

Borough of Lewisburg

55 South Fifth Street
Lewisburg, PA 17837
(570)523-3614

Event Permit Application 2025



Event Information	
Type of Event: Circle all that apply	
Park Reservation	Event
Street Closure/Use	Other
Name of Event:	
Event Description:	
Start Date /Time (include setup):	End Date/Time (include clean up):
Location:	Number of Attendees:

Organization Information	
Organization:	
Email:	Phone:
Applicant 1 Name (must be present at event):	
Email:	Cell:
Address:	
Applicant 2 Name:	
Email:	Cell:
Address:	

Compliance Information
I, the above listed applicant, have thoroughly read and understand the conditions of this application. I understand the proposed event must comply with all Laws of the Commonwealth of Pennsylvania and the Ordinances of the Borough of Lewisburg and attached requirements. I understand that I must be present at the event and must be easily accessible at this event.
Applicant 1 Signature and Date:
I, the above listed applicant, have thoroughly read and understand the conditions of this application. I understand the proposed event must comply with all Laws of the Commonwealth of Pennsylvania and the Ordinances of the Borough of Lewisburg and attached requirements.
Applicant 2 Signature and Date:

Event Requirements

The User shall maintain liability insurance to cover any accident or incident, which might occur while the User, is using the Borough premises, property, and/or equipment. Certificate of Insurance Amounts Required: \$1,000,000 single occurrence/\$2,000,000 aggregate naming the Borough of Lewisburg as additionally insured.

The User shall ensure the Borough's premises, property, and/or equipment is reasonably clean immediately following the use thereof. The cleaning process shall be completed within twelve (12) hours after such use. The User shall maintain the grounds of the Borough premises and/or property, within its established boundaries during the use thereof. Such maintenance shall include weeding, the cutting of grass, and the dragging of base-lines if applicable.

The User shall maintain and keep in good repair all buildings, equipment, and other property installed by, or used by, the User of the said Lewisburg Borough premises, property, and/or equipment. If for any reason, any building, equipment, or other property of the User is removed from the Lewisburg Borough premises, the User shall be responsible for restoring premises to the same condition it was in prior to the use thereof. To install any equipment or erect any structure, the User must obtain the necessary permit(s) and obtain the written consent of the Borough. **(Note: A PA One Call is required if there is to be any placement of stakes, etc. into the ground, as there are electrical lines, gas lines, etc. under many of the Borough's recreational facilities. Simply dial 811.)**

Unless otherwise agreed upon in writing by the Borough, the User shall not operate any amplifying equipment after 9:00 PM on any occasion and shall on no occasion use amplifying equipment to broadcast beyond the boundaries of the recreation area or Lewisburg Borough premises. Furthermore, user shall extinguish all lighting promptly at the time stated in the above schedule.

The User shall furnish the Borough with the name and address of every participant involved in the activities sponsored by the User at the Borough premises, if requested. The User shall furnish the Borough with the name, address and phone number of any and/or all vendors involved in the activities sponsored by the User at said Lewisburg Borough premises. Vendors must be registered with Berkheimer Associates for tax purposes.

The User acknowledges that, except for valid and reasonable maintenance purposes and during the times stated in the above schedule, the Borough premises shall be open for use by residents of the Borough and for any other purpose which Borough Council may permit.

The User shall not charge any spectator an admission fee to the event.

The User acknowledges that this Agreement relates only to the Borough premises, property, and/or equipment and the use specified, and that the use of any other Lewisburg Borough premises, property, and/or equipment of the Borough other than the one specified shall require the prior written approval of the Borough Manager and/or be subject to confirmation by Borough Council at its next regularly scheduled meeting.

The Borough designates the Mayor, Borough Manager, Borough Foreman, Borough Staff, Chief of Police, and Borough Council members as agents for the purpose of supervising the Borough premises, property, and/or equipment, the use thereof, and terms and conditions of this Agreement. The User agrees to accept the decision of any one of these agents regarding the Borough premises, property, and/or equipment, provided that the User may appeal such decision to Borough Council at its next regularly scheduled meeting. The User agrees that the decision of Borough Council shall be final and binding.

The User shall be responsible for any and all damages to the Borough premises, property, and/or equipment during use.

Event Requirements-Continued

Any violation or breach of any provision hereof shall result in the immediate termination of this Agreement and the right to use the Borough premises, property, and/or equipment.

