

CITY OF CORRY

Special Event/Parade/ Facility Use Application

This application is required of any group and/or event that requests the use of City of Corry Parks, other City Owned Property or Street Right-of Way (R.O.W.) for any of the following:

1. The event proposes an unusual use of any park, property or right-of-way
2. The event exceeds the stated capacity for any facility
3. The event uses an open area or any portion of a street R.O.W.
4. The event includes generation of loud or amplified sound.
5. The event involves the serving of food to the general public.
6. The event spans the course of one or more days.

Special Events General Information and Process

1. Applications must be filed at The City Administrator's Office no less than 90 days prior to the event
2. The City Administrator, Police Chief, Fire Chief, P. W. Superintendent will review application within 30 days.
3. The City Council will make final determination on application.
4. The application does not guarantee approval of the event.
5. The City reserves the right to modify or conditionally approve any event or determine the need to file an application.

Applicant Must Complete all Sections

Name of Event:

Description of Event: Has this even ever been held before? ___ Yes ___ No If yes, When and Where.

■ Briefly describe the event:

Organization/Sponsor Information

Organization Name		Phone no.
Street Address		
City	State	Zip Code
Email Address		

Contact Person Information

First Name	Last Name	Phone no.
		Cell No.
Street Address		
City	State	Zip Code
Email Address		

General Event Information

Location of Event		Specific Facilities to be Used	Foul Weather Contingency
Set Up	Event	Clean Up	Anticipated Impacts
Date _____	Date _____	Date _____	Minimum Attendees _____
Time _____	Time _____	Time _____	Maximum Attendees _____
			Total Attendees _____
			Minimum Vehicles _____
			Maximum Vehicles _____



Insurance Requirement	Insurance Information
<p>Prior to approval of your event we will require a Certificate of Insurance in the amount of \$1,000,000 naming the City of Corry as an "additional insured"</p> <p>All outside vendors will also be required to provide certificates in the amount of \$1,000,000 naming the City of Corry as "additional insured"</p>	<p>Do you have insurance for personal injury, property damage, and liability? Yes ____ No ____</p> <p>If yes, provide insurance carrier:</p> <p>Policy number:</p>

Map Location and Event Specific Information	
<p>Does the event involve a road closure? Yes ____ No ____</p> <p>Full Closure ____ Partial Closure ____</p> <p>Describe area of closure: street name and designate from/to limit.</p> <p>Time of closure: From ____ To ____</p> <p>A separate application is required for any closure which involves a state roadway which will include a certificate of liability insurance for PA Dept. of Transportation.</p>	<p>Please show event details on the provided city/park map. Which area indicated on the map need to be closed?</p> <p>____ Event Layout</p> <p>____ Entrance Route</p> <p>____ Exit Route</p> <p>____ Main Parking Area</p> <p>____ Overflow Parking</p> <p>Number and type of personnel acting as parking attendents, event coordinators, security, first aid/medical support. (18 yrs and older)</p> <p>Map must be included with completed application</p>

<p>Is the event open to the public?</p> <p>____ Yes</p> <p>____ No</p> <p>Are there fees charged or vending at the event?</p> <p>____ Yes If yes, state fees and type of vending along with</p> <p>____ No projected revenues for the event.</p>	<p>Are there large vehicles or motor homes, fireworks, aerial displays, amusement rides, inflatables, or large tents included in the event?</p> <p>____ Yes</p> <p>____ No</p> <p>If Yes, what and how many?</p>
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Services				
<input type="checkbox"/> Water <input type="checkbox"/> Drinking Water <input type="checkbox"/> Hydrant	<input type="checkbox"/> Electric Type Service:	<input type="checkbox"/> Porta-Potty <input type="checkbox"/> Dumpster	<input type="checkbox"/> Cones <input type="checkbox"/> Barricades <input type="checkbox"/> Road Closed <input type="checkbox"/> Tables	Please indicate on the Map where the items are going to be located.

City Departmental Service Fees: Please note that if additional manpower and hours are required by City of Corry personnel (Police, Fire, Public Works, etc.) the event sponsors are subject to such fees and charged as are deemed appropriate.

