

REVIEW OF SPECIAL EVENT REQUEST PROCEDURE.

Special Events Requests

With the new year beginning Mahoning Township wants to advise organizations of the Special Event Procedures.

1. An application may be picked up at the Secretary's office or emailed to you. Follow the attached ordinance instructions.
2. On the application please notice the information needed for road closing and if the road is a PA. DOT Road or Highway, they have a form to complete also. Bloom Road is a PA DOT Highway. Questions in this, call the Secretary.
3. The requestor is to present a Liability Policy for \$1,000,000.00 and **Mahoning Township must be named as co-insured.**
4. The application with insurance is presented to the Board of Supervisors for their consideration at a regular scheduled meeting. For 2018, the meetings are held on the second and fourth Monday of each month.
5. If approved a Certificate will be mailed to the organization or person of contact.