

PERKASIE BOROUGH COUNCIL
Agenda for Special Meeting of August 24, 2026

1. Meeting Convenes at 5:30 PM – Council Meeting Room
2. Invocation and Pledge of Allegiance – Mayor Hollenbach
3. Attendance
4. Public Forum
5. Consider Special Event Permit Application – Archie Knight Shining Light Foundation, Inc.
6. Public Forum
7. Adjournment

Next Meeting: *Tuesday, September 8, 2026 – 7:00 PM*

Perkasie Borough Council agendas are available via e-mail in advance of the meetings. Please send any agenda requests to: admin@perkasieborough.org. The agendas and Perkasie Borough Council meeting packets are both available on the Borough's website at www.perkasieborough.org.



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Borough meeting dates, agendas,
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PERKASIE BOROUGH COUNCIL

COUNCIL ACTION SUMMARY

Item # 5

SUBJECT:	Consider Special Event Permit Application – Archie Knight Shining Light Foundation Inc.
MEETING DATE:	August 24, 2026
COUNCIL COMMITTEE:	Public Safety
INITIATED BY:	Linda Reid, Acting Borough Manager

BACKGROUND:

Perkasie Borough received a special event permit application by email on August 12, 2026. The applicant is Joseph Green on behalf of the Archie Knight Shining Light Foundation, Inc. The application describes a moving event (parade/procession) beginning at 4:00pm on Saturday, August 29th. The parade will begin at Lenape Park, cross Constitution Avenue, walk along Spruce Street, turn on S Main Street, then turn into the Free Will / Perk restaurant parking lot into the rear of Free Will Brewing.

The moving event will follow a Mayoral proclamation and short program beginning at 3:00pm at the Lenape Park Amphitheater.

The organizers are asking that the Borough grant approval to close Spruce Street, and they have applied to PennDOT for a permit to stop traffic and cross Constitution Avenue.

The organizer is asking that the Borough provide barricades for the road closure and Police assistance to help with the road closure and traffic control, and that the Borough waive the associated fees for these services.

Per Borough ordinance, the special event permit application has been circulated to the Borough's Department Heads for their review and comment, and to the Public Safety and Economic Development Committees of Council for their information. The organizer has been advised that they need to send a road closure notification letter to homes on Spruce Street.

BUDGET IMPACT:

- Public Works: Barricades can be dropped and collected during normal working hours.
- Police Department: 2 officers at an estimated cost of \$600.00-\$700.00
- Administration: Application fee of \$100.00

RECOMMENDATION: Approve the Special Event Permit application.

MOTION/RESOLUTION: Motion to approve the special event permit application and to approve the closure of Spruce Street between Constitution Avenue and S. Main Street for a period between 4:00pm and 5:00pm on Saturday, August 29th. Additionally, to approve / not approve the organizer's request to waive the fees for Borough services.

1) Motion by: _____ Seconded by: _____

Dear Borough Officials,

We are planning a community event in honor of **Archie Knight Day on August 29, 2026**. This event is intended to bring the community together in a spirit of love, compassion, and remembrance while honoring Archie Knight.

Walk to Free Will – Community Walk

The walk will begin immediately after the mayors proclamation at around 4pm. We will move from Lenape Park at Constitution Avenue and E. Spruce Street. We anticipate a group of 1,000 or more participants crossing Constitution Avenue from the park and continuing down E Spruce Street to Branch St. From there, the group will enter the parking lot at the Perk and end at Free Will.

We have received permission from the Perk and the property owner to use the parking lot for the event. We reached out to Landis, American Heritage, and surrounding churches about parking.

As part of our permit application, we respectfully request the following:

- Waiver of all applicable Borough fees
- Police barricades and assistance with the necessary road closures

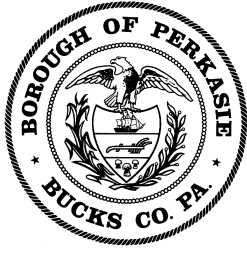
The Police Chief and Fire Chief have been notified of the planned event. We have not yet released any social media announcements regarding the event, as we wanted to coordinate with the Borough and complete the necessary permitting process first.

We greatly appreciate the Borough's consideration, especially given the short notice of this permit application. Our goal is to make this a safe, respectful, and meaningful event for the entire community while honoring the life and memory of Archie Knight.

Thank you for your time and consideration. We truly appreciate your support and assistance in making this event possible.

Peace and blessings,

Joe Green



BOROUGH OF PERKASIE

620 W. Chestnut Street
PO Box 96
Perkasie, Pa. 18944-0096

(215) 257-5065
Fax (215) 257-6875

SPECIAL EVENT PERMIT APPLICATION / TOWN CENTER

Complete all questions and return application form with all required and supplemental attachments to Perkasio Borough at least 45 days prior to the event. An initial fee is due at the time of application, per the Borough's fee schedule. Perkasio Borough will provide an invoice when the permit is approved, detailing an estimate of additional fees. Perkasio Borough reserves the right to add services during the event if we deem it necessary for event safety then invoice a final balance.

