



## NEWPORT BOROUGH EVENTS APPLICATION

Date of Application \_\_\_\_\_ (Must be submitted minimum of 60 days prior to the event)

Organization Hosting the Event \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Cell# \_\_\_\_\_ Email \_\_\_\_\_

Organization Tax ID Status Type and # \_\_\_\_\_

### Organization's Liability Insurance Policy Information:

Insurance Company Name \_\_\_\_\_

Liability Insurance Policy Number \_\_\_\_\_

Copy of Insurance received \_\_\_\_\_ yes \_\_\_\_\_ Date Received \_\_\_\_\_  
(Attach a copy of your Liability Insurance to this application form)

Description of the Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requested Date of the Event \_\_\_\_\_

Time of the Event \_\_\_\_\_

Location Requested for the Event \_\_\_\_\_

Request for street closure(s) \_\_\_\_\_ no \_\_\_\_\_ yes (If yes, fill out the Street Closure Policy form)

\*\*\*\*\*Office Use Only\*\*\*\*\*

Next Borough Council Meeting Date \_\_\_\_\_

Determination Date by Borough Council \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Signature \_\_\_\_\_

(Borough Secretary)