



# The Borough of Phoenixville

## CHESTER COUNTY, PENNSYLVANIA

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

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
- Utilities
- Restroom facilities

**COMMUNITY EVENT APPLICATION CHECKLIST:**

- Completed application
- Insurance Certificate
- Pre-event meeting (if required)
- Remittance

**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 Fire and Code 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 and refuse 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 parks is strictly prohibited.

**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

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. 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.

### 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: \_\_\_\_\_

Deposit Return Payee (name and address): \_\_\_\_\_

Special Event Coordinator Name: \_\_\_\_\_

Special Event Coordinator Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Name/Number (if different): \_\_\_\_\_

### POLICE/FIRE/EMS ASSISTANCE

If you request or are required to have, any police department, fire department or EMS assistance including street closures or crossings, crowd control or similar, you must indicate any and all needs below. Additional charges will be assessed as needed.

Street (Crossing/Closure)	Time	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Police/Fire/EMS Needs: \_\_\_\_\_

### PUBLIC WORKS NEEDS

Barricades Requested: \_\_\_\_\_ Number: \_\_\_\_\_

Additional Trash Receptacles: \_\_\_\_\_ Trash: \_\_\_\_\_ Recycling: \_\_\_\_\_

Restroom Facilities (Reeves Only): \_\_\_\_\_ Yes: \_\_\_\_\_ No: \_\_\_\_\_

Additional Lighting Needs: \_\_\_\_\_ Borough Stage: \_\_\_\_\_

Parking Lot Usage: \_\_\_\_\_ Location: \_\_\_\_\_ Number of Spaces: \_\_\_\_\_

**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*

**INFLATABLES**

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_ Total SF: \_\_\_\_\_

Please provide a brief description, specification sheet and photo for each inflatable. Placement is subject to Borough of Phoenixville approval.

**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 Dan Caprio directly at (610) 344-4462 AT LEAST 5 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.***

**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:

General Liability aggregate limit:	\$2,000,000.00
Each occurrence:	\$1,000,000.00
Fire legal liability:	\$300,000.00

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 and beliefs. I have read the terms and conditions outlined above and agree to abide by them.**

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

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

OFFICE USE ONLY

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

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

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

<b>Fire/EMS Department</b>	
Additional Fire/EMS Department Services or Equipment: _____	
Walk-Through Required?: _____	Department Fees: _____
Director Signature _____	Date _____
<b>Code Enforcement Department</b>	
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:	\$	_____
EMS:	\$	_____
Fire:	\$	_____
Public Works:	\$	_____
<b>TOTAL:</b>	<b>\$</b>	<b>_____</b>

\_\_\_\_\_  
Borough Manager Date \_\_\_\_\_

\_\_\_\_\_  
Borough Council President Date \_\_\_\_\_

**Record of Events:**

Borough received COMPLETE application and documents for event	Date:	_____
Pre-event meeting	Date:	_____
Staff review	Date:	_____
Borough Council meeting for application consideration	Date:	_____
Borough Manager/Borough Council sign off	Date:	_____
Walk through date	Date:	_____