1. APPLICANT INFORMATION – the Primary Contact is the person who is to be contacted regarding the application or event

Primary Contact Name: Joseph Green

Primary Contact Address: 4143 AXE HANDLE RD

City: QUAKERTOWN

State: PA

Zip: 18951

Primary Contact Email: JGREENKXG@GMAIL.COM

Event Name: Archie Knight's Day

Type of Event: March

Are you representing a Host Organization? YES

Is this organization a non-profit? YES

If so, list name address and phone below:

Is this organization a private/for-profit entity?

Organization Name: Archie Knight Shining Light Foundation, inc

Purpose of Event: Honoring Archie Knight Day

Organization Address: 634 Highland Dr, Perkasio, PA 18944

Organization Contact Person: Joseph Green

Email: jgreenkxg@gmail.com

Organization Phone: 267-716-3568

2. GENERAL EVENT INFORMATION

Date of event: 8-29-2026

Rain Date: N/a

Event Duration (start date & time – end date & time): 4pm-5pm

Estimated Attendance (include organizers, volunteers, attendees, spectators etc): 1,000

Site Arrival / Set Up time: 4pm

Site Departure: 5pm

Will a registration /entry fee be charged. If yes, how much? No

3. EVENT DESCRIPTION

Is this a fixed or moving event (ie, run / bike ride etc): moving

Event Description (provide a description of the proposed event including activities, entertainers, vendors, facilities, etc):

We are a moving event from Lenape Park across from Landis and we will walk to Free Will at 4pm. The group will cross Constitution Ave at Branch. We will make a left at Branch and walk through the Mill parking lot and enter Free Will from the back parking lot.

4. SITE PLAN / DIAGRAM

ATTACHMENT REQUIRED: (all events require a site map of affected areas, showing placement of the following features as applicable).

- Event permits do not confer the right to use private property. Applicant should seek permission from property owner(s) if they wish to use private property in the Borough.

• Check-in / Gate(s) and/or Entrances	• Command Center / Headquarters	• Street Crossings
• Comfort Stations (portable toilets)	• Vendor Booths	• Security / Emergency
• Stages / Other Performance Areas	• Fencing	• First Aid / Medical Stations
• Dumpsters/ Trash & Recycling Containers	• Food & Beverage Concessions	• Fire Extinguishers
• Tents & Trailers	• Street closures & Parking Restrictions	• Other Event Components not listed here
• Event Parking	• Other (specify):	

ATTACHMENT REQUIRED:

If this is a MOVING EVENT or will CROSS ANY ROADWAYS, please provide a detailed route description from start to finish.

Starting Location: Lenape Park @ amphitheater

Finishing Location: **Free Will**

5. COMFORT STATIONS / PORTA POTTIES

- The applicant is responsible for addressing the needs for the event. Your portable sanitation service contractor will help you plan properly.
- Applicant must provide portable restroom facilities unless you can substantiate the sufficient availability of both ADA-accessible and regular facilities in the immediate area that will be available to the public.
- No less than one (1) ADA accessible restroom should be placed in each location designated for restroom facilities and located on a level area not to exceed a 2% cross-slope in any direction. If a single restroom is placed in a location it must be ADA-accessible. An accessible route to each restroom location must be provided.

Number of Units: N/A	Delivery date:	Pickup date:
Name of sanitation supplier:	Emergency Contact (day of):	

6. ELECTRICAL SERVICE

Perkasie Borough electric may be used ONLY with the express consent of Council, which shall have the authority to refuse consent in any instance.

Perkasie Borough Electric Service

- Perkasie Borough provides electrical service on request. An hourly rate is established in the Borough's Fee Schedule.
- An estimate for setup and breakdown of electrical outlets will be provided upon application and an initial fee is required at that time.
- Any balances for actual time worked will be invoiced after the event has taken place.

Electric Service required? Yes / <u>No</u>	Mark locations on sketch map.
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7. TRASH & RECYCLING SERVICE

- The applicant is responsible for leaving the area in an "as good or better condition" than the site was found prior to the event.
- Perkasie Borough is a mandated community under PA Act 101. Applicants must ensure that recyclables generated at the event are recycled. (aluminum cans, glass, cardboard etc)
- Applicant is responsible for the removal of all trash, litter, debris etc associated with the event. Applicant must supply an adequate number of trash and recycling receptacles and remove trash & other event debris from the site immediately on conclusion of the event.
- Placement of dumpsters requires a dumpster permit. Contact Borough office for an application form.

