



## Temporary Community Event Application

### WHAT IS A TEMPORARY COMMUNITY EVENT?:

A preplanned single event or series of events that, because of its nature, interest, location, promotion or any combination of similar influences, is expected to draw a large number of people, proposed to be held on public property, or on private property but impacting public property or roadways, and/or requiring the use of public support services, for the purpose(s) of entertainment, celebration, amusement, cultural recognition, arts and craft displays and/or sales, special sport competition, block parties or similar activities generally considered recreational in nature.

### WHAT GETS REVIEWED BY THE BOROUGH?:

The purpose of the Borough staff review is to provide a mechanism which will allow the Borough to plan, evaluate, and coordinate any temporary community event, which will allow the establishment of terms and conditions within which the event may be conducted and will allow the applicant or any involved event planners to plan and manage the event within the context of the established terms and conditions.

### REVIEW SCHEDULE:

After submitting a completed application with application fee, the Borough will tentatively reserve the desired location for that particular event, schedule a meeting in order to provide a dialogue amongst the event coordinator and the personnel providing recommendations to the Borough Manager and/or Borough Council.

The following is a tentative schedule, pending staff review:

Event Month:	Application Due by Close of 1 <sup>st</sup> Business Day in:	Application will go to Parks & Recreation Committee in:	Application will go to Borough Council Meeting in:
January	October	October	November
February	November	November	December
March	December	December	January
April	January	January	February
May	February	February	March
June	March	March	April
July	April	April	May
August	May	May	June
September	June	June	July
October	July	July	August
November	August	August	September
December	September	September	October

### RESPONSIBILITIES OF THE STAFF REVIEW:

The staff members participating in the Borough staff review of the temporary community event are charged with the responsibility of reviewing, evaluating and recommending to the Borough Manager, the approval/disapproval of any request for a temporary community event, including an estimate of the cost of support services as needed, in addition to any other duties determined to be needed by the Borough Manager.

### WHO APPROVES THE EVENT?:

The Borough staff review of temporary community events may involve input from the following personnel (which can be reduced or increased to include other personnel at the Borough Manager or Assistant Borough Manager's discretion):

- Borough Manager/Assistant Borough Manager
- Police Chief
- Fire Chief
- Public Works Director
- Code Enforcement Director
- Recreation Director
- Parking Director

After the staff review and recommendations, and before the application is presented to Borough Council for approval, the application is reviewed and processed through the Parks and Recreation Committee. The Parks and Recreation Committee Meetings are held on the 3rd Floor of Borough Hall on the 3<sup>rd</sup> Tuesday of every month at 6:00PM.

IT IS RECOMMENDED FOR ALL APPLICANTS TO ATTEND THE PARKS AND RECREATION COMMITTEE MEETING IN ORDER TO ANSWER ANY QUESTIONS THE COMMITTEE MAY HAVE THAT CANNOT BE ANSWERED BY STAFF.

The final approval for the proposed temporary community event, along with all costs and conditions attached, will be made by the Borough Council. The decision of approval/disapproval made by the Borough Council will be final.

### BOROUGH RESPONSIBILITY:

The Borough is responsible for determining whether to issue permits and licenses for temporary community events and establishing guidelines for the safe and proper conduct of such events. To fulfill these responsibilities, the Borough must determine if such events can be safely and properly conducted and the terms and conditions under which an approved event may be conducted.

**APPLICANT RESPONSIBILITY:**

Initials

It is the applicant’s responsibility to make an application to conduct any temporary community event which is planned for a large number of participants, and also to furnish any additional information that may be requested for a thorough Borough staff review.

Initials

It is the applicant’s responsibility to abide by all of the terms and conditions established as part of the approval process. It shall be the applicant’s responsibility to provide for the protection of the safety, health, property and general welfare of those attending and participating in the temporary community event.

Initials

Additional services may be provided and/or required from the Borough and charged to the applicant of the temporary community event. The cost for these services could include, but is not limited to, any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)
- Fire/EMS Services
- Sanitation

Initials

All temporary community event applications must include a narrative about the event and a map of the event layout..

