



# 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: \_\_\_\_\_

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 \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

for the purpose of conducting \_\_\_\_\_

The date(s) planned are \_\_\_\_\_ Between the hours of \_\_\_\_\_

Rain date(s) \_\_\_\_\_

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 \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

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)

Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

\_\_\_\_\_  
 Administrative Cpl. \_\_\_\_\_ Date \_\_\_\_\_ Fire Marshall \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Chief of Police \_\_\_\_\_ Date \_\_\_\_\_

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

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

### Municipal Service Fee Rates

<b>Police Services</b>	\$75.00 per hour/per officer
<b>Fire Police</b> Covers Worker's Compensation only.	\$10.00 per hour/per officer
<b>Small Wooden Barricades</b>	\$1.50 each per day
<b>Large Wooden Barricades</b>	\$2.50 each per day
<b>Metal Barricades</b>	\$4.00 each per day
<b>Temporary Parking Restriction Signs</b>	\$2.00 each
<b>Clean up and Trash Removal</b>	

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	_____	_____
Number of Fire Police Approved	_____	_____
Number of Small Wooden Barricades Approved	_____	_____
Number of Large Wooden Barricades Approved	_____	_____
Number of Metal Barricades Approved	_____	_____
Number of Temporary Parking Restriction Signs	_____	_____
<b>TOTAL</b>		<b>\$ _____</b>

**the \$100.00 street closure fee = \$ \_\_\_\_\_**

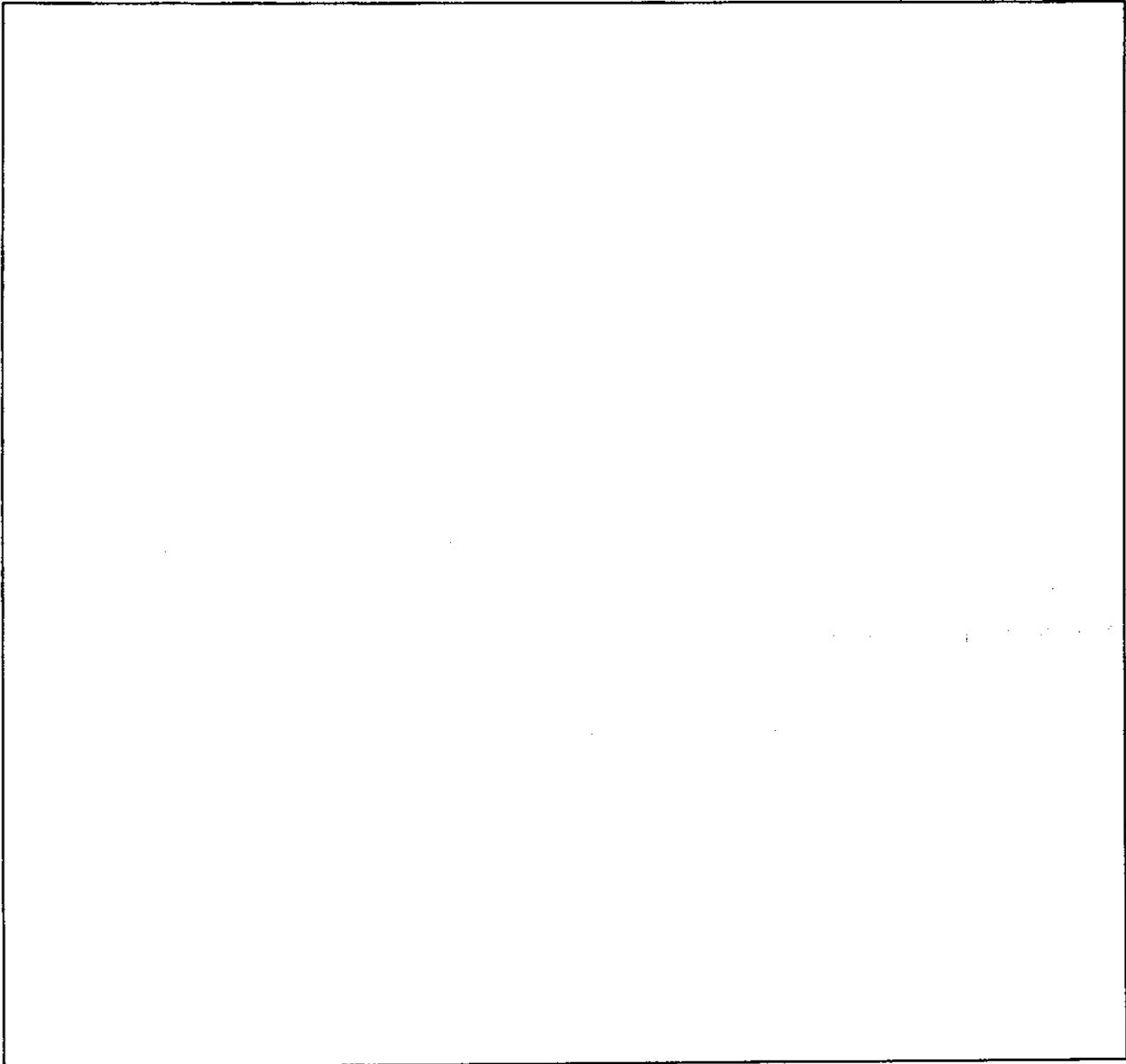


# Block Party/Street Closure Diagram

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

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

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



## EXAMPLE

