



MARS BOROUGH

EVENT GUIDELINES & APPLICATION

MARS BOROUGH EVENTS POLICY

Mars Borough is often the site of some of the area's most innovative and exciting events. It is important to maintain both residents' and visitors' safety during special events. It is also important for Borough Police, Staff, and Council to understand what planners of events will require from the Borough (if anything) and what is expected of the Borough during the planning process and execution of the event.

It is the hope that with the following guide, we can ensure a smooth planning process and the safety of our residents and visitors. All applications will be approved or denied by Borough Council.

After an evaluation is complete, applicants will be notified of any additional service costs they may be responsible for. These additional costs may include (but are not limited to): (1) Police coverage of the event; (2) Public Works staff to set up equipment, barricades, etc; (3) additional administrative costs deemed necessary; and (4) any additional and/or specialized insurance needs the event imposes on Mars Borough.

Please direct questions to the Mars Borough Administration Office at 724-625-1858 or boroughofmars@gmail.com.

We look forward to working with you to bring your event to Mars Borough!

- Mars Borough Council, Administration, Public Works, and Police

APPROVAL PROCESS

Applications must be turned in to the Borough Office, located at 301 Arch Street, First Floor, Mars PA 1 or emailed to boroughofmars@gmail.com. The Borough Secretary will receive and review the application with Mars Borough Police Chief and Public Works Supervisor. The application will then be presented at the next Council Meeting. After Council approves or denies the event request, the Borough Secretary will notify the event planner/organizer. Notification of decision and extraordinary service costs will be presented to the applicant no later than thirty (30) days after a complete application is received.



APPLICATION GUIDELINES

In an effort to reduce strain on public resources, Mars Borough is accepting event applications from Mars Borough property owners, Mars Borough residents, Mars Borough businesses, the Mars Area School District, and local non-profit organizations.

Event applications must be turned in no later than ninety (90) days prior to your event. There is a \$50 non-refundable application fee.

Proposed events shall be family-friendly, community-oriented, and open to the public.

Event organizers will be billed at the approved hourly rate per police officer (as set by Mars Borough Council), public works employee, or admin employee required for their event. There is a three-hour minimum charge per employee. Necessary police coverage will be determined by Mars Borough Police Chief and the Mayor, using details outlined in each application. Organizers may be required to address further emergency-related details with Mars Borough's Emergency Management Coordinator, depending on the size of the event and County regulations.

Timing of road closures and parking restrictions will be determined by Mars Borough Police Chief, Public Works, and Administration on an event-by-event basis and approved by Borough Council. Mars Borough staff will make every effort to limit disruptions to residents and businesses. The Chief of Police, officer-in-charge at an event, and/or the Mayor have the right and authority to modify or override approved street closures, and to suspend or terminate an event immediately, in the event of deteriorating safety conditions, emergencies, severe weather, and/or safety hazards.

The following require an event permit application to be filled out:

- Closing any street within the borough. Note that PennDOT has jurisdiction over state highways and roads.
- Selling any items, whether for profit or not-for-profit, or engaging in any solicitation as part of the event.
- Consumption of alcohol or sale of alcohol as part of an event (with appropriate and/or necessary permits from the PLCB)
- Other than as required by the Constitutional rights of assembly and free speech, any event which is likely to attract more than 100 people on Mars Borough property or on a public street or right-of-way in Mars Borough.
- Use of service from any Borough department (Admin, Police, or Public Works).

PLEASE NOTE: Mars Borough does NOT own the park at the corner of Pittsburgh Street and Grand Avenue where the spaceship resides. If event organizers would like to use that park, approval must be acquired from the property owner, NexTier Bank.

PLEASE NOTE: The sports teams that have entered into a contract with the Borough to play multiple games during a season do not need to also have an Event Permit.

