



119 East 7<sup>th</sup> Street, Bloomsburg, PA 17815-1999  
Phone 570-317-2846 • Fax 570-317-2408 • [www.bloompd.com](http://www.bloompd.com)  
Scott Price, *Chief of Police*

## Event Permit Application

### -Runs/Walks-

Date of Event: \_\_\_\_\_ Set Up/Tear Down Time: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Optional Rain Date: \_\_\_\_\_

**\*\*See page 2 for Event Permit Requirements (Please read before filling out application)\*\***

(Application, Insurance Certificate and Fee must be submitted together)

### 5K Route B.A.R.T. Trail

The trail begins in the parking lot on Catherine Street near the dog park and ends near the covered bridge.

**All Run/Walk Events will require a \$25 non refundable fee.**

Check this box if alcohol will be available at your event

Explain: \_\_\_\_\_

*(Please Print Clearly)*

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

Organizer:

Contact Person at Event:

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

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

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

I understand the proposed parade must comply with all Pennsylvania Commonwealth Laws and Town Ordinances.

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### -Bloomsburg Police Use Only-

Items Included in Application: ☐ Insurance ☐ Fee

#### Payment:

Date Paid: \_\_\_\_\_ Amount: \_\_\_\_\_ ☐ Cash ☐ Credit ☐ Check # \_\_\_\_\_ Clerk: \_\_\_\_\_

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

# **Event Requirements**

Annually the Town is host to many events and activities that take place on the Town's public streets and additionally on many state highways. From spring through late fall there are many charity walks and runs that require cooperation and coordination between Police, Fire, EMS, EMA, Fire Police, Public Works and at times the Pennsylvania Department of Transportation.

**Carefully read the following requirements before applying for an Event Permit:**

**(Application, Insurance Certificate and Fee must be submitted together)**

- Certificate of Insurance
  - Submit valid proof of liability insurance listing the Town of Bloomsburg as an additional insured with the minimum amount of \$1,000,000. If your event is on a state highway PennDOT also needs to be listed as an additional insured. **Please Note: if during your event traffic needs to be detoured onto SR 11 or SR 487 due to portions of I-80 being closed, your event will be cancelled.**
  - If the insurance you provide with your application does not cover the date of the event, failure to provide the Town with an updated copy 1 week prior to the event will result in the event being cancelled.
- Permit MUST be obtained 60 days in advance
- Event will be held only as weather permits.
- If you intend to have any food vendors participating in your event, you must contact Code Enforcement for approval at 570-784-7123 ext. 116
- Food vendor are subject to the Town's Gross Receipts Tax, contact Berkheimer Associates at 610-599-3140 for application forms.
- All food vendors must obtain Servsafe certifications. The event organizer is responsible for the vendors providing proof of this certification, along with obtaining a PA Department of Agriculture Certification Number. The Town of Bloomsburg is not to be held liable for each vendor, this responsibility falls solely on the event organizer.
- Alcohol is only permitted for tastings or sales. Open consumption is not permitted
  - This includes tastings and sealed bottle sales. Drinks for immediate consumption will not be permitted.
- All events that require an application to participate (such as a run/race or walk) shall include a waiver and release waiving and releasing the Town of Bloomsburg and its employees from liability. Due to the large number of requests annually, the Town of Bloomsburg assumes no responsibility for the inability to provide sufficient traffic control at intersections for races, walks and other events that utilize public roadways.
- Must drop off Public Works items at central location
- If 100% of the proceeds go directly to the Town, Event Fee will be waived
- The fees are determined by specific areas. You will not receive a discount for events with shorter time frames.
- Once the application is reviewed, you will be notified of approval or denial

**Failure to obtain and submit the application within the appropriate timeline before the event or fail to submit any of the above requested documents will result in your permit being denied.**



Dear Permit Applicant:

The ability to host your event in Bloomensburg hinges on an important group of people, the Bloomensburg Fire Police. Fire police personnel are volunteers; they are not paid. They provide an invaluable service to keep your event safe. The dedicated group of men and women deserve our gratitude for the many hours they assist in traffic control at all hours of the day and night and through all types of weather.

In the past few years we have seen an increase in requests for fire police assistance, where fire police are utilized each and every weekend. Many times the fire police are directing traffic for all day events. If it were not for these volunteers, your event would not be able to occur.

When asking to host an event which include parades, processions, street assemblages or meetings that entail occupying, marching or assembling upon any public street, public parking lot, or sidewalk that will require streets to be blocked and traffic rerouted, we would ask you to consider a monetary donation to the Bloomensburg Fire Police. All donations will be used to offset costs for uniforms, portable radios, flashlights, etc. Please make your check payable to the Bloomensburg Fire Police along with your application. All donations are tax deductible.

Should you have any questions, please contact Chief of Police, Scott Price at (570) 784-4155, ext. 168.

Thank you for your consideration!