



# Borough of Pottstown

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

## APPLICATION FOR STREET CLOSURE OR USE FOR BLOCK PARTY/SHOW, FEST, SALE, 5K/10K/HALF-MARATHON/MARATHONS, FIREWORKS, FESTIVAL, CARNIVAL, etc.

Today's Date: 3/25/2022

This application is required to be approved in advance of the event as follows:

- 90 days for events with approved fireworks, half-marathons, or marathons
- 45 days for all other events

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, and the following:

- A petition signed by at least 75% of the residents in the affected area is required for Block Parties (page 3)
- A diagram of the layout (i.e., tents, equipment, tables, vehicles, etc.) is mandatory (page 4)

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

We hereby request permission to close/use the following streets or portions thereof: Various, see attached dates and street closure requests.

for the purpose of conducting: Play Streets - Community Outreach Program

Date: Various - see attached. Rain date: N/A Time: 5:30 - 7:30 pm

The 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 two (2).

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.

Sponsoring Entity (when applicable): Parks and Rec Department

Contact person: Andie Graham Phone: 610.573.4134

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: Andie Graham Printed Name: Andie Graham

Address: Borough Hall 100 E High St. Pottstown

Email: agraham@pottstown.org Phone: 610.573.4134

For Internal Use Only

LT. Mike Li 3-29-22

Lieutenant Date

[Signature] 3/27/22

Chief of Police Date

JEP 3-29-22

Fire Marshal Date

Borough Manager Date

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

Copy to Finance: \_\_\_\_\_ Date \_\_\_\_\_

### Municipal Service Fee Rates

**Police Services** \$90.00 per hour/per officer  
The number of officers required will be determined by the Police Department.

**Fire Police** \$25.00 per hour/per officer  
Cover Workers' Compensation and equipment  
The number of officers required will be determined by the Police Department.

**Small Wooden Barricades** \$3.00 each per day

**Large Wooden Barricades** \$5.00 each per day

**Metal Barricades** \$5.00 each per day

The Police Department will determine the type and number of barricades.

**Barricade Delivery and Removal**

For an event with use of pickup truck \$25.00 per event

For an event with use of pickup truck and trailer \$50.00 per event

For an event with use of loader \$100.00 per event

**Temporary Parking Restriction Signs** \$2.00 each

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

*I will staff w/ P&R barricades and volunteers*

	Number x Hours	Cost
Number of Police Approved	N/A	
Number of Fire Police Approved	N/A	
Number of Small Wooden Barricades Approved		
Number of Large Wooden Barricades Approved		
Number of Metal Barricades Approved		
Delivery by Pickup Truck		
Delivery by Pickup Truck and Trailer		
Delivery with use of Loader		
Temporary Parking Restriction Signs		
	SUBTOTAL	\$ _____

+ \$100.00 Street Closure

TOTAL \$ 0

\*\* Parks & Rec. - Equipment to be used \*\*

*P&R equipment, waived per ordinance*

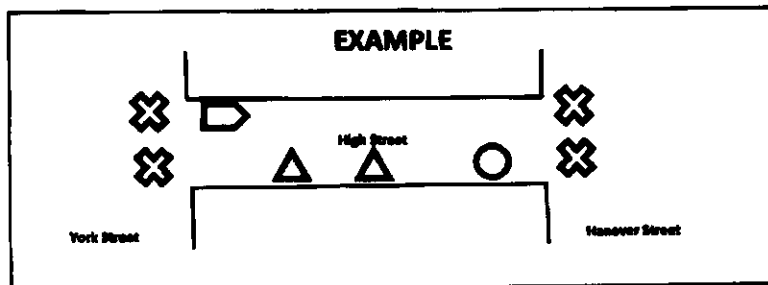
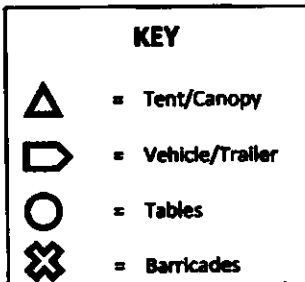
### Block Party / Street Closure Diagram

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.

\*\* SEE ATTACHED \*\*



Play Streets Dates and Locations – Summer 2022

Thursday evenings - 5:30-7:30pm

June 16 – Chestnut Street Park

- Close Washington St from Chestnut to Warren Sts

June 23 – Maple Street Park

June 30 – Cherry Street Park

- Close Charlotte to Evans Sts.

**Skip 7/7**

July 14 – Barth Elementary School field

- Close W Walnut between Berks and Myrtle Sts

July 21 – Area down from YWCA

- Close King St between Charlotte and Evans Sts.

July 28 – Middle School field on Franklin St – use MS lot

**Skip 8/6**

August 11 – Spruce Street Park

- Close Spruce St between Wilson and Gay Sts.

\*\* Note on locations – when a park is listed, we will have some areas of the street blocked off as well in front of the park as needed and agreed upon by the police department.