



Borough of Weatherly

61 West Main Street
Weatherly, Pennsylvania 18255
Phone: 570-427-8640 Fax: 570-427-8679 e-mail: Weatherlyboro@gmail.com

Mayor: Michael Bellizia
Borough Manager: Tracy Grover

Event Request Form

Name of Organization & Requester: _____

Type of Request ☐ Parade ☐ Speaker ☐ Police ☐ Set-up ☐ Use of Borough Property
☐ Other: _____

Name & Description of Event/Request: _____

Date of Event/Request: _____ Time: _____ AM | PM to _____ AM | PM

Location of Event: _____

Contingency for Rain (*if applicable*) _____

Rain Date: _____ Rain Date Location & Time: _____

Point of Contact:

Name: _____ Title: _____ Phone #: _____

Email: _____ Preferred way of contact: _____

Draft/Final Agenda/Route Available: ☐ Yes (*if yes – please attach*) ☐ No

Please provide any additional information on your specific request if applicable:

Parade _____

Speaker Request

Requested Individual/Council Member/Police Officer to Speak: _____

Speech Format: _____ Welcome/Introduction _____ Keynote _____ Panel Participant _____ General Remarks

Length of Speech time Requested: _____

Additional Information: _____

Police

of Officers ____ # of Vehicles ____

Additional Information: _____

Set-up Request

Please provide information on event set up (*i.e. podium, microphone, chairs, tables*)

If requesting tables or chairs - indicate # and location to be set up

Tables ____ Location of tables _____

Chairs ____ Location of chairs _____

Use of Borough Property

Please provide additional information on this request if applicable:

Other

Please provide additional information on this request if applicable:

Requests should be submitted 30 days in advance to the Weatherly Borough Office, 61 West Main Street
Monday – Friday 8AM to 4PM or can be emailed to: weatherlyboro@gmail.com

Office Use Only

Approved by:

Council Approval/If applicable: _____ Date: _____

Borough Manager: _____ Date: _____ Department Supervisor: _____ Date: _____