



# CITY OF BERWYN EVENT APPLICATION



Please provide information about your planned event:

Date of Event: \_\_\_\_\_ Time: Start \_\_\_\_\_ End \_\_\_\_\_

Type: Block Party  Parade  Open Air Event  Use of Public Way

Description of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**Allowed Event Times**

Block Parties  
8AM to 9PM

All Other Events  
8AM to 11PM

(Please Print)

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Do you plan to use:	Live or Recorded Music <input type="checkbox"/>	Sound Equip./Amplifiers <input type="checkbox"/>	Bounce Houses of Inflatables <input type="checkbox"/>
(Please mark all that apply)		Food Vendors <input type="checkbox"/>	Commercial Food Prep. Equipment <input type="checkbox"/>
	Crafter/Vendors <input type="checkbox"/>	Alcohol Sales <input type="checkbox"/>	Portable Toilets and Sanitation <input type="checkbox"/>

Will you require any of the following City services? Yes  No

**Large-Scale Event Fee Acknowledgment** (Not applicable to Block Parties)

I understand that large-scale events may require Police, Fire, or other City services, which are provided only upon availability and may result in additional fees per department. I acknowledge that all such costs are the responsibility of the applicant.

Street Closure <input type="checkbox"/>	Rolling Street Closure <input type="checkbox"/>	Alley Closure <input type="checkbox"/>	Parade Route Closure <input type="checkbox"/>
Barricades <input type="checkbox"/>	Police Detail/Security <input type="checkbox"/>	Traffic Control <input type="checkbox"/>	Library Community Engagement <input type="checkbox"/>
Fire Truck <input type="checkbox"/>	McGruff/Police Explorers Unit <input type="checkbox"/>	K9 Unit / Pawfficer Romeo <input type="checkbox"/>	

**City Council Approval IS REQUIRED for your event.** (City Council meets the 2nd & 4th Tuesday of every month)

- Submit this application to the Clerk's Office 8 weeks prior to the event date.**
- A Certificate of Insurance is required for Parades, Outdoor Events, Use of Public Way, as well as for all food and beverage sales.**
- A Food License is required from the Berwyn Public Health Department for ALL food sales.
- A City of Berwyn Temporary Liquor License is required for ALL alcoholic beverage sales.
- A route map must be submitted with this application for all parades / demonstrations.
- USE OF PUBLIC WAY:** Provide a list of intersections/corner locations and all dates being requested for use of public way. Location and Date availability is subject to approval. Use of public way is limited to one group per day, one group per location, and on a First Come—First Serve basis.
- The City reserves the right to regulate, restrict and limit use of the public way at all times.**