The User shall so conduct its activities upon or while using the Borough premises, property, and/or equipment so as not to endanger any person or persons lawfully thereon; and does hereby release and agree to indemnify, defend and hold harmless the Borough and all of its officers, agents and employees from and against any and all claims, actions, causes of action, demands or judgments for losses, injuries, costs, expenses, liabilities and damages of any kind and nature to any person or property, whether belonging to the User or any other person, or to the Borough or its officers, agents and employees, occasioned wholly or in part by the acts or omissions of, or which may arise from or be due to the use, misuse or abuse of all or any part of the Borough premises, property, and/or equipment by, the User, its agents, officers, employees, representatives, students, guests, patrons, spectators or any person or persons admitted to the event while the same is used or being used by or under the control of the User, or in any manner arising out of or connected with, directly or indirectly, its use or operation of the Borough premises, property, and/or equipment.

The User shall not use any type of paint to mark Borough Streets. Chalk may be used so long as it is washed from the surface as soon as the event concludes but must have prior approval.

Council ApprovalRequired: ☐ Yes ☐ No

Official Lewisburg Borough Council approval can only be granted during council meetings held the third Tuesday of every month at 6:30 pm. Council approval remain contingent upon completion and approval of all the necessary paperwork and payment of fees. Contact Borough Secretary.

Certificate of InsuranceRequired: ☒ Yes ☐ No

Certificate of Insurance must show coverage in the amount of \$1,000,000 single occurrence/ \$2,000,000 aggregate. Borough of Lewisburg must be listed in the Certificate Holder section. Name of event and event date must be listed in the notes section. If alcohol is to be served at event, coverage must include alcohol consumption coverage.

Letter of SupportRequested: ☐ Yes ☐ No

Letter issued in support of an event does not constitute approval of the event. All paperwork and payment must be received and approved by the Borough Office. Contact Borough Secretary.

Streets and Parking Lot /UseRequired: ☐ Yes ☐ No

List street(s) or parking lot(s) affected, indicate closure or use, intersections, and times. A map may be substituted.

Supply a copy of traffic plan and route map.

Total Barricades Requested: _____

Location: _____

Total Traffic Cones Requested: _____

Location: _____

Borough staff may determine additional items are needed based on locations and routes.

List of Equipment ProvidersRequired: ☐ Yes ☐ No

Provide a list of all companies providing equipment for this event along with placement location, date, and time of delivery and removal. Examples: Portable restrooms, tents, tables, chairs, sound systems, lighting, etc..

Parking Meter ClosureRequired: ☐ Yes ☐ No

List location of meters to be closed: _____

Total Meters to be closed: _____

Meters must be bagged when closed. Bags can be purchased at office.

Copy of Approved Penn Dot PermitRequired: ☐ Yes ☐ No

Organizers seeking to use state roadways must submit an application to Penn Dot for permission. The Borough is no longer able to complete or submit this application for the organizer. Please provide a copy of the approved permit.

Buffalo Valley Regional Police ApprovalRequired: ☐ Yes ☐ No

Written proof is required for verification. Email approval is acceptable.

William Cameron Engine CompanyRequired: ☐ Yes ☐ No

Written proof is required for verification. Email approval is acceptable.

Use/Possession/Consumption of**Beer and/or Wine Permit (Nonprofit Only)**Required: ☐ Yes ☐ No

Contact the Borough Secretary to submit application. Applications must be submitted to Lewisburg Borough Council at their monthly meeting for approval.

Vendor ListRequired: ☐ Yes ☐ No**New 2025 Recycling**Required: ☒ Yes ☐ No

Effective 2025, all events or gathering held inside Lewisburg Borough with 200 or more participants including staff and volunteers are required to collect recyclable materials and have processed for recycling. Lewisburg Borough does not offer these services. Organizers may contract with an outside company or may have their own staff sort the recycling materials and deliver to an appropriate recycling center. Please give a description of how recycling will be collected and recycled at this event below.

Refuse ServiceRequired: ☐ Yes ☐ No

Lewisburg Borough is the only authorized trash hauler inside the Borough. Borough employees may determine that additional services are required based on type and size of event.

Dumpster Request Total: _____

Placement Locations: _____

Trash Barrel Request Total: _____

Placement Locations: _____

Notification to Residents/BusinessesRequired: ☐ Yes ☐ No

It is the responsibility of the organizer to notify all residents and/or businesses that may be affected by a street or parking lot closure. These residents or business must have 30 day notice to voice concerns with the Borough Office. Give a description of method of notification.

Special RequestsRequested: ☐ Yes ☐ No

Submit any additional requests not covered by this application on an addition sheet of paper.

Payment of ChargesRequired: ☐ Yes ☐ No

See the pricing sheet for total due. Only cash or check accepted. Checks payable to Lewisburg Borough.

☐ **Application Approved**☐ **Application Denied**

Borough Representative _____

Date _____