**TEMPORARY COMMUNITY EVENT GUIDELINES:**

Initials

No temporary community event will be permitted to operate prior to 7:00 a.m. and must conclude no later than 11:00 p.m. Actual times for the event must be approved as part of the approval process.

Initials

Inspections by the Borough’s Code Enforcement, Fire and Public Works Departments may be required. This will include a pre-event inspection and any other inspection(s) deemed necessary by the Borough.

Initials

Site maintenance is the responsibility of the applicant, and the site must be left in a clean condition. This may be required on a daily basis. Applicant shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the location clean and free from paper, refuse and permanent markings of any kind.

Parking or driving on grass, service roads or athletic fields is prohibited unless expressly

permitted as part of the event. Applicant ensures that their guests, vendors, concessionaires and exhibitors shall not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits the security deposit and may affect approval for future events.

Initials

Fastening or attaching any rope, sign, banner, flyer or other object to any tree, shrub, light pole, or stage in the park is strictly prohibited without making said request as part of the application.

Initials

Any event requesting the closure of Main Street between Church Street and Bridge Street will be required to have the bollards installed at the top of Main Street at Church Street for patron safety. **ONLY BOROUGH STAFF ARE PERMITTED TO INSTALL OR REMOVE BOLLARDS.**

Initials

Borough staff will determine the need for and number of porta-potties.

Initials

Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough’s Code Enforcement (email codes@phoenixville.org).

Initials

All events will have, at a minimum, one police officer assigned during set up and break down. Additional officers may be required.

**CANCELLATION POLICY:**

Initials

The Borough requires at least two weeks’ notice of cancellation of an event in order to receive a refund of your fees.

**APPLICATION FEES ARE NON-REFUNDABLE.**

**RAIN DATE POLICY**

Initials

No Rain Dates will be accepted. If an applicant wishes to have a backup event date on another day, they must fill out a separate Temporary Community Event Application for that date. This application will accrue the same fees that the original application date would, and applicants will be expected to pay the separate fees for that event.

**EQUIPMENT/SERVICE REQUEST:**

Initials If an event is being held on private property, residents may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

**FEES:**

Initials Application fee is due at time of application submittal.

**REVIEW PROCESS WILL NOT BEGIN UNTIL APPLICATION FEES ARE PAID.**

Initials Pay with credit card over the phone at 610-933-8801 or by check made out to the Borough of Phoenixville and mailed to Borough Hall at:  
Borough of Phoenixville  
Attn: Temporary Community Event  
351 Bridge Street  
2nd Floor  
Phoenixville, PA 19460

Initials All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

Initials Fee totals are based off of the schedule of fees for the year your event is taking place, regardless of the date of your application submittal.

Initials When approved, a detailed invoice will be sent to you with the specific due date for event fees.



## Temporary Community Event Application

OFFICE RECEIVED:  
\_\_\_\_\_

# Temporary Community Event Application

**All applications must be submitted ninety (90) days prior to the event/when services are needed.  
Please be sure to complete all fields.**

### EVENT INFORMATION

Name of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_  
Description: \_\_\_\_\_  
Event Location: \_\_\_\_\_  On Private Property?  
Event Date: \_\_\_\_\_ Event Hours: \_\_\_\_\_ If Race/Walk, Start Time: \_\_\_\_\_  
Set up Date/Hours: \_\_\_\_\_ Breakdown Hours: \_\_\_\_\_  
Organization Applying for the Permit: \_\_\_\_\_  
Deposit Return Payee (Name and Address): \_\_\_\_\_  
Event Coordinator Name: \_\_\_\_\_  
Event Coordinator Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

***If your event will be taking place on private property, this application will be for the rental of Borough Equipment or the request of Borough Services. All applications will be reviewed by Borough Staff. Temporary Community Event applications will be reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council.***