Perkasie Borough reserves the right to invoice the applicant for removal of trash or debris if necessary.	
Perkasie Borough Trash & Recycling Service - Perkasie Borough provides trash & recycling service upon request. An hourly rate for this service is established in the Borough's Fee Schedule. - An estimate for trash & recycling container distribution & pickup, and trash/recycling collection will be provided upon application and an initial fee is required at that time. - Any balances for actual time worked will be invoiced after the event has taken place.	
Trash & Recycling Service required? Yes / <u>No</u>	Mark # & locations on sketch map.

8. ROAD CLOSURES & TRAFFIC CONTROL

THE APPLICANT IS RESPONSIBLE FOR PROVIDING ADEQUATE MEASURES TO ENSURE THE SAFETY OF PEDESTRIANS AT THE EVENT.

ROAD CLOSURES

Roads may be closed only with the express approval of Perkasie Borough Council.

Applicant is responsible for ensuring roads are closed as approved, including erecting and taking down barricades.

Roads & sidewalks must be left clear and open after the event.

- Perkasie Borough provides road barricades and cones on request. We will drop barricades and cones at specified locations and collect them after the event. An hourly rate is established in the Borough's Fee Schedule.
- An estimate for drop off and collection of barricades & cones will be provided upon application and an initial fee is required at that time.
- Any balances for actual time worked will be invoiced after the event has taken place.

Barricades Required: Yes / <u>No</u>	Mark # & locations on sketch map.
Cones Required: <u>Yes</u> / No	Mark # & locations on sketch map.

PEDESTRIAN CROSSING

Applicant is responsible for providing safe crossing at open road crossings where heavy pedestrian traffic is expected. Any personnel must be trained, qualified traffic flaggers and have the necessary safety equipment.

- Perkasie Borough provides qualified Crossing Guards on request, and subject to staff availability. An hourly rate is established in the Borough's Fee Schedule.
- Any balances for actual time worked will be invoiced after the event has taken place.

Crossing Guards Required: Yes / <u>No</u>	# Guards:	Mark # & locations on sketch map.
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TEMPORARY PARKING RESTRICTIONS

Applicant is responsible for clearly marking any areas with temporary parking restrictions at least 48 hours before the event. Use cable (zip) ties to attach signs - do not use nails, tacks, or staples on electric poles, light poles, trees or any other street furniture. Applicant must remove all signs immediately at the end of the event.

- Perkasie Borough provides high visibility "No Parking" signs on request. A fee per sign is established in the Borough's Fee Schedule

No Parking Signs Required: Yes / <u>No</u>	# of signs:
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EVENT PARKING

- Applicant is required to provide a parking plan, showing parking locations for staff, volunteers, attendees.
- Provide details of any Park & Ride parking locations and shuttle routes / drop off points:

We are asking attendees to walk to the event. We also talked to Landis about parking in the back, American Heritage, and churches For additional parking.

9. MITIGATION OF IMPACT

ATTACHMENTS REQUIRED:

- Describe mitigation measures for potentially negative consequences imposed by the event.
- Include a draft sample of any notices to residents & businesses and a proposed list of recipients
- Provide a sketch map showing any detours or traffic redirection.

10. TEMPORARY FIXED VENDORS

Temporary Fixed Vendors require a Transient Retail License to do business on the public right of way. That means any truck, trailer, sidewalk cart or temporary booth where food, beverages and/or other goods, wares or services are sold in a fixed location within the Borough on a temporary basis.

- Applicants are responsible for ensuring temporary Food & Beverage businesses have the required Bucks County Health Department Licenses, PLCB licenses, and any other permits needed for their operation.
- Applicant is required to estimate the number of vendors that will be in attendance and pay a summary license fee at the time of application. A fee per Vendor is established in the Borough's Fee Schedule.
- Perkasio Borough reserves the right to invoice the applicant for any balance due if the number of Temporary Fixed Vendors is greater than the initial estimate.

Estimated number of Food Trucks / Trailers: **n/a**

Estimated number of For-Profit Vendors:

Estimated number of Non-Profit Vendors (no fee):

11. ENTERTAINMENT

ATTACHMENTS REQUIRED:

Perkasie Borough encourages a family-friendly atmosphere / environment at Special Events in the Town Center.

- Mark the location of all music and/or entertainment "stages" or areas on the event sketch map.
- For each location, list the type of entertainment and the hours. List areas where amplified music is planned. List group or individual performer names if known.
- List the locations of any animal exhibits or petting zoos. Applicant is responsible for ensuring that conditions in Bucks County and PA Health Department permits are met.

12. EVENT SAFETY AND SECURITY

ATTACHMENTS REQUIRED: The applicant is required to provide a safe and secure environment for the event.

A plan for crowd control and security is required as part of the Event Application. The plan must include at least:

- The location of an Event Command Center. Note how it will be identifiable to attendees.
- The name of the individual in charge at the event. Provide the name & contact information of the Event Director.
- How will you communicate with all attendees in the event of an emergency?
- What is the emergency evacuation plan?
- Where is the location for missing/found persons?
- Will there be sufficient staff at the event for the expected number of attendees? What are the numbers of these staff and how will they be trained on their roles & emergency procedures. How will they communicate with the Event Director in an emergency situation?

