

MILFORD BOROUGH SPECIAL EVENT POLICY

Milford Borough's Special Event Permit Policy is designed to provide effective coordination of events throughout the year. When reviewing the Policy and filling out the permit application for your event, please note the following:

The Milford Borough Code Chapter 33 defines a special event as a “parade, concert, show carnival, circus, fair or similar event proposed to take place in the Borough and must be sponsored by and for the benefit of a church, fire company, ambulance corps, chamber of commerce, civic club, little league or similar non-profit organization which is either located in the Borough, or which benefits the Borough community, said benefit to be determined by the Borough Council in its discretion”. Special events shall be permitted by resolution after review at a public meeting of the Borough Council. The permit will be subject to fees and conditions as determined by the Council.

The maximum time period for such an event shall be three (3) days and no permits shall be issued to any one organization for more than three such events in any one calendar year.

Events should comply with all other Borough Ordinances. The noise ordinance is in effect from 8:00 pm to 8:00 am daily. Set up should not take place prior to 8:00 am particularly in Borough parks in residential neighborhoods. Amplified sound may not extend beyond the general area of the event such that it disturbs neighbors or adjoining properties.

The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes and any medical needs for the production at applicant/s sole cost & expense if Borough Council requires for the special event. Failure to adequately provide such amenities could result in production applicant/s or coordinator/s inability to hold future events in the Borough.

The Borough will request reimbursement for certain costs for services provided by the Borough, e.g., Police in connection with your event, set up of barriers for street closure or trash pick-up. Contact the Borough Office or the Police Department to arrange an extra duty detail in advance of the event.

The application for a Special Event must be submitted no later than 30 days prior to the first day of the event and at least 2 weeks prior to the next scheduled Borough Council Meeting. Applications should be accompanied by the permit fee of \$100. Applications submitted less than thirty (30) calendar days prior to the proposed event must include an additional late fee and may be declined a permit. The assigned permit for this event is good for a period of thirty days.

Special events on Borough property require commercial liability insurance for the production submitted with this permit application. A Certificate of Insurance must designate the Borough of Milford as an also insured.

Arrangements for the event should not be finalized until such time as you have received a permit. No such event can take place without a permit.

Adjoining property owners/neighbors will be notified via the Borough Website and Facebook and at the public meeting of the Council at least two weeks in advance of the scope and timetable of your event.

No alcohol is permitted without the approval of PA Liquor Control Board and the Borough Council.

Cancellations or cancellation of requested services must be made in writing prior to the event. Failure to provide written verification may result in the sponsor/s being required to reimburse the Borough for the agreed upon services.

**PLEASE COMPLETE THE ATTACHED APPLICATION AND
RETURN WITH THE REQUIRED FEES TO THE BOROUGH OFFICE.**