

Updated 1/15/2024

Selinsgrove Projects, Incorporated (SPI)
Selinsgrove, Pennsylvania

SELINGROVE COMMONS OCCUPANCY PERMIT APPLICATION

The Selinsgrove Commons is a privately-owned park open to the public and requires an occupancy permit be obtained 30 days prior to any special event. If approved, the permit will then be advanced to Selinsgrove Borough and Police Department for additional conditions/requirements and to coordinate the closing of North Union Alley. Event fee: \$50 for-profits; free non-profits. Send fully completed application, proof of insurance, and payment (if applicable) to: Selinsgrove Projects, Inc., PO Box 377, Selinsgrove, PA 17870.

SPI requires proof of purchase of liability insurance for bodily injury and property damage in the sum of at least \$1,000,000 per single occurrence and \$2,000,000 aggregate, with the Borough of Selinsgrove and SPI named as additional insureds. The applicant shall agree to indemnify, save harmless and defend the Borough of Selinsgrove and SPI, and its officers, employees, agents and appointees, from any and all suits, actions and claims of any character, nature or description brought for or on account of any injuries, deaths or damages resulting to or sustained by any person, entity, or property at, during, after or as a result of the applicant's scheduled event, caused by an act, omission, negligence, or other misfeasance or nonfeasance of the applicant or any person, officer, agent, employee, corporation, partnership or other business entity hired or contracted by or associated with the applicant.

Selinsgrove Projects' Mission: Working with diverse partners and resources, Selinsgrove Projects, Inc. promotes the economic growth, cultural vibrancy, natural resources, and unique character and heritage of downtown Selinsgrove.

SELINGROVE COMMONS RULES

- Signs relating to events may be posted in the kiosk two weeks prior to the event and must be removed immediately after the event. The only place that signage is permitted is inside the kiosk.
- No motor vehicles, utility trailers or wagons are permitted on the Commons.
- The relocation of lights, urns, or refuse receptacles is prohibited.
- The occupant of the Commons must be a good steward of this space and remove any debris generated.
- Events that include proselytism or support a specific political candidate or party are not permitted.
- People who cook and generate any type of grease or use face paint or fingernail polish must provide some type of protective covering over the bricks to avoid damage to this surface.

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Event Name: _____

Sponsoring Organization: _____

Sponsoring Organization Contact: _____
Name

Address _____

Phone _____

E-mail _____

Description of event:

Specify the purpose or objective of the event:

Specify the sound amplification and/or lighting equipment that will be set up and used as part of the event:

Estimated number of people attending and participating in the event:

Event date: _____ Event time and duration: _____

Event Sponsor agrees to abide by all rules and regulations of Selinsgrove Borough and The Selinsgrove Commons as set forth in this document for the use of the premises. Event Sponsor agrees to advise event participants of such the stated rules and regulations.

Signature of Applicant

Date

| | |
|--------------------------------|--|
| <u>FOR SPI USE ONLY</u> | |
| SPI APPROVAL | |
| SPI DENIAL | _____ Signature Date |
| POLICE | BUSINESS NOTIFICATION |
| BOROUGH | PROOF OF INSURANCE |