Applicant is responsible for notifying emergency services of the event. Attach a draft/sample copy of the notice to this application.

13. POLICE DEPARTMENT

Perkasie Borough may require uniformed/non-uniformed police officers to be on-duty throughout the event. The applicant will be responsible for the cost incurred for these services. We will send an estimate of the hours and an invoice with the event permit approval letter. An estimate of the hourly rate for Police Department support is in section 17 of this application form. We reserve the right to invoice the Applicant for the balance of additional Police services provided during the event if we deem them necessary for health,

safety and/or security reasons.

Applicant is welcome to schedule a meeting with the Perkasio Borough Chief of Police to discuss the possibility of Police Department support for the event. Call (215) 257-6876 to schedule.

14. FIRE SAFETY

ATTACHMENTS REQUIRED:

- Open fires/burning are not permitted without an additional permit and express approval by Perkasio Borough Council
- Fireworks and Pyrotechnics are not permitted.

Applicant is responsible for notifying the Perkasio Fire Department of all road closures, detours, and access points for emergency service vehicles during the event. Attach a draft/sample copy of the notice to this application.

15. EMERGENCY MEDICAL PLAN

ATTACHMENTS REQUIRED:

- If attendance is expected to be 5,000+ (including staff, volunteers & vendors), an ambulance and fire truck may need to be on scene with backup available should either have to leave the event.
- Consult with the Bucks County Emergency Health Services for their requirements.
- FOR ALL EVENTS: an on-site first aid location must be established. Provide details as an attachment to this application.

Applicant is responsible for notifying local emergency services of all road closures, detours, and access points for emergency service vehicles during the event. Attach a draft/sample copy of the notice to this application.

On-Site Emergency Medical Service: Yes / ☒ No

Standby Service Notified: Yes / ☒ No

If yes, Agency Name:

Agency Phone:

16. WAIVER & INSURANCE

ATTACHMENTS REQUIRED:

Attach a Certificate of Insurance to this application, evidencing at least \$1,000,000 in Comprehensive General Liability insurance coverage and naming the Borough of Perkasio as Additionally Insured. Certain kinds of events (eg, parades) may have additional insurance requirements. It is the responsibility of the Applicant to ensure adequate coverage.

Indemnification:

- To the fullest extent permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Borough of Perkasio, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorney's fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Borough.

Waiver of Subrogation

- Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of the Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its invitees

- The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents, and representatives while such property is on, at or adjacent to the premises of the Borough.
- Perkasio Borough shall not, in any manner or for any cause, be liable or responsible for any injury or damage to persons or property while attending the event; all claims for such injury or damage are hereby waived.

Damage to Borough Property

- Applicant assumes full responsibility for taking cognizance of area conditions at the time of the event.

Applicant will be responsible for all damages resulting to or from use of the Borough's property. Upon completion of the Applicant's operations, Applicant agrees to leave the property in the same condition as it existed before operation, or pay for and complete restoration of said property within 15 days of the the completion of the event.

17. FEES & CHARGES ** subject to change

The Perkasio Borough Fee Schedule can be downloaded from: <https://perkasioborough.org/fee-schedule/>

The following fees are due **at the time of application**:

Application Fee: For Profit (\$100) / Non-Profit (\$50):	
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Application Fee, additional date (\$10 per date):	
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Deposit: Electrical Setup & Breakdown: 8 hours at \$70.00 per hour = \$560	
---	--

Deposit: Trash & Recycling Setup & Collection: 4 hours at \$55.00 per hour = \$220	
---	--

Deposit: Barricades/Cones Drop Off & Collection: 4 hours at \$55.00 per hour = \$220	
---	--

Deposit: Temporary Fixed Vendor Fee: # for-profit Vendors x \$25 =	
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No Parking Signs: # signs requested x \$2.25	
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TOTAL:	
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The following fees are due when the event permit application has been reviewed and approved, and **will be invoiced when the event permit is mailed to the applicant.**

Deposit: Crossing Guards: Hours requested x \$18.00 per hour	
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Deposit: Police Support: Hours requested x \$91.81 per hour	
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Perkasie Borough reserves the right to invoice the Applicant for the balance of any Borough services provided during the event if we deem them necessary for health, safety and/or security reasons.

18. SUBMISSION CHECKLIST (ATTACHMENTS)

- | | |
|---|--|
| ☐ Site Plan | ☐ Parking Plan |
| ☐ Event Safety & Security Plan | ☐ Entertainment Plan |
| ☐ Detour / traffic flow plans | ☐ Draft notices to emergency services |
| ☐ Draft notices to affected residents & businesses | ☐ Certificate of Insurance |

Applicant certifies that the information provided on this form is true and correct, has reviewed and agrees to the insurance and waiver statements herein.

