

# SPECIAL EVENT REQUEST

ORGANIZATION NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

KIND OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

TIME TO START \_\_\_\_\_ TIME OF FINISH \_\_\_\_\_

ROUTE/AREA OF EVENT \_\_\_\_\_

WHO WILL BE OBTAINING THE PENNDOT PERMIT (IF APPLICABLE) \_\_\_\_\_

WILL FIRE POLICE BE REQUIRED FOR TRAFFIC CONTROL? \_\_\_\_\_

WHO HAS THE BANNER \_\_\_\_\_ PHONE Number \_\_\_\_\_

WHEN DOES BANNER NEED PUT UP \_\_\_\_\_

OTHER INFORMATION:

**All special events must be approved by Borough Council one month before the event is to take place.  
Coudersport Borough must receive a copy of the PennDOT approval before the event will take place.**

BOROUGH COUNCIL

POLICE

FIRE POLICE

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