



RECEIVED FEB 15 2023

## 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: 1/13/2023

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)

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: High Street between York and Hanover Streets

for the purpose of conducting: Pottstown's Annual Fete en Blanc

Date: 9/8/2023 Rain date: none Time: 4 - 10 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): Pottstown Area Economic Development

Contact person: Peggy Lee-Clark Phone: 610.326.2900

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:  Printed Name: Peggy Lee-Clark

Address: 152 East High Street, Suite 200, Pottstown, PA 19464

Email: pleeclark@paedinc.org Phone: 610.326.2900

please cc: mshainline@paedinc.org

For Internal Use Only

Lt. Mly 2-14-23

Lieutenant Date

Chief of Police 2/15/23

Chief of Police Date

JEP W 2/15/23

Fire Marshal Date

Borough Manager Date

APPROVED: X 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

#### Traffic Detour Package

\$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.

	Number x Hours	Cost
Number of Police Approved	2 for 4 hours / 1 additional for 2 hours	900.00
Number of Fire Police Approved	N/A	
Number of Small Wooden Barricades Approved	8	24.00
Number of Large Wooden Barricades Approved	N/A	
Number of Metal Barricades Approved	12	60.00
Delivery by Pickup Truck	N/A	
Delivery by Pickup Truck and Trailer	N/A	
Delivery with use of Loader	XX	100.00
Traffic Detour Package	N/A	
Temporary Parking Restriction Signs	12	24.00
	<b>SUBTOTAL</b>	<b>\$ 1108.00</b>
		<b>+ \$100.00 Street Closure</b>
	<b>TOTAL</b>	<b>\$ 1208.00</b>

