



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 -Town Park Complex-

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

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

Location of Event: \_\_\_\_\_

(See Page 2 for approved event locations)

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

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

Pavilions not included in this application. Go to [bloomsburgpa.org](http://bloomsburgpa.org) for Pavilion Reservations

**Fee: \$500 flat rate fee**

(Trash Cans included in this fee)

(This fee applies to events that include 5 or more vendors)

☐ 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 events must comply with all Pennsylvania Commonwealth Laws, Town Ordinances and attached requirements.

\_\_\_\_\_  
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

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

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

- Permissible Areas:
  - Town Park
  - Skate Park
  - Town Pool
  - Streater Fields
  - Dog Park
- Pavilions are not included in this permit. Go to [bloomsburgpa.org](http://bloomsburgpa.org) for pavilion reservations.
- Permit MUST be obtained 60 days in advance.
- Vehicles are not permitted to drive on the grass in these areas. Trucks, trailers, food trucks, passenger vehicles, etc., shall park/set up on paved surfaces, or areas designated specifically for parking.
- 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.

## FOOD VENDORS

- **All food vendors must obtain ServSafe certifications**
    - For events with 5 or more vendors, the event organizer must collect all ServSafe certificates and turn them into Code Enforcement prior to the event.
    - For events with 4 or less vendors, each food vendor must contact Code Enforcement to obtain a food vendor permit.
  - 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.
  - Food vendors are subject to the Town's Gross Receipts Tax, contact Berkheimer Associates at 610-599-3140 for application forms.
  - Contact Code Enforcement at 570-784-7123 ext. 116
- 
- 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.
  - If 100% of the proceeds go directly to the Town, Event Fee will be waived
  - The fees are determined by day. You will not receive a discounted rate if you don't use the entire day.
  - 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 or submit any of the above requested documents will result in your permit being denied.**