



The Borough of Phoenixville

CHESTER COUNTY, PENNSYLVANIA

Borough Hall, 351 Bridge Street, Phoenixville, PA 19460
Phone: (610) 933-8801 www.phoenixville.org

Temporary Community Event Application Information

WHAT IS A 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 special event or community event, which will allow the establishment of terms and conditions within which the event may be conducted and will allow the sponsor 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, the Code Enforcement Office 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.

RESPONSIBILITIES OF THE STAFF REVIEW:

The staff members participating in the Borough staff review of the special event or community event are charged with the responsibility of reviewing, evaluating and recommending to the Borough Manager, the approval/disapproval of any request for a special event or a 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 special events and community events may involve input from the following personnel (which can be reduced or increased to include other personnel at the Borough Manager's discretion):

- Borough Manager
- Police Chief
- Fire Chief
- Public Works Director
- Code Enforcement Director
- Recreation 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.

ALL APPLICANTS ARE RECOMMENDED 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 Parks and Recreation Committee Meetings are held on the 3rd Floor of Borough Hall on the 4th Tuesday of Every month at 6:00PM.

The final approval for the community event or special event proposed, along with all costs and conditions attached, will be made by the Borough Manager, except those applications which require street closure, then in such case, by the Borough Council in a public meeting of 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 special events or 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:

It is the sponsor's responsibility to make application to conduct any special 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. It is the sponsor'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 special event.

Additional services may be provided and/or required from the Borough and charged to the sponsor of a special event. The cost for these services could include any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Restroom facilities (Reeves Park only)

COMMUNITY EVENT GUIDELINES:

1. No special event will be permitted to operate prior to 8:00 a.m. and must conclude no later than 10:00 p.m. Actual times for the event must be approved as part of the approval process.
2. 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.
3. 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. A licensee shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to his location clean and free from paper, refuse and permanent markings of any kind.
4. Parking or driving on grass, service roads or athletic fields is prohibited unless expressly permitted as part of the event. 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.

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

BOROUGH PARK REGULATIONS: (abridged)

1. No person shall use any threatening, abusive, insulting or indecent language in any park or recreation area.
2. No person shall commit any obscene or indecent act in any park or recreation area.
3. No person shall injure or deface any of the trees, shrubs, plants, turf or any of the buildings, fences, seats, lighting equipment, statuary or other public property in any park or recreation area, nor shall any person use any benches, seats, tables or other equipment furnished by the Borough for any purpose other than that for which it is normally intended.
4. No person shall allow any livestock or dog to be at large in any park or recreation area.
5. No person shall tamper with, deface, remove or destroy any notice, rules or regulations posted or otherwise placed by the Borough in any park or recreation area.
6. No person shall expose or offer any article for sale or engage in any solicitation of funds or business within any park or recreation area without advance permission to do so from the Borough Council.
7. No person, persons or organization shall hold or sponsor any entertainment, parade or procession in any park or recreation area without advance permission to do so from the Borough Council.
8. No gathering or meeting for any political purpose shall at any time be held in any park or recreation area.
9. No spirituous liquor and no malt or brewed beverage shall at any time be brought into any park or recreation area.
10. It shall be unlawful to park any motor vehicle except upon the surface of a roadway in any park or recreation area.



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Temporary Community Event Application

All applications must be submitted sixty (60) days prior to the event. Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: _____

Description: _____

On a separate sheet please provide a DETAILED narrative description of the event.

Park or Specific Location Requested: _____

Date of Event: _____ Rain Date: _____

Event Hours: _____

Set-Up Date/Hours: _____ If Walk/Race, Start Time: _____

Breakdown Hours: _____ Estimated Attendance: _____

Organization Applying for Permit: _____

Deposit Return Payee (name and address): _____

Special Event Coordinator Name: _____

Special Event Coordinator Phone: _____ Email: _____

STREET CLOSURE

Street To Be Closed	Duration	Location (ex., Bridge to Church)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Bridge and Main Parking Lot:	_____	

SERVICES/SUPPLIES

If you request any police, fire, parking department or EMS assistance including street closures or crossings, crowd control or similar, you must indicate any and all needs below. Fire Police will be required for any closure of Main St.

Additional Trash Receptacles: Yes: _____ No: _____

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

Borough-Owned Mobile Stage: Yes: _____ No: _____

Offsite Parking Required for Vendors? Yes: _____ No: _____ # of Spaces: _____

Oversized Vehicles? Yes: _____ No: _____ Size: _____

Please list in detail any and all services you anticipate within your narrative description.

TENTS

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

STAGES

Will you be erecting any stages? Yes: _____ No: _____
Quantity: _____ Height: _____ 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 § 27-602 Noise

FOOD

Are you planning on giving away or selling food or engaging independent food vendors? Yes: _____ No: _____

If you answered "Yes" to the above question, it is the coordinator's responsibility to contact Chester County Health Specialist Beth Whalen directly at (610) 344-4362 AT LEAST ten (10) days in advance of the event.
Chester County Health Department Temporary Food Events Guidelines: <http://pa-chestercounty.civicplus.com/index.aspx?NID=886>

ALCOHOL

Alcohol is strictly prohibited on Borough of Phoenixville 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 proposed, may only be erected or placed a maximum of 2 weeks previous to the event.

Requesting Signage Placement (Y/N): _____ Location: _____ Start Date: _____

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 Temporary Community 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: _____

OFFICE USE ONLY

Police Department					
Posted "No Parking"					
Street	From		To		
_____	_____		_____		
_____	_____		_____		
Officers Required:					
Date	Hours	# of Ofc.	Rate	Total	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
Fire Police Required:					
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
				Department Fees: _____	
Chief/Lieutenant Signature					Date

Public Works Department					
Barricades					
Street	From		To		
_____	_____		_____		
_____	_____		_____		
Date	Hours	# of Staff	Rate	Total	
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	
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

Director Comments/Requirements: _____

Walk-Through Required?: _____ Department Fees: _____

Director Signature: _____ Date _____

Parking Enforcement Department

Director Comments/Requirements: _____

Signage:				
Street	# of Signs	Rate		Total
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____
Lot Fees:				
Lot	Spaces	Rate		Total
_____	_____	_____		_____
_____	_____	_____		_____
		Department Fees:		_____

Director Signature _____ Date _____

Fees Due

Application Fee:	\$	50
Security Deposit:	\$	250
User Fee:	\$	
Street Closure:	\$	
Police:	\$	
Fire Police:	\$	
Public Works:	\$	
Parking:	\$	
Borough-Owned Mobile Stage:	\$	
Other:	\$	
TOTAL:	\$	

Borough Manager _____ Date _____

Borough Council President _____ Date _____

Record of Events:

Borough received COMPLETE application and documents for event:	Date:	_____
Pre-event meeting (if applicable):	Date:	_____
Staff review:	Date:	_____
Parks and Recreation Committee meeting for application consideration:	Date:	_____
Borough Council review:	Date:	_____
Walk through date (if required):	Date:	_____