Signed: 

Date of Application: 8/12/26

On behalf of Organization: Archie Knight Shining Light Foundation, Inc

1:16 PM Wed Aug 12

37%



Search here



Home

Parks

Restaurants

Gas

Attractions

Hotels

Coffee

Groceries

Covered Bridge
Temporarily closed

Able brothers tree
and plant health care

Li'l Peeps Pre

St. Andrew's Evangelical
Lutheran Church

Dairy Queen (Treat)

E Spruce St

Lenape Park

E Spruce St

Laurella

Arbor Blvd

Pin Oak La

Arbor Blvd

Laurella

McDonald's

Hair Cuttery
4.6★ (357) · Achieve
Your Hair Goals

Landis Supermarket

Constitution Ave

Grandview Ave

Penn Aly

Summit Ave

Pleasant Spring Creek

E Spruce St

Free Will Brewing

Virginia Ave

Bill Ave

The Perk
Top rated

S Main St

E Spruce St

Pleasant Run Pl

S Main St

Clover Ln

Spring Ln

Farm Dr

Duross Sweets
Temporarily closed



Explore



You



Contribute

Google Maps

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ARCHKNI-01

CLIGHTFOOT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/17/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Univest Insurance, LLC 521 W Main Street PO Box 391 Lansdale, PA 19446	CONTACT NAME:		
	PHONE (A/C, No, Ext): (215) 362-7000	FAX (A/C, No): (866) 931-5521	
	E-MAIL ADDRESS: insurance@univest.net		
INSURED Archie Knights Shining Light Foundation, Inc. 634 Highland Dr Perkasie, PA 18944-1522	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Philadelphia Indemnity		18058
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:	X	X	EV204965	8/29/2026	8/30/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 0
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: Archie Knight Memorial Parade - Lenape Park to Spruce St to Pleasant Spring Bike Path to Main St to 410 E Walnut St, 555 Constitution Avenue, Perkasie, PA 18944
Borough of Perkasie is included as Additional Insured per attached form PI-AS-010 (04/2004). Waiver of Subrogation in favor of Borough of Perkasie applies per attached form CG 24 04 05 09.

CERTIFICATE HOLDER

CANCELLATION

Borough of Perkasie
620 W Chestnut St
Perkasie 18944

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization: Borough of Perkasio
--

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.
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The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**ADDITIONAL INSURED: OWNERS AND / OR LESSORS OF PREMISES, LESSORS
OF LEASED EQUIPMENT, SPONSORS OR CO-PROMOTERS**

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE PART

This policy is amended to include as an additional Insured any person or organization of the types designated below, but only with respect to liability arising out of your operations:

1. Owners and / or lessors of the premises leased, rented, or loaned to you, subject to the following additional exclusions:
 - a. This insurance applies only to an "occurrence" which takes place while you are a tenant in the premises;
 - b. This insurance does not apply to "bodily injury" or "property damage" resulting from structural alterations, new construction or demolition operations performed by or on behalf of the owner and / or lessor of the premises;
 - c. This insurance does not apply to liability of the owners and / or lessors for "bodily injury" or "property damage" arising out of any design defect or structural maintenance of the premises or loss caused by a premises defect.

With respect to any additional insured included under this policy, this insurance does not apply to the sole negligence of such additional insured.

2. Lessor of Leased Equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s) subject to the following additional exclusions:
 - a. This insurance does not apply to any "occurrence" which takes place after the equipment lease expires.
3. Sponsors
4. Co-Promoters

SPECIAL EVENT PERMIT

Processions, Assemblages, Special Activities, and Film Shoots



pennsylvania

DEPARTMENT OF TRANSPORTATION
www.penndot.gov

APPLICANT CONTACT INFORMATION

Contact Name: Joseph Green Title: _____
 Organization: Archie Knight Shining Light Foundation, Inc ☐ Municipal Sponsor ☒ Private Sponsor
 Street Address: 634 Highland Dr. City: Perkasie State: PA Zip Code: 18944
 Phone: 267-716-3568 E-mail: jgreenkxg@gmail.com Hours: _____

SPECIAL EVENT INFORMATION

1. Special Event Name: Archie Knight's Day
 2. Special Event Type (Check all that apply): ☒ Procession ☐ Assemblage ☐ Special Activity ☐ Film Shoot
 3. Special Event Purpose/Description (Attach additional sheet if necessary): Celebration of life

A group of people are crossing Constitution Ave. in perkasio at Lenape Park and E Spruce St.

