570-664-1617

E-mail address: blackbearff@gmail.com

On-site contact, day of event: Kim Boriin Cell phone no.: 917-816-6695

Purpose/content of event: Community Film Festival with Student and Professional Submissions

Specific location(s) requested: East Catherine Street between Blackberry Alley to Fourth Street

Date(s) of event: October 13 - 15, 2023

Set up date/time: October 12, 2023, 9am

Breakdown date/time: October 16, 2023, 4:00pm

Hours of event: Friday October 13th, 12:00pm - 11:00pm, Saturday & Sunday October 15th - 16th, 9:00am - 11:00pm

ADDITIONAL INFORMATION

Will you require road closure? Yes No

Will you require police assistance? Yes No

Will you be using amplified sound? Yes No

NOTE: AMPLIFIED SOUND IS SUBJECT TO BOROUGH NOISE ORDINANCE

Please list date(s) and hours of amplified sound use: NA

Will staging be used? Yes No

Is it pre-fabricated Or built on site

(If built on site, sealed plans must be provided and a Building Permit required.)

Will tents or canopies be erected? Tent yes _____ no _____

If yes, please describe: quantity: 30 feet x 100 feet size/s: _____ total sq. ft.: 300


Will you be selling retail merchandise? _____ yes no

Do you plan on providing food or merchandise? yes _____ no

COMPLETE, SIGN AND DATE

By signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Milford and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Milford, its elected and appointed officials, agents, employees, and authorized volunteers.

Name of Event Sponsor: Black Bear Film Festival

Authorized Signer: Max Brinson 

Title of Signer: President, Board of Directors

Date Signed: MAR 24, 2023

Approved By: _____

Date Approved: _____

MILFORD BOROUGH BANNER PERMIT APPLICATION

PLEASE READ THE FOLLOWING CRITERIA CAREFULLY BEFORE YOU COMPLETE THIS APPLICATION BECAUSE THE BANNER, WHICH YOU ERECT MUST COMPLY WITH THESE SPECIFICATIONS.

***PERMANENT CABLES MUST BE USED TO FASTEN EVERY PART OF THE BANNER; NO ROPES MAY BE USED TO FASTEN EVERY PART OF BANNER AND NO ROPES MAY BE SUBSTITUTED.**

***WIND HOLES MUST BE USED.**

***BANNER MUST BE INSTALLED BY A PROFESSIONAL COMPANY OR ORGANIZATION, WHICH HAS ADEQUATE EQUIPMENT SUCH AS A BUCKET TRUCK (NO LADDERS MAY BE USED) TO ERECT BANNER. THE BOROUGH RESERVES THE RIGHT TO INSTRUCT A BANNER BE REMOVED IF BANNER IS NOT PROPERTY INSTALLED.**

***THE BANNER MAY NOT EXCEED THREE FEET BY 20 FEET.**

***THE BANNER MUST HAVE A MINIMUM CLEARANCE OF 17 FEET AND SIX INCHES.**

***NOT MORE THAN 20% OF MESSAGE ON BANNER MAY RELATE TO NAMING OR TO ADVERTISING A COMMERCIAL PRODUCT, ENTERPRISE, BUSINESS OR COMPANY REGARDLESS OF WHETHER SPONSORING THE EVENT OR BANNER INSTALLAION.**

***TRAFFIC CONROL MUST BE PERFORMED IN ACCORDANCE WITH PA DEPARTMENT OF TRANSPORTATION MOST RECENT PUBLICATION 203.**

***EMERGENCY NUMBERS IN CASE PROBLEMS OCCUR WITH BANNER MUST BE PROVIDED PRIOR TO APPROVAL.**

Milford Borough has two locations where banners are permitted. Please select one of the following locations:

- BROAD STREET (ROUTE 209/6 NORTH) AT CHERRY ALLEY NEAR MILFORD BOROUGH MUNICIPAL PARKING LOT
- EAST HARFORD STREET (ROUTE 209 SOUTH) AT KENNEDY TRIANGLE, NEAR SECOND STREET AND ENTRANCE TO BOROUGH

Remember that other groups may have reserved the banner location for the time period after you. If you do not remove the banner on the date specified you may take away the time another group is able to erect its banner. Groups may reserve no more than one (1) banner at a time for any period. Maximum period for a banner display is two (2) weeks.

Dates of banner placement: October 2nd, 2023 - October 16th, 2023

Set up date/time: 8:00am October 2nd, 2023

Removal date/time: 8:00am October 16th, 2023

The fee for the placement of a banner, which may only be placed on the poles, which the Borough owns and operates, is \$125.00. The applicant is also required to post a refundable \$100 removal deposit fee. The Borough reserves the right to retain the removal deposit for banner if it is not removed by the specified date of removal.

COMPLETE, SIGN AND DATE

By signing and submitting this Special Event Permit Application, sponsor agrees to indemnify, defend, and hold harmless the Borough of Milford and its employees, officers, and agents from and against any and all losses, costs (including, but not limited to litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by the Sponsor's act or omission or negligence or fault of the Sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit, except for any claims, liability, demands, suits or losses arising from willful or grossly negligent acts of the Borough of Milford, its elected and appointed officials, agents, employees, and authorized volunteers.

Name of Event Sponsor: Black Bear Film Festival

Authorized Signer: Max Brinson 

Title of Signer: President, Board of Directors

Date Signed: MAR 24, 2023

Approved By: _____

**MILFORD COMMUNITY HOUSE
BUILDING/GROUND (LAWN) USE POLICY**

PURPOSE

The Milford Community House meeting rooms are primarily available for the Community House's own programs or those programs co-sponsored with other groups. Additionally the building rooms/grounds can be used by not-for-profit groups or organizations for educational, informational, and cultural reasons. The Milford Community House provides meeting rooms as a public service. Use of the meeting room does not imply endorsement by the Milford Community House of the policies or purpose of any group.

