



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, PA 19464-9525
610-970-6591 fax 610-970-6588

APPLICATION FOR STREET CLOSURE or USE For BLOCK PARTY/SHOW, FEST, SALE/5K, 10K RUNS, HALF-MARATHON, MARATHON/FIREWORKS/FESTIVAL/CARNIVAL/etc

Today's Date: 9-15-21

THE APPLICATION IS REQUIRED TO BE APPROVED IN ADVANCE OF THE EVENT AS FOLLOWS:
FOR EVENTS WITH APPROVED FIREWORKS, HALF-MARATHONS or MARATHONS, A MINIMUM OF NINETY (90) DAYS and
FOR ALL OTHER EVENTS, FORTY-FIVE (45) DAYS
(for Block Parties) A petition signed by at least 75% of the residents in the affected area is required (Page 3).
Also (when applicable) a diagram of the layout (ie.; tents, equipment, tables, vehicles, etc.) is mandatory (Page 4).

A street closure fee of \$100.00 (plus any other charges noted on Page 2) are required to be paid to the Borough upon approval of application. Additional fees may apply.

The purpose of a block party street closure is to serve the residents of that block and their family members ONLY. All other street closure requests (such as requests from churches, clubs, fund raisers, charities, etc.) must include specific details of the proposed event.

We hereby request permission to close/use the following streets or portions thereof _____

Washington Street (between King St and Buttonwood Alley)

for the purpose of conducting Community Event (Light the Night)

The date(s) planned are Oct 30, 2021 Between the hours of 3pm - 8pm

Rain date(s) N/A

Number of Police, Fire Police and/or barricades and the type needed will be determined by the Police Department. Fee rates are shown on Page 2.

Any requirement for volunteers will be coordinated through the police department.

The applicant and/or sponsoring entity is responsible for the safety of event participants. **The applicant and/or sponsoring entity assumes all liability for the event.** When appropriate or required, the applicant or sponsoring entity shall secure liability insurance for the event and provide a copy of the insurance certification to the Borough at the time the application is submitted for approval. Major events may require preliminary approval of the Borough Council. For these kinds of events, contact the Borough Manager's office at 610-970-6511, to make an inquiry.

(When applicable) Sponsoring Entity Victory Christian Life Center

Contact Person Marie Traylor Phone 484-941-0693

We herewith agree to comply with all Borough regulations connected with street closures; including the prohibition of selling any items, unless licensed by the Borough's Licensing and Inspections Department.

Applicant Signature: Marie Traylor Marie Traylor
 (Printed Name)
 Address: 28-30 N. Washington St E-Mail: [REDACTED]
 Home Phone: 484-941-0693 Cell: [REDACTED] Business: _____

LT. [Signature] 9-20-21
 Lieutenant Date
[Signature] 9/20/21
 Chief of Police Date

 Borough Manager Date

Fire Marshal _____ Date _____

APPROVED: _____ DISAPPROVED: _____ Copy to Finance _____ Date _____

Municipal Service Fee Rates

- Police Services** \$90.00 per hour/per officer
- Fire Police** Covers Worker's Compensation only. \$25.00 per hour/per officer
- Small Wooden Barricades** \$1.50 each per day
- Large Wooden Barricades** \$2.50 each per day
- Metal Barricades** \$4.00 each per day
- Temporary Parking Restriction Signs** \$2.00 each

Clean up and Trash Removal
 This fee may be billed according to clean-up required following the event for any trash left behind.

