



## ***Borough of Pottstown***

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

### **PARADE APPLICATION**

**PLEASE NOTE: Applications must be approved at least 45 days in advance of the proposed date. Parades in which the parade route will be in excess of 12 blocks in length must be approved at least 90 days in advance. A road closure fee of \$100.00, plus any costs indicated on page 3, are required to be paid upon approval.**

Name of Applicant: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Chairman Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose of Parade: \_\_\_\_\_

Date of Parade: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Time: Assemble \_\_\_\_\_ Start \_\_\_\_\_ Terminate \_\_\_\_\_

Assembly Location: \_\_\_\_\_

Route: \_\_\_\_\_

\_\_\_\_\_

Disband Location: \_\_\_\_\_

Number and Description of Units Expected to Participate:

Floats: \_\_\_\_\_ Bands: \_\_\_\_\_ Vehicles: \_\_\_\_\_ People: \_\_\_\_\_

Sound Amplification? \_\_\_\_\_

Interruptions of continuous parade movement must be limited. If you propose such interruption(s), please describe interruption and location of interruption(s):

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

The applicant agrees to construct all floats, if any, of fire retardant material, advise all participants either orally or by written notice of the terms and conditions of the permit prior to the starting parade, and to continue to move parade at a fixed rate of speed without stopping unless required for the safe and orderly conduct of the parade. Parade organizers/sponsors are responsible to notify the drivers of all emergency vehicles and equipment of the following:

**POLICY:** ANY FIRE APPARATUS WHICH IS A PARTICIPANT OF A PARADE **MUST** BE TAKEN OUT-OF-SERVICE FOR RESPONSE TO EMERGENCY CALLS DURING THE TIME THE APPARATUS IS ACTIVELY PARTICIPATING IN THE PARADE.

ONCE THE PARADE BEGINS, EMERGENCY VEHICLES ARE NOT PERMITTED TO DRIVE FORWARD THRU PARADE PARTICIPANTS. IF NECESSARY TO LEAVE THE FORMATION, APARATUS **WILL DRIVE SAFELY AND RESPONSIBLY**, EXITING THE PARADE ROUTE USING THE FIRST AVAILABLE SIDE STREET.

**Dispensing of candy or other treats from moving vehicles and/or into/onto the parade lanes by any other means is strictly prohibited. Parade organizers/sponsors accept full responsibility for the actions of their participants.**

The applicant and/or sponsoring organization is responsible for the safety of parade participants. **The applicant and/or sponsoring organization assumes all liability for the parade.** When appropriate or required, the applicant or sponsoring organization shall secure liability insurance for the parade and provide a copy of the insurance certification to the Borough at the time the application is submitted for approval.

The applicant certifies the information contained herein is true and correct to the best of his/her knowledge.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of Parade Applicant  
 -----

\_\_\_\_\_ Administrative Corporal \_\_\_\_\_ Date \_\_\_\_\_ Fire Marshall \_\_\_\_\_ Date

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

\_\_\_\_\_ Borough Manager \_\_\_\_\_ Date \_\_\_\_\_ Copy to Finance \_\_\_\_\_ Date

The above application is hereby:

APPROVED: \_\_\_\_\_ WITH MODIFICATIONS: \_\_\_\_\_ (as noted)

DISAPPRROVED: \_\_\_\_\_ REASON: \_\_\_\_\_

---

## Municipal Service Fee Rates

- Police Services** \$75.00 per hour/per officer  
 The number of officers required will be determined by the Police Department.
- Fire Police** \$10.00 per hour/per officer  
 Covers Worker's Compensation only.  
 The number of officers required will be determined by the Police Department.
- Small Wooden Barricades** \$1.50 each per day
- Large Wooden Barricades** \$2.50 each per day
- Metal Barricades** \$4.00 each per day  
 The type and number of barricades needed will be determined by the Police Department.
- 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	_____	_____
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 road closure fee = \$ \_\_\_\_\_**