

pd. 5/23/23  
ck# 4342.  
\$100.-

MILFORD BOROUGH SPECIAL EVENT APPLICATION

GENERAL INFORMATION

Name of the event: MGC Secret Garden Tour  
Name/address of the host: MGC POB 764 Milford, PA 18337  
Event coordinator/contact: Valerie Brairton Cell phone no: 908-930-5901  
E-mail address: brairton@yahoo.com  
On-site contact, day of event: Valerie Brairton Cell phone no.: 908-930-5901  
Purpose/content of event: Fundraising for Beautification Projects  
Specific location(s) requested: Memorial Plaza in Milford Boro  
Date(s) of event: Saturday, July 15, 2023  
Set up date/time: July 14 afternoon - tables / tent(s)  
Breakdown date/time: Sat. 8pm - tentative tent removal  
Hours of event: four hours - 10am - 4pm

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: \_\_\_\_\_

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 water + snacks

**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 Garden Club

Authorized Signer: Valerie Brainton

Title of Signer: Tour chairperson

Date Signed: 5/18/23

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_



May 19, 2023

Milford Borough Council  
500 Broad Street  
Milford, PA 18337

Dear Council Members:

The Milford Garden Club has scheduled its annual Secret Garden Tour on Saturday, July 15, 2023. This is our biggest fundraiser of the year and all proceeds are used for the continued beautification of Milford Borough.

We respectfully request permission to close off Elderberry Alley to traffic on that day as we have in the past. Hours of closing would be approximately 8:00 AM to 5:00 PM.

A copy of our insurance coverage is enclosed for your information, as well as Milford Borough Special Event Application and a check for \$100.00.

Should you have any questions, please free to contact me at 908-930-5901. Thank you for your help and for your kind assistance over the years.

Sincerely,

A handwritten signature in cursive script that reads "Valerie Brairton".

Valerie Brairton  
Secret Garden Tour Co-Chairperson

Enc.

Cc: Connie Nichols  
Maria Nieves-Longano

pd. 4/13/23  
CK# 2019  
\$100.-

### MILFORD BOROUGH SPECIAL EVENT APPLICATION

#### GENERAL INFORMATION

Name of the event: Christmas in July 5K Run/Walk  
 Name/address of the host: 101 W. Hartford St Milford PA  
 Event coordinator/contact: Mike O'Keefe Cell phone no: 570 6180459  
 E-mail address: awningsontheside@gmail.com  
 On-site contact, day of event: Mike O'Keefe Cell phone no.: 570 6180459  
 Purpose/content of event: 5K run/walk fundraiser  
 Specific location(s) requested: 608 Broad street, booseberry Alley, w cherry Alley, 5th st, Sarah street, Constitution Ave  
 Date(s) of event: July 22, 2023  
 Set up date/time: 8:00 am  
 Breakdown date/time: 11:00 am  
 Hours of event: 8:00 - 11:00 (3 hours)

#### 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: \_\_\_\_\_

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

**COMPLETE, SIGN AND DATE**

*Christmas in July 5k Run/Walk*

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: *GAIT Therapeutic*

Authorized Signer: *Connie Harvey* *corneliaharvey35@gmail.com*

Title of Signer: *Volunteer Staff*

Date Signed: *6/3/2023*

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_