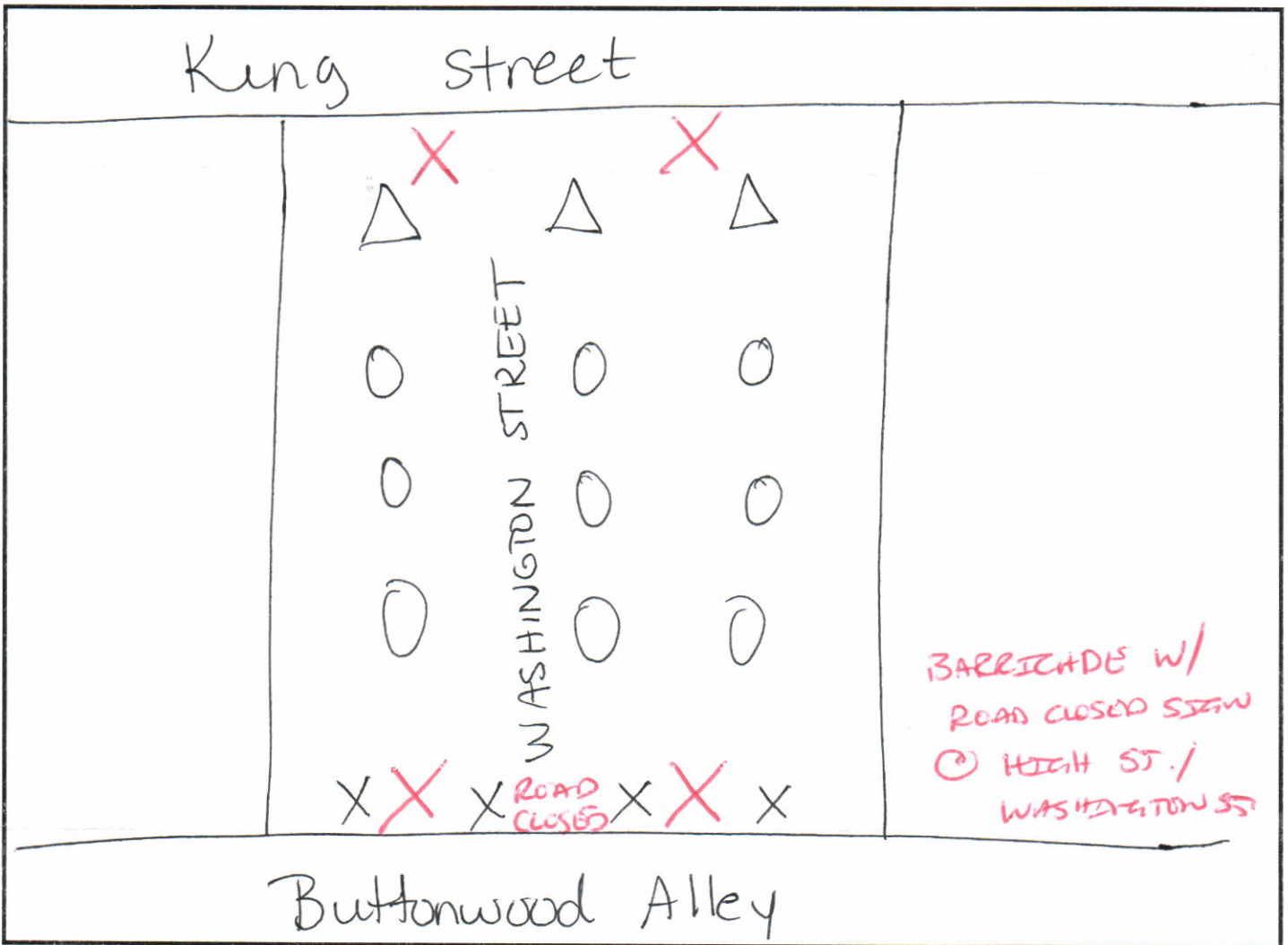
	Number x Hrs.	Cost
Number of Police Approved	<u>—</u>	<u>—</u>
Number of Fire Police Approved	<u>—</u>	<u>—</u>
Number of Small Wooden Barricades Approved	<u>—</u>	<u>—</u>
Number of Large Wooden Barricades Approved	<u>5</u>	<u>12.50</u>
Number of Metal Barricades Approved	<u>—</u>	<u>—</u>

Block Party / Street Closure Diagram

Use this page to illustrate your planned block party / street closure event. Include the main street (the street that will be closed for the event) and the nearest streets on either side of the block.

You can use the KEY below to show where any items may be set upon the block, such as tents, tables, or other equipment. Anything that will be in the roadway should be illustrated and labeled.

For safety reasons, equipment and other items should not be set up in the middle of the street. This will allow for clear passage of first responders in case of an emergency.



KEY	
△	= Tent/Canopy
◻	= Vehicle/Trailer
○	= Tables
⊗	= Barricades

