



**Borough of Pottstown**  
MAY 28 2019

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: 3 MAY 2019

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 Circle of Progress

Portions of: Glasgow, WEST WALNUT, BERKS, WEST KING,  
GABEL, WEST HIGH STREET (SHOULDER) COLLEGE DRIVE AND KEYSTONE DRIVE

for the purpose of conducting 2019 Pottstown Half Marathon

The date(s) planned are 15 December 2019 Between the hours of 8:30 - 11:30 AM

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 Sly Fox Track Club

Contact Person MARILYN G EATON Phone 484 744 9191

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: Marilyn G Eaton MARILYN G EATON  
 (Printed Name)

Address: 1409 JUNIPER STREET POTSTOWN PA 19464 E-Mail: slyfoxtrackclub@yahoo.com

Home Phone: \_\_\_\_\_ Cell: 484 744 9191 Business: \_\_\_\_\_

CPL. milky 122 5-20-19 FL Pitz 5/23/19  
 Administrative Cpl. Date Fire Marshal Date

[Signature] 5/23/19  
 Chief of Police Date

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

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_ Copy to Finance \_\_\_\_\_ Date \_\_\_\_\_

**Municipal Service Fee Rates**

- Police Services \$75.00 per hour/per officer
  - Fire Police Covers Worker's Compensation and equipment \$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>1 x 5</u>	<u>375.00</u>
Number of Fire Police Approved	<u>5 x 5</u>	<u>625.00</u>
Number of Small Wooden Barricades Approved	<u>—</u>	<u>—</u>
Number of Large Wooden Barricades Approved	<u>—</u>	<u>—</u>
Number of Metal Barricades Approved	<u>—</u>	<u>—</u>