CONDITIONS FOR BOROUGH SERVICES

1. The organizers of the event are required to compensate Mars Borough for the cost of the Borough Services for this event. There will be a minimum of three hours of service charged per employee.
2. Police officers working a special event are not part of the normal police contingent on duty to provide police protection to Mars Borough.
3. Mars Borough Police and Public Works Departments will review your request and determine their cost associated with your event. You will receive a cost estimate for Borough Services from the Borough Secretary and an invoice via mail to the address you provide. Fifty percent (50%) of the estimated cost of Borough Services will be due no less than seven (7) days prior to your event and the remaining balance will be due no later than thirty (30) days after the event is over. Cost associated with any event is at the sole discretion of Mars Borough Police, Public Works and Administration Departments.
4. Event organizers will provide a dedicated Point of Contact (POC) with onsite radio and/or cell access to coordinate with the Police Department during an event.
5. For events requiring a PLCB license, licensed security staff are required to supplement police, with roles clearly defined (e.g. ID checks handled by event staff, not police). All alcohol sales and/or samples must be conducted by persons certified by the PLCB's Responsible Alcohol Management Program (RAMP). Documentation of a person's certificate shall be supplied before the day of the event.
6. For events with an anticipated attendance of over 1,000 people, an Emergency Operations Plan (EOP) is required to be filed with this application. The EOP should include: evacuation procedure, medical response, and severe weather contingencies.

INSURANCE REQUIREMENTS

A certificate of insurance, along with all required endorsements, naming Mars Borough, its officers agents, employees and agents as additional insureds, to be filed no less than fifteen (15) business days prior to the scheduled event, indicating that the applicant possesses or will obtain public liability insurance in the form of a comprehensive general liability insurance policy with the following minimum limits:

- (i) \$2,000,000 General Aggregate;
\$2,000,000 Products/Completed Operations Aggregate;
\$1,000,000 Each Occurrence;
1,000,000 Personal and Advertising;
\$300,000 Fire Damage;
\$5,000 Medical Expense.
- (ii) If alcoholic beverages are to be sold or served at the event, the policy shall also include an endorsement for liquor liability in an amount not less than:
\$500,000 Liquor Each Common Cause Limit;
\$500,000 Liquor Aggregate Limit.

Please note that higher requirements of insurance may be required for certain events.

ORGANIZER RESPONSIBILITIES

The Applicant agrees to:

1. Provide to the Borough Office, at least ninety (90) days before the event, the fully completed application with as much detail as possible. The Borough will not accept “same as last year” as a completed application.
2. Provide to the Borough Office, at least fifteen (15) days before the event, a Certificate of Insurance of public liability coverage that meets the Insurance Requirements for public events, as listed below, and names Mars Borough as an additional insured.
3. Provide to the Borough a site map with the location of any stages, tent locations, fireworks, open flame zones, alcohol service areas, drone flight zones, and emergency access points, as well as a parking plan and/or traffic plan.
4. Provide a First Aid / EMS Station at events anticipating 1,000+ attendees.
5. Borough businesses with a storefront have first right of refusal for a vendor spot on the street outside their store. If a Borough business would like to use that vendor spot, they MUST use it for their own business and it cannot be given or resold to someone else.
6. Submit a list of all food, alcohol, or any other vendors involved no less than fifteen (15) days prior to your event. If Borough Council deems any vendor inappropriate or illicit, Council reserves the right to refuse that vendor’s attendance.
7. Provide portable restrooms and trash receptacles when attendance is anticipated to be 100 people or more. Preferred ratio is one portable restroom per 50 expected attendees and one trash receptacle per 100 expected attendees. One portable restroom must be handicapped-accessible.
8. Pay 50% of the Borough Services cost no later than seven (7) days before the event and the remaining 50% no later than thirty (30) days after the event is over.
9. Abide by all the ordinances, rules, and regulations of Mars Borough.
10. Conform to all state and federal laws and regulations.
11. Submit proof of appropriate liquor license or PLCB permits, if applicable.
12. Accept all Borough facilities and property “as is” without any Borough representation of such property as fit for the use as contemplated for the proposed event.
13. Any event deemed unsafe or in violation of Borough Ordinance or State Statute will be shut down at the discretion of Borough Emergency Services and/or the Mayor.
14. After the event, leave all Borough property in the same condition as it was preceding the event. If the Borough needs to clean any area left in a substandard condition, the event organizer will be responsible for the Borough’s cost of clean-up. If any Borough property is damaged, the event organizer will be responsible for the cost of repairs necessitated by such damage.
15. The Borough reserves the right to revoke any permit and assess the appropriate penalty should conditions or parameters outlined in the submitted application change following initial approval. The Borough also reserves the right to alter road closures and/or parking restrictions at its sole discretion based on date, traffic control, number of expected attendees, or other factors.
16. Notice of cancellation (if applicable). Application fee is non-refundable but Event Organizer will not be held responsible for extraordinary services costs if event is cancelled prior to the day of the event.
17. Attend and participate in a Post-Event Review with Police, Public Works, and other pertinent parties for any event where issues occurred (e.g., crowd control issues, property damage, resident complaints, etc.).