4. Date of Special Event: 8-29-26 From _____ To _____
 a. Alternate Date of Special Event: From _____ To _____
 5. Time of Special Event: From 4pm To 5pm
 a. Alternate Time of Special Event: From _____ To _____

6. County(ies):

Bucks

7. Municipality(ies):

Perkasie Borough

8. State Road(s) (List all state roads involved in the special event - Attach additional sheet if necessary):

State Route Number:	State Road Name:	Number of Lanes:	Type of Highway:
<u>152</u>	<u>Constitution Ave.</u>	<u>2</u>	<u>Secondary</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SPECIAL EVENT INFORMATION (CONTINUED)

9. Approximate number of vehicles in the special event: 0 vehicles

10. Approximate number of pedestrians involved in the special event: 1,000 pedestrians

11. Highway will be: ☒ Fully Closed ☐ Partially Closed ☐ Minor Encroachment ☐ Other

a. Describe the highway closure and the affect on adjacent properties. (Attach additional sheet if necessary):

The road will be closed for approximately 45 minutes while a group of people cross constitution ave.

12. Travel distance of road closure/encroachment: 50 feet

13. Travel distance of the alternate route: ☒ N/A

NOTE: Alternate route shall not be more than 5 miles longer or 5 times greater in length then the normal travel distance. An alternate route is not required if one of the following conditions exists:

- The highway to be closed is not a state route and is primarily used by local drivers who are familiar with an alternate route.
- The highway is only partially or periodically closed and the vehicle escort service can safely maintain traffic on the remainder of the highway.
- The highway closing for less than 20 minutes and excessive traffic backup will not occur during closing.

14. Does the special event occur on a freeway: ☐ Yes ☒ No

The following five (5) questions pertain to the use of a freeway: ☒ N/A

a. Please state the reason(s) why this event should use a freeway, including safety aspects to both motorists and event participants. (Explain on a separate attached sheet)

- Are there a minimum of two lanes of traffic in each direction of flow: ☐ Yes ☐ No
- Will the special event move orderly and uniformly along the freeway: ☐ Yes ☐ No
- Will the special event use a maximum of one lane of the highway and can the MPT Contractor safely maintain traffic on the remainder of the highway: ☐ Yes ☐ No
- Will the delay for traffic entering or leaving the highway at ramps be no more than 5 minutes and can MPT control all delayed traffic: ☐ Yes ☐ No

15. Notification of Pennsylvania State Police (PSP) (Please Contact Station Commander at Local PSP Barracks):

a. PSP Contact Name: Title: Date:

16. Maintenance and Protection of Traffic (MPT): ☒ N/A

a. MPT Performed By:

b. MPT Contact Name: Phone:

c. Date MPT requested: From To

i. Alternate Date MPT requested: From To

d. Time MPT requested: From To

i. Alternate Time MPT requested: From To

17. Vehicle Escort Service: ☒ N/A

a. Vehicle Escort Performed By:

b. Vehicle Escort Contact Name: Phone:

c. Date Vehicle Escort Service requested: From To

i. Alternate Date Vehicle Escort Service requested: From To

d. Time Vehicle Escort Service requested: From To

i. Alternate Time Vehicle Escort Service requested: From To

APPLICANT CERTIFICATION, PERMIT CONDITIONS, & SIGNATURES

The applicant shall indemnify, save harmless, and defend (if requested) the Commonwealth of Pennsylvania, the Department of Transportation, and their officers, agents, and employees from any and all claims, suits, or actions for injuries, death and/or property damage arising out of the procession, assemblage, or special activity identified in this permit where the claim, suit, or action was caused by the applicant, its officers, agents, and employees, the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, event communications staffs, the traveling public, general public, or spectators.

A certificate of insurance must be provided showing: (a) public liability insurance for bodily injury and property damage in the minimum amount of two hundred fifty thousand (\$250,000.00) per person and one million dollars (\$1,000,000.00) per occurrence to cover any loss that might occur as a result of the permitted use of the state highways or that might otherwise arise out of or be connected with the event; (b) occurrence-based coverage; and (c) the Commonwealth of Pennsylvania named as an additional insured. The applicant warrants the information in the insurance certificate is accurate.

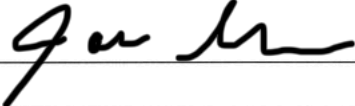
The event route shall be appropriately secured with proper security and safety measures taken to protect the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, vehicle escort services, maintenance and protection services, the traveling public, event communications staffs, the general public, and spectators. Proper emergency medical services shall be provided. Local fire departments, the general public, and the traveling public shall be notified in advance of the event. Written notification shall be submitted to each municipality notifying the municipality that the event uses state roads and written approval shall be obtained from each municipality granting the applicant permission to hold the event. The applicant shall coordinate and pay for temporary traffic control during the event.

The Department reserves the right to re-open any closed road(s) at any time due to any emergency that may occur which require the use of such roads to safely provide for the movement of traffic through the area.

- ☒ I have attached a Certificate of Insurance as described above.
- ☒ I have read, understand, and agree to the above terms and conditions.
- ☒ I attest that all information in the special event permit application is accurate to the best of my knowledge.
- ☒ For a film shoot, I have read and agree to comply with the requirements of Exhibit A - Film Shoot Requirements.

