



Borough of Phoenixville
 140 Church Street
 Phoenixville, PA 19460
 (610) 933-8801
 www.phoenixville.org

Temporary Community Event Application

Application must be submitted thirty (30) days prior to the event to the Borough of Phoenixville. Initial payment is required at the time of application. Please be sure to fill in all the required information.

EVENT INFORMATION

Name of Event: _____

Description: _____

Park or Specific Location Requested: _____

Date of Event: _____ Rain Date: _____

Set Up Days/Hours: _____ If walk/race, Start Time: _____

Hours of Event: _____ Estimated Attendance: _____

Organization Applying for Permit: _____

Individual Applying for Permit: _____

Individual Applicant Phone Number: _____ Email: _____

Emergency Contact Name/Number (if different): _____

POLICE DEPARTMENT ASSISTANCE

If you require ANY police assistance including street closures or crossings, crowd control or similar, you must indicate any and all needs below. Additional charges may be assessed as required.

Street	Time	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Police Needs: _____

PUBLIC WORKS NEEDS

Additional Lighting Needs: _____

Additional Trash Receptacles: Number: _____ *(Borough Sponsored Events Only)*

Additional Recycling Receptacles: Number: _____ *(Borough Sponsored Events Only)*

Restroom Facilities (Reeves Only): Yes: _____ No: _____

TENTS

Will you be erecting tents or canopies? Yes: _____ No: _____
 Quantity: _____ Sizes: _____ Total SF: _____

STAGES

Will you be erecting stages? Yes: _____ No: _____
 Quantity: _____ Sizes: _____ Total SF: _____

AMPLIFIED SOUND

Will you have amplified music or sound at the event? Yes: _____ No: _____

Describe: _____

Sound levels must comply with Borough Ordinance Section § 27-3101. Noise

INFLATABLES

Quantity: _____ Sizes: _____ Total SF: _____

Please provide a description for each inflatable. Placement is subject to Borough of Phoenixville approval and proof of liability insurance in the amount of \$1,000,000 naming the Borough of Phoenixville as an additional insured for the date of the event.

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville property.

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:		
General Liability aggregate limit:		\$2,000,000.00
Each occurrence		\$1,000,000.00
Fire legal liability		\$300,000.00
Name of Insurance Provider: _____		
Address: _____		
Agent Name:	Agent Phone #:	Policy #:
_____	_____	_____

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: _____

Date: _____

ALL PERMITS ARE SUBJECT TO THE FOLLOWING PROVISIONS

Cancellations must be made in writing 14 days prior to the event date. The approved copy of the permit must be returned to the Borough of Phoenixville offices before a refund will be issued.

All races/walks MUST provide a turn by turn written course description as well as a map highlighting the course.

A copy of your Chester County Health Certificate is required if you are planning to give away food, sell food or have food vendors.

Please follow park rules and enjoy your time at the park.

Park Hours: 8:00 am to 10:00 pm

Dogs and other pets must be on a leash and under control of the owner. No pets are allowed on playgrounds or courts at any time. Owners are responsible for removing pet waste.

No littering. No glass containers allowed.

Air guns, Firearms and Fireworks are prohibited.

Never damage, pollute, disfigure or remove any natural resource, structures or equipment in the parks.

Do not hunt, molest, frighten or tease any animals, reptiles or birds in the park.

Parking or driving on grass, service roads or athletic fields is strictly prohibited. Applicant shall ensure 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. Provisions for parking are not included in the issuance of any Community Event Permit.

Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub in the parks is strictly prohibited.

Applicant agrees to faithfully observe and comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the Borough of Phoenixville, the laws of the Commonwealth of Pennsylvania and the United States of America. Applicant shall ensure that all guests, vendors, concessionaires and exhibitors comply with the conditions, regulations and provisions prescribed herein and by the ordinances of the Borough of Phoenixville, the laws of the Commonwealth of Pennsylvania and the United States of America.

Community Event Permits shall not be assigned or transferred. No rain dates beyond what is indicated on the application.

Applicant agrees to indemnify and hold the Borough of Phoenixville harmless from any liability to any person resulting from any property damage or personal injury occurring in connection with the event caused by the applicant or the sponsoring organization, it's officers, employees or any person under its control.

OFFICE USE ONLY

Police Department			
Posted "No Parking" Street	From	To	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Additional Officers Required:	Number: _____	Rate: _____	Hours: _____
Walk-Through Required?:	_____	Department Fees:	_____
Chief/Lieutenant Signature			Date

Public Works Department			
Barricades Street	From	To	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Additional Staff/Equip. Required:	Number: _____	Rate: _____	Hours: _____
Restroom Facilities Required:	_____	Number: _____	
Walk-Through Required?:	_____	Department Fees:	_____
Director Signature			Date

Parks and Recreation Department	
Additional Parks Department Services or Equipment:	_____
Walk-Through Required?: _____	Department Fees: _____
Director Signature	Date

Code Enforcement Department	
Additional Code Enforcement Department Services:	_____
Walk-Through Required?: _____	Department Fees: _____
Director Signature:	Date

Fees Due

Application Fee:	\$25.00	_____
User Fee:	\$	_____
Security Deposit:	\$250.00	_____
Departmental Fees From Above:	\$	_____
Parks:	\$	_____
Police:	\$	_____
Public Works:	\$	_____
TOTAL:	\$	_____

Permit Approval:

 Borough Manager Date

Street / Reeves Park Closing Approval

 Borough Council President Date