I swear and affirm that the statements made in the attached Application are true and correct to the best of my knowledge, information and belief. I agree, on behalf of myself and the foregoing identified organization, that I/we will abide by all the responsibilities outlined above.

Signature of Applicant

Date



MARS BOROUGH EVENT APPLICATION

All applications must be submitted to the Borough Secretary no later than 90 days prior to the event to be eligible for approval. Please do not leave any section blank

Name of Special Event: _____

Date & Time of Special Event: _____

Rain Date (if applicable): _____

Organization Applying for Permit (Applicant): _____

Organization Address: _____

Coordinator Name: _____

Coordinator Cell Phone: _____

Coordinator Email Address: _____

Alternate Contact Person for Organization: _____

Description/Purpose of Event (Please be as Detailed as Possible): _____

Specific Location Requested for Event: _____

Requested Road Closures: _____

Requested Road Closure Dates/Hours: _____

Please note that closure of any state road will require additional approval from PennDOT.

Requested Set Up Days/Hours: _____

Requested Break Down Days/Hours: _____

Estimated Number of Attendees: _____

Will your event include any of the following? (Please circle all that apply.)

Live Animals

Banners/Signage

Fireworks

Open Flames

Food Service

Live Entertainment

Drones

Alcoholic Beverages

Tents, Stages, or Other Temporary Structures

***If you are selling or otherwise supplying alcoholic beverages, you MUST obtain the appropriate and necessary permits from the PLCB.**

If you answered yes to any of the above, please explain: _____

Website and/or Social Media account(s) for event: _____



Would you like this event shared on the Borough website and social media pages? _____

Will you be charging admission? _____

If yes, how much per ticket and how are you controlling entry points to the event? _____

Will this event create any runoff that may potentially go into water systems? _____

If yes, please explain: _____

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

THE APPLICANT AGREES TO INDEMNIFY, DEFEND (WITH COUNSEL OF MARS BOROUGH'S CHOICE), AND HOLD AND SAVE HARMLESS MARS BOROUGH, ITS PRESENT AND FUTURE ELECTED AND APPOINTED OFFICIALS, EMPLOYEES, AGENTS (COLLECTIVELY "INDEMNIFIED PARTIES"), FROM AND AGAINST ANY AND ALL LIABILITIES, PENALTIES, FINES, FORFEITURES, DEMANDS, CLAIMS, CAUSES OF ACTION, SUITS, AND DIRECT COSTS AND EXPENSES INCIDENTAL THERETO (INCLUDING COSTS OF DEFENSE AND REASONABLE ATTORNEY'S FEES) WHICH THE INDEMNIFIED PARTIES MAY HEREAFTER SUFFER, INCUR, BE RESPONSIBLE FOR OR PAY OUT AS A RESULT OF BODILY INJURIES (INCLUDING DEATH) TO ANY PERSON, DAMAGE TO ANY PROPERTY (PUBLIC OR PRIVATE) PROXIMATELY CAUSED BY THE APPLICANT, ITS OFFICERS, EMPLOYEES OR AGENTS, ANY PERSON UNDER THE CONTROL OF THE APPLICANT OR ATTENDING THE APPLICANT'S EVENT, AND ARISING OUT OF OR RELATED TO THE EVENT THAT IS THE SUBJECT OF THE SPECIAL EVENTS PERMIT FOR THE EVENT IDENTIFIED IN THE PERMIT APPLICATION ATTACHED HERETO, AND THE APPLICANT AGREES TO REIMBURSE MARS BOROUGH FOR ANY COSTS INCURRED IN REPAIRING THE DAMAGE TO BOROUGH PROPERTY OCCURRING IN CONNECTION WITH THE SUBJECT EVENT AND PROXIMATELY CAUSED BY APPLICANT, ITS OFFICERS, EMPLOYEES, OR AGENTS, ANY PERSON UNDER THE CONTROL OF THE APPLICANT OR ATTENDING THE APPLICANT'S EVENT.

Applicant Signature

Date