Applicant

Contact Name (Print): Joseph Green Title of Contact: _____

Contact Name (Signature):  Date: 8-13-26

Attesting Witness (Print): _____ Title of Witness: _____

Attesting Witness (Signature): _____ Date: _____

Pennsylvania Department of Transportation

District Traffic Engineer (Print): _____

District Traffic Engineer (Signature): _____ Date: _____

District Executive (Print): _____

District Executive (Signature): _____ Date: _____

Remarks:

Actions

1. Complete the Route/Bridge Restriction (M-937R) form and submit it at least ten (10) business days prior to the special event.
2. Notify the Traffic Management Center (TMC) of the special event date.

APPLICANT CHECKLIST

- ☐ Complete TE-300: Special Event Permit Application (Submit Pages 1, 2, and 3).

NOTE: Application becomes permit once reviewed and signed.

- ☐ Review [Title 67, Chapter 212.701 Subchapter H, Special Events](#).

- ☐ Special Event Insurance Certificate.

- ☐ Documentation detailing the traffic control plan. Documentation includes:

- ☐ Map of special event route and the alternate traffic route. Map includes state route numbers, road names, intersections, etc.
- ☐ Coordination of a vehicle escort service (if applicable).
- ☐ Coordination of maintenance and protection of traffic (MPT) (if applicable). MPT can include Private Contractor, Local Police/Fire, etc.

- ☐ Notify Pennsylvania State Police (PSP) of special event (Please contact Station Commander at [Local PSP Barracks](#)).

- ☐ Notification and/or approval letter(s) for special event. Criteria for type of applicant is as follows:

Municipal Sponsor

NOTE: If your municipality's special event crosses into a different municipality, your municipality will need to satisfy municipal sponsor criteria for own special event AND private sponsor criteria for the other municipalities that your special event enters.

If Special Event occurs on:

1. State Road(s)

- ☐ The Municipal Sponsor is required to submit a notification letter for special event involvement on state road(s) and the permit application (Pages 1, 2, and 3) to the Pennsylvania Department of Transportation .

2. Local Road(s)

- The Pennsylvania Department of Transportation has no involvement with the special event on the
- ☐ Municipality's local road(s). The Municipality coordinates its own criteria for special event involvement on its own local road(s).

Private Sponsor

If Special Event occurs on:

1. State Road(s)

- ☐ The Private Sponsor is required to send notification letter(s) to each municipality for special event involvement on state road(s).
- ☐ The Private Sponsor is required to obtain approval letter from each municipality for special event involvement on state road(s).
- ☐ The Private Sponsor is required to submit a copy of each municipality notification and approval letter, and the permit application (Pages 1, 2, and 3) to the Pennsylvania Department of Transportation.

2. Local Road(s)

- The Pennsylvania Department of Transportation has no involvement with the special event on a
- ☐ Municipality's local road(s). The Private Sponsor is required to submit appropriate documents to municipality according to the municipality's requirements.

NOTE: If the involvement of the special event on a state road also requires involvement on a local road, the private sponsor should notify the municipality of the local road involvement at least eight (8) weeks prior to the date of the special event.

- ☐ Submit completed and signed permit application and the required documents to the appropriate Pennsylvania Department of Transportation District Engineering Office (See Page 6) **eight (8) weeks prior to the date of the special event.**

GLOSSARY TERMS

The terms in this permit application are defined as follows:

1. **Applicant** - An individual, group, municipal authority, or governing body that is applying for the special event permit.
2. **Assemblage** - An organized gathering of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations and other recreational events.
3. **Conventional Highway** - A highway other than a low-volume road, expressway, or freeway.
4. **Expressway** - A divided arterial highway for through traffic with partial control of access and generally with grade separations at major intersections.
5. **Film Shoot** - All aspects of production of a video production at a set or location.
6. **Freeway** - A limited access highway to which the only means of ingress and egress is by interchange ramps.
7. **Fully Closed Road** - The roadway is closed to all road users except contractor's equipment or authorized vehicles.
8. **Low-Volume Road** - As defined in the Manual on Uniform Traffic Control Devices (MUTCD).
9. **Maintenance and Protection of Traffic (MPT) Contractor** - A service used to provide such safety measures deemed necessary to maintain alternate routes while safely guiding the traveling public through detours. These safety measures include, but are not limited to, appropriate signs, warning devices, pavement markings, and other temporary traffic control devices. MPT contractor can include a private contractor, local police/fire, etc.
10. **Minor Encroachment** - All activity remains on the shoulder, while the traffic control devices are placed on the roadway.
11. **Partially Closed Road** - One or more lanes are closed (but not all lanes) to all road users and an approved traffic control plan is established to allow road users to safely and effectively navigate around the temporary conditions.
12. **Procession** - An organized group of individuals, or individuals with vehicles, animals or objects, moving along a highway on the roadway, berm, or shoulder in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to, walks, foot races, parades, and marches.
13. **Special Activity** - An organized vehicle race, speed competition or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or other planned event held within the right-of-way of a public roadway. The term includes those races defined in 75 Pa. C.S. § 3367 (relating to racing on highways).
14. **Special Event** - A procession, assemblage, or special activity held within the right-of-way of a public roadway.
15. **State Designated Highway/State Road/State Route (SR)** - A highway or bridge on the system of highways and bridges over which the Department has assumed or has been legislatively given jurisdiction.
16. **Vehicle Escort Service** - An automobile used to guide vehicle(s), bicycle(s), and/or pedestrian(s).