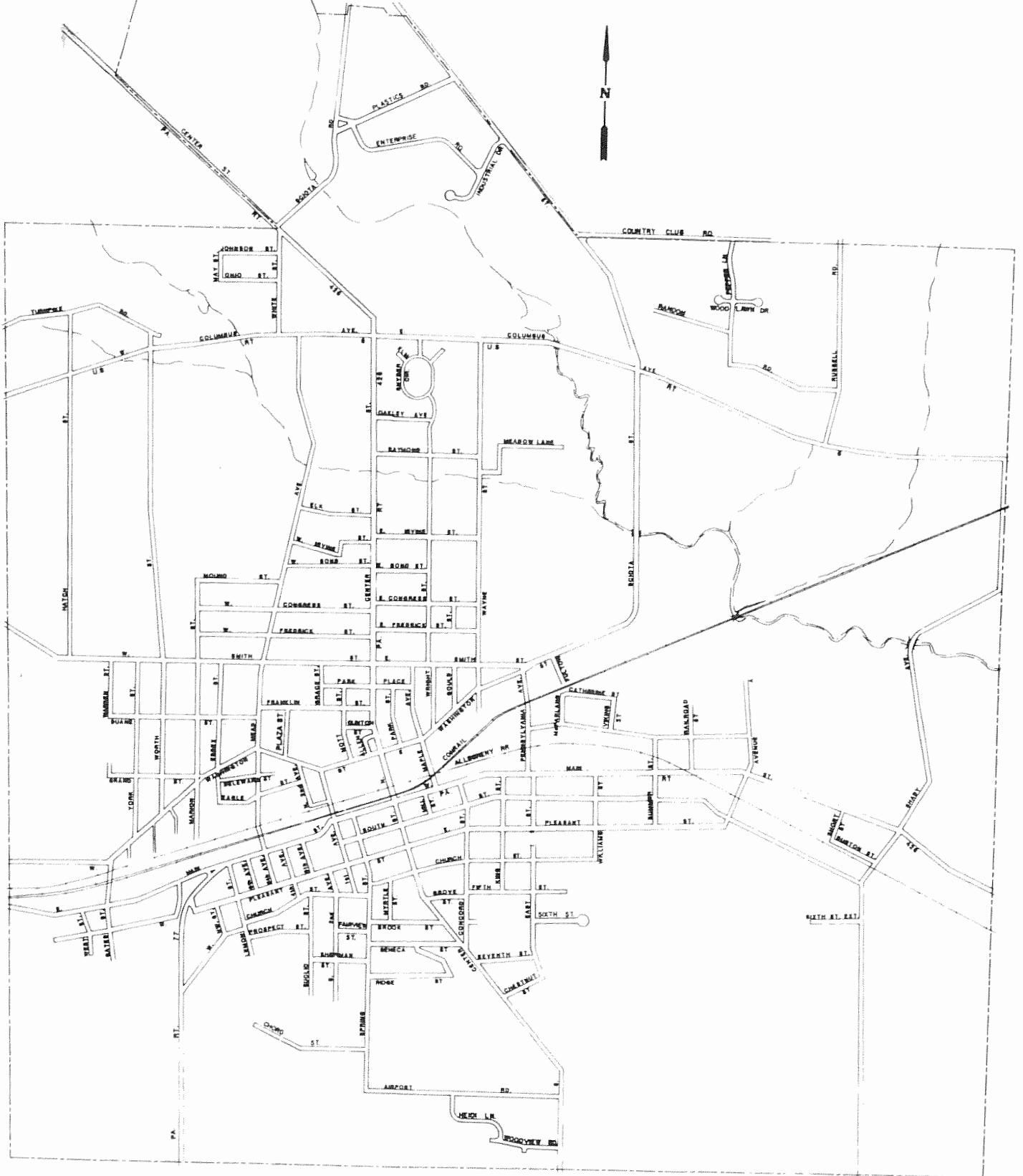
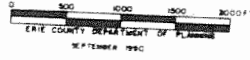
I hereby certify that I am authorized to represent the organization noted on this application. I also certify that all the information on this application is, to the best of my knowledge, truthfull and accurate, and that my organization shall be liable for any consequential damages, including the City of Corry's incurrence of any costs and attorney's fees, resulting from misrepresentation or fraudulent information on this application, or any other written communication with the city of Corry.

Furthermore, it is understood that the City of Corry reserves the right to revoke or amend any issued permits, contracts, or letters of agreement, and to increase any assessed fees for City services and equipment, with the organization in the event the services to be provided, coordinated or subcontracted by the organization as stated in this application are reduced or eliminated. The undersigned organization assumes all responsibility for damages to or destruction of City property that occurs during the sponsored event.