### REQUESTED STREET/LOT CLOSURE

Streets to be Closed	Duration	Location (ex., Main St to Gay St)
_____	_____	_____
_____	_____	_____
_____	_____	_____
Bridge & Main Parking Lot	_____	_____

### SERVICES/SUPPLIES

Restroom Facilities (Reeves Park only) Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Borough-Owned Mobile Stage Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Special Parking Yes: \_\_\_\_\_ No: \_\_\_\_\_ # of Spaces: \_\_\_\_\_  
Location: \_\_\_\_\_  
Barricades Yes: \_\_\_\_\_ No: \_\_\_\_\_

***Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans***

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety protocols.

### TENTS

Will you be erecting tents or canopies? Yes/No: \_\_\_\_\_  
Quantity: \_\_\_\_\_ Total Sq. Ft.: \_\_\_\_\_

***Tents larger than 700 square feet (whether individual tent or multiple tents placed side by side without a clearance of 12 feet distance between) must obtain a building permit through the Borough's Code Enforcement (codes@phoenixville.org).***

**STAGES**

Will you be erecting a stage? Yes/No: \_\_\_\_\_ Quantity: \_\_\_\_\_ Height: \_\_\_\_\_

Total Sq. Ft.: \_\_\_\_\_

Will you require the use of the Borough stage? Yes/No: \_\_\_\_\_

**AMPLIFIED SOUND**

Will you have amplified music or sound at the event? *Sound levels must comply with Borough Ordinance Section § 27-602 Noise* Yes/No: \_\_\_\_\_

Describe: \_\_\_\_\_

**FOOD/FOOD TRUCKS**

Will you be giving away or having vendors sell food? Yes/No: \_\_\_\_\_

Will you be having food trucks? Yes/No: \_\_\_\_\_ How many: \_\_\_\_\_

***If you answered "Yes" to either question, it is the event coordinator's responsibility to contact Chester County Health Department***

**ALCOHOL**

***Alcohol is strictly prohibited on Borough of Phoenixville park property.***

**PROMOTIONAL/ADVERTISING SIGNAGE**

*Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.*

Are you requesting sign placement? Yes/No: \_\_\_\_\_ Location: \_\_\_\_\_

**DRONE USAGE**

Are you planning on using or hiring a sUAS (drone) to photograph or take video during your event? Yes/No: \_\_\_\_\_

***If you are planning on drone usage, you must submit the following before your event is approved: Copy of pilot's FAA UAS license; Copy of pilot's drivers license; sUAS Certificate of Registration***

**INSURANCE**

**Liability Insurance:** The Borough of Phoenixville's Insurance provider requires all individuals and organizations using Borough facilities to have liability insurance in case of injury to the public, involving the following limits:

Each Occurrence: \$1,000,000  
Damage to Rented Premises: \$300,000  
General Aggregate: \$2,000,000

This insurance shall satisfy all insurance requirements for the Borough for holding the special event. The insurance policy may be subject to the review and approval of the Borough Solicitor.

***Every applicant shall provide as part of the application, a certificate of insurance, naming "The Borough of Phoenixville 351 Bridge Street Phoenixville, PA 19460" as an additional insured/certificate holder.***

I hereby affirm that all answers given and statements made on this application are full and true to the best of my knowledge. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICANT CHECKLIST

- Completed and signed Temporary Community Event Application

Email copy of the application and related documents to the Borough at [info@phoenixville.org](mailto:info@phoenixville.org), and call (610) 933-8801 to pay the application fee over the phone by credit card

OR

Mail or drop off a hard copy of the application, related documents, and a check for the application fee to Borough Hall (351 Bridge Street, 2<sup>nd</sup> Floor, Phoenixville, PA 19460)

- Application fee
- Narrative and map of event layout

*Please note: if Temporary Community Event Application is approved, applicant will need to provide the Borough with a Certificate of Insurance naming 'The Borough of Phoenixville, 351 Bridge Street, Phoenixville, PA 19460' as Additional Insured/Certificate Holder*