



2022 Special Event Application Information

SPECIAL EVENTS

WHAT IS A SPECIAL 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 Borough 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 or Assistant Borough Manager's discretion):

- Borough Manager
- Police Chief
- Fire Chief
- Public Works Director
- Code Enforcement Director
- Recreation Director

After the staff review and recommendations, and before the application is presented to Borough Council for approval, the application is reviewed and processed through the Parks and Recreation Committee.

ALL APPLICANTS ARE RECOMMENDED TO ATTEND THE PARKS AND RECREATION COMMITTEE MEETING IN ORDER TO ANSWER ANY QUESTIONS THE COMMITTEE MAY HAVE THAT CANNOT BE ANSWERED BY STAFF.

The Parks and Recreation Committee Meetings are held on the 3rd Floor of Borough Hall on the 3rd Tuesday of Every month at 6:00PM.

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 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.

APPLICANT RESPONSIBILITY (CONTIN.):

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
- Restroom facilities (Reeves Park only)

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 Code Enforcement, Fire and Public Works 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, refuse and permanent markings 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's 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 park is strictly prohibited without making said request as part of the application.

6. Any event requesting the closure of Main Street between Church Street and Bridge Street will be required to have the bollards installed at the top of Main Street at Church Street for patron safety. **ONLY BOROUGH STAFF ARE PERMITTED TO INSTALL OR REMOVE THESE BOLLARDS.**

BOROUGH PARK REGULATIONS:

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.

CANCELLATION POLICY:

The Borough requires at least two weeks notice of cancellation of an event in order to receive a refund of your fees.

Your application fee is non-refundable

RAIN DATE POLICY

No Rain Dates will be accepted. If an applicant wishes to have a back up event date on another day, they must fill out a separate Special Community Event Application for that date. This application will accrue the same fees that the original application date would, and applicants will be expected to pay the separate fees for that event.

BLOCK PARTY:

A gathering of the residents on a residential street requiring a closure of a street or a portion thereof to vehicular traffic and use of the street for social and/or entertainment purposes. The Phoenixville Police Chief is the reviewer of all block party applications.

EQUIPMENT/SERVICE REQUEST:

If an event is being held on private property, a special event permit is not needed from the Borough. However, citizens may request services or rent equipment from the Borough to assist with aspects of their private event. If the "On private property?" box is checked the application then becomes a service/equipment request rather than an event permit request.

FEES:

Application fee is due at time of application submittal.

Pay with credit card over the phone at 610-933-8801

or

This can be paid via a check made out to the Borough of Phoenixville and mailed to Borough Hall at:

Borough of Phoenixville
Attn: Special Events
351 Bridge Street
2nd Floor
Phoenixville, PA 19460

All other event fees are due 60 days prior to your approved event date. You will be invoiced upon Council approval.

Fee totals are based off of the schedule of fees for the year your event is taking place in, regardless of the date of your application submittal.

When approved, a detailed invoice will be sent to you with the specific due date for event fees.



OFFICE RECEIVED:

Special Event Application

All applications must be submitted ninety (90) days prior to the event/when services are needed. Please be sure to complete all fields.

EVENT INFORMATION

Name of Event: _____
 Description: _____
 Event Location: _____ On Private Property?
 Date of Event: _____

If your event will be taking place on private property, this application will be for the rental of Borough Equipment or request of Borough Services. All applications will be reviewed by Borough Staff. Special Event applications will reviewed by Borough Staff, Parks and Recreation Committee, and Borough Council. Block Party Applications will be reviewed by the Phoenixville Police Chief.

On a separate sheet, please provide a DETAILED narrative description of the event.

Event Hours: _____
 Set up Date/Hours: _____ If Walk/Race, Start time: _____
 Breakdown Hours: _____ Estimated Attendance: _____
 Organization Applying for the Permit: _____
 Deposit Return Payee (name & address): _____
 Special Event Coordinator Name: _____
 Special Event Coordinator Phone: _____ Email: _____

STREET/ LOT CLOSURE

Streets To Be Closed	Duration	Location (ex., Bridge to Church)
_____	_____	_____
_____	_____	_____
_____	_____	_____
Bridge & Main Parking Lot	_____	_____

SERVICES/SUPPLIES

If you request any police, fire, parking department or EMS assistance including street closures or crossings, crowd control or similar, you must indicate any and all needs below. Fire Police will be required for any closure of Main Street

Additional Toter Sets (1 trash, 1 recycle) Yes: _____ No: _____ # of Sets: _____
 Restroom Facilities (Reeves Park only) Yes: _____ No: _____
 Borough-Owned Mobile Stage Yes: _____ No: _____
 Oversized Vehicle Parking for Vendors? Yes: _____ No: _____ # of Spaces: _____
 Vehicles? Yes: _____ No: _____ Size: _____
 Barricades # Needed: _____

Please list in detail any and all services you anticipate within your narrative description, as well as any safety precaution plans

All special events must comply with current CDC, Commonwealth, and Borough guidelines for safety and COVID protocols

TENTS

Will you be erecting tents or canopies? Yes: _____ No: _____
Quantity: _____ Yes: _____ Total Sq.Ft: _____

STAGES

Will you be erecting any stages? Yes: _____ No: _____
Quantity: _____ Height: _____ Total Sq.Ft: _____

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

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 directly at (610) 344-4362 AT LEAST ten (10) 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.

PROMOTIONAL/ADVERTISING SIGNAGE

Please note: Signage is prohibited to be placed in any Borough Parks or ANY public Right-of-Way, without express consent of Borough Council, and if approved, may only be erected or placed a maximum of 2 weeks previous to the event.

Requesting Signage Placement (Y/N): _____ Location: _____ Start Date: _____

DRONE USAGE

Are you planning on using or hiring a sUAS (drone) to photograph or take video during the event?
Yes: _____ No: _____

If you are planning on drone usage, you must submit the following before your event is approved:

- 1. Copy of pilot's FAA UAS license
- 2. Copy of pilot's Driver's license
- 3. sUAS certificate of Registration

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:

Each Occurrence: \$1,000,000
Damage to Rented Premises: \$300,000
General Aggregate: \$2,000,000

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. I understand that the Special Event Permit will not be issued without full payment and required proof of insurance coverage as outlined above. I have read the terms and conditions outlined above and agree to abide by them.

Signature of Applicant: _____ Date: _____

- To submit this application, please do one of the following:
- 1. Email copy of application, and related documents to the Borough at info@phoenixville.org, and call 610-933-8801 to pay the application fee over the phone by credit card.
 - 2. Mail a hard copy of application, related documents, and a check for the \$50.00 application fee at Borough Hall on the 2nd floor (Attn: Special Events)