Applicant Signature _____	Date _____
Reviewer Approval _____	Date _____
City Council Approval _____	Date _____
City Clerk	

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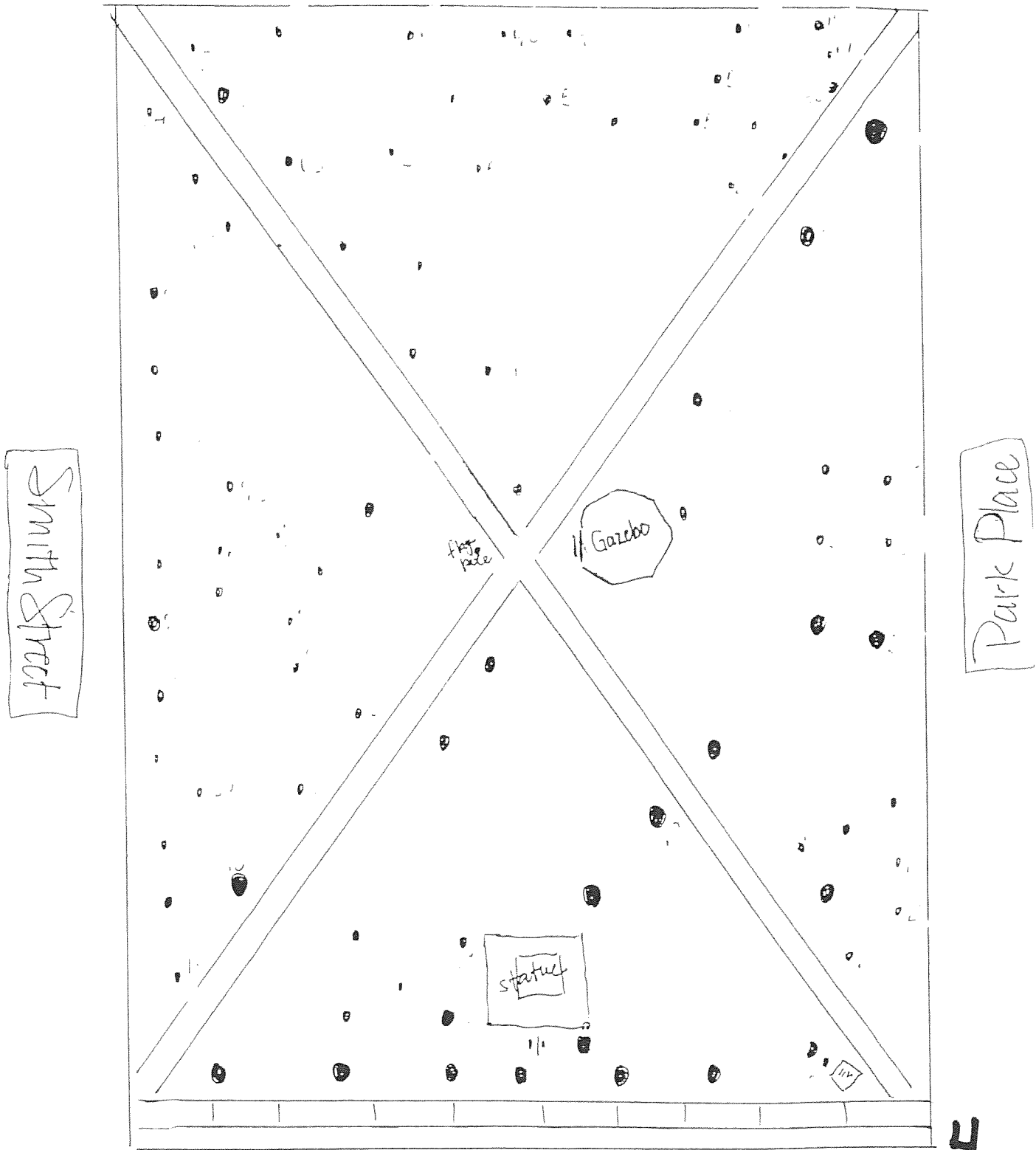
CITY OF CORY
ERIE COUNTY, PENNSYLVANIA



City Park - Corry
Tree Survey May 2002

Maple Avenue

CITY PARK



Smith Street

Park Place

Maple Avenue

Gazebo

statue

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Note: locations are approximate

North Center Street

Conducted by:
Scott Sjolander
Chris Schalles