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DISTRICT ENGINEERING OFFICES

Click on District to visit website (e.g. "District 1-0")

District 1-0

Address: 255 Elm Street, P.O. Box 398
Oil City, PA 16301-0398
Phone: 814.678.7154
Counties: Crawford, Erie, Forest, Mercer, Venango, Warren

District 8-0

Address: 2140 Herr Street
Harrisburg, PA 17103-1699
Phone: 717.787.6653
Counties: Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, York

District 2-0

Address: 70 PennDOT Drive
Clearfield, PA 16830
Phone: 814.765.0400
Counties: Cameron, Centre, Clearfield, Clinton, Elk, Juniata, McKean, Mifflin, Potter

District 9-0

Address: 1620 North Juniata Street
Hollidaysburg, PA 16648
Phone: 814.696.7250
Counties: Bedford, Blair, Cambia, Fulton, Huntingdon, Somerset

District 3-0

Address: 715 Jordan Avenue, P.O. Box 218
Montoursville, PA 17754-0218
Phone: 570-368-8686
Counties: Bradford, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga, Union

District 10-0

Address: 2550 Oakland Avenue, P.O. Box 429
Indiana, PA 15701-0429
Phone: 724.357.2800
Counties: Armstrong, Butler, Clarion, Indiana, Jefferson

District 4-0

Address: 55 Keystone Industrial Park
Dunmore, PA 18512
Phone: 570.963.4061
Counties: Lackawanna, Luzerne, Pike, Susquehanna, Wayne, Wyoming

District 11-0

Address: 45 Thoms Run Road
Bridgeville, PA 15017
Phone: 412.429.5000
Counties: Allegheny, Beaver, Lawrence

District 5-0

Address: 1002 Hamilton Street
Allentown, PA 18101
Phone: 610.871.4100
Counties: Berks, Carbon, Lehigh, Monroe, Northampton, Schuylkill

District 12-0

Address: 825 North Gallatin Avenue Ext.
P.O. Box 459
Uniontown, PA 15401-2105
Phone: 724.439.7315
Counties: Fayette, Greene, Washington, Westmoreland

District 6-0

Address: 7000 Geerdes Boulevard
King of Prussia, PA 19406-1525
Phone: 610.205.6700
Counties: Bucks, Chester, Delaware, Montgomery, Philadelphia

Central Office

Address: Keystone Building
400 North Street
Harrisburg, PA 17120
Phone: 717.787.2838

EXHIBIT A - FILM SHOOT REQUIREMENTS

1. Prior to the installation of any temporary structures to any bridges, the Applicant shall submit a detailed plan prepared by a professional engineer for each installation and shall obtain acceptance of the Commonwealth's District Engineer or his designee. The Applicant shall be fully responsible for the design and proper installation of its temporary structures. The acceptance of a detailed plan by the District Engineer or his designee will not relieve the Applicant of the responsibility for its work. This written acceptance shall constitute authorization to the Applicant to proceed with the installation of the temporary structure in accordance with the accepted plans. The Applicant shall remove the temporary structure after it no longer needs the temporary structure and shall restore the bridge in a manner deemed acceptable to the Commonwealth. The installation of the temporary structure shall in all respects be subject to and in compliance with the terms, conditions, and provisions of this permit.
2. The film shoot shall take place in Pennsylvania for the time period indicated on the permit. If a continuation is necessary, the Applicant shall submit a written request to the Commonwealth. The Commonwealth will issue a letter signed by a duly authorized Commonwealth representative specifying a new termination date, which letter shall become part of this permit and operate as a supplement to it.
3. Actual road or lane closures are permitted only for the time required to set up staging, remove all staging or props and conduct actual filming at each separate filming location on the dates needed to complete filming.
4. This permit is granted upon the conditions that the film shoot location be properly secured with proper security and safety measures being taken to protect the film shoot participants, support staffs, officials, state police, sheriffs and local police, the traveling public and the general public; that proper fire and emergency medical services be contacted for emergency situations that may occur; that proper police protection be provided and the film shoot be coordinated with the Pennsylvania State Police and affected local police agencies; that the general public and the traveling public be notified in advance of the film shoot; that the local fire departments and emergency ambulance services be notified of the film shoot; and that the insurance coverage specified on the permit be provided.