



CITY OF BERWYN EVENT APPLICATION



Please provide information about your planned event:

Date of Event: _____, 2022 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: (Please mark all that apply)	Live or Recorded Music <input type="checkbox"/>	Sound Equip. / Amplifiers <input type="checkbox"/>	Bounce Houses or Inflatables <input type="checkbox"/>
	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

* Please contact the Police Dept. for fee schedule if requesting Police Detail or Security.

** These City services supplied only if available on the day of the event and subject to personnel availability

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"/>	**Berwyn Public Library Book Peddler (Bike) <input type="checkbox"/>
**Fire Truck <input type="checkbox"/>	**McGruff <input type="checkbox"/>	**K-9 Unit <input type="checkbox"/>	**Police Explorers Unit <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.**