APPLICATION AND INSURANCE

The Milford Community House Association has first priority in the use of all meeting rooms. All other use of meeting rooms will be scheduled by the Pike County Chamber of Commerce.

A signed Building/Grounds Use Request Form must be completed and submitted to the Milford Community House no later than 30 days in advance of the event. The application must be signed by an authorized representative of the group who shall be responsible for the conduct of meeting attendees and for damages.

Regular use of a building room maybe granted at the discretion of the Community House.

Each application will be reviewed and the contact person will receive confirmation. The building meeting room will not be considered scheduled until confirmation is sent.

All organizations must furnish adequate insurance for bodily injury and property damage. An insurance certificate must indicate the Milford Community House an additional insured on the policy and must include a hold harmless agreement. The certificate of insurance should display limits of at least \$1,000,000 each occurrence, \$2,000,000 aggregate, and list Milford Community House Association, its board members, employees and volunteers as additional insured.

Any exceptions must be cleared with the Milford Community House Board of Directors.

Guidelines

The following statements apply to all groups/ organizations using the Community House/Ground space.

- The applicant and/or group leaders must be familiar with the provisions of the Building/Grounds Use policy and with emergency procedures.
- Non-Profit organizations requesting to use the building/grounds do not need to be members of the Pike County Chamber of Commerce. However, for-profit organizations should be members in good standing with the Chamber
- While a Community House representative may attend all or part of any program, the Community House Directors are not at the disposal of the group or organization. It is the responsibility of the applicant and/or group to provide any necessary equipment they need for their event.
- The individual or group sponsoring the meeting is responsible for the condition of the meeting room, restrooms, equipment, furniture, walls, doors of floor covering incurred during the program/event. The meeting room and restrooms must be left in the same condition in which they were found; preparation and cleanup of the room is the responsibility of the organization or group. The Community House reserves the right to charge an extra fee if facilities must be cleaned. No custodial service is available.
- Private offices are for tenant use only, they are not to be used or entered by the applicants.
- All equipment belonging to the group must be removed immediately at the conclusion of the program or event. No storage of the organization's items or equipment is available before or after the meeting, except at the discretion of the Community House Board of Directors.
- The Community House Board of Directors assumes no liability or responsibility for any accident or loss of personal property that might occur as a result of the use of a meeting room.
- The removal of Community House property, including furniture, equipment, and items affixed to the walls of the Community House is prohibited.
- Smoking, use of controlled substances and gambling is prohibited.
- Alcoholic beverages are prohibited.
- Lighted candles or flames are prohibited unless approved by Community House Board
- Nothing can be attached to walls, ceiling, floor, furniture or doors.
- The Community House reserves the right to cancel at any time any meeting or program if necessary. Any fees that have been paid to the Community House for the use of the room will be refunded, but the Community House will not be held responsible for any costs incurred as result of such cancellation. The organization's contact person will be notified by the Community House. It is the responsibility of the organization to notify attendees of the cancellation.
- In the event that the Community House closes due to an emergency or inclement weather, use of the meeting room(s) is automatically cancelled and any fees will be reimbursed.
- If an organization cancels its event or meeting, the Community House must be notified 48 hours in advance in order to receive reimbursement of any fees.
- Meetings must comply with any Federal, State or local law.
- Failure to comply with this policy may result in denial of future use of the Community House meeting rooms, financial liability for damages, and/or removal from the meeting room.
- Garbage Policy for events. Outdoor garbage cans are for tenants only. Organizations using the grounds for an event must make arrangements to remove all garbage from the event.

Statement of Responsibility:

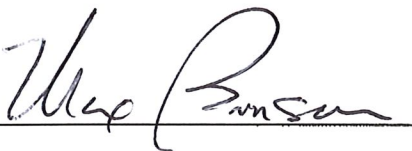
I have read the Building/Ground Use Policy for the Milford Community House and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, rental cleanup, damages or overtime fees. I understand that we will be responsible for our group and its guests while using the Community House facilities. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the Milford Community House Building/Grounds Use Policy and hereby acknowledge receipt of a copy of the Building/Ground Use Policy.

Insurance and Hold Harmless:

A certificate of insurance is delivered with Building/Ground Use Reservation Form with limits of at least \$1,000,000.00 each occurrence, \$2,000,000.00 aggregate which lists the Milford Community House, its board members, employees and volunteers as additional insured. The requesting organization hereby agrees to indemnify defend and hold harmless Milford Community House, its board members, employees and volunteers from any and all liability claims and damages(including personal injury) as a result of use of the Milford Community House building or grounds.

A request for the use of the building/grounds (lawn) must be sent in writing 30 days prior to the event. Once approved a certificate of insurance as stated above must be submitted at least one week prior to the event. If Insurance certificate is not received by 7 days before the event, the reservation will be automatically canceled.

Date: March 28, 2023

Signature: 

Print name: Max Brinson

Return: Form and insurance coverage to Pike County Chamber of Commerce:

Tammy Savarese

Pike County Chamber of Commerce

201 Broad Street, Suite 1

Milford, PA 18337

Phone 570-296-8700

**MILFORD COMMUNITY HOUSE
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Date: March 28, 2023

Signature: _____



Print name: Max Brinson

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Milford Community House
201 Broad Street, Suite 1
Milford, PA 18337
Phone 570-296-8700
