

**Town of Bloomsburg
Event Permit Application
-All Day Event-**

Pursuant to Chapter 6 Part 2 of the Town Code of Ordinances - Adopted by Bloomsburg Town Council and amended – February 26, 2018

An 'Event' shall include all parades, processions, and street assemblages or meetings that entail occupying, marching or assembling upon any public street, public parking lot.

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)****

Check appropriate box below to indicate which area you are requesting to hold your event:

- Event Area A – \$500 - Main Street (Iron Street to Railroad Street)
 - Includes Market Street from West Ridge Avenue to West 5th Street
- Event Area B – \$250 - Market Street (West Main Street to West 5th Street)
- Event Area C – \$100 - Market Street between West 12th Street & Ft McClure Blvd
- Event Area D – \$350 - Airport
- Event Area E – \$50 - Center Street/East 7th Street
- Event Area F – \$50 - North Market Street (West Main Street to West Ridge Avenue)

Check this box if alcohol will be available at your event **(No alcohol will be permitted in Event Area C)**

Explain: _____

Needed for event? (Any street closure will need barricades and assistance for major traffic interruption will require Fire Police)

- Fire Police Barricades Trash Cans Parking Restrictions (Meter Bags/Parking Signs)

(Please Print Clearly)

Name: _____ **Organization:** _____

Address: _____ **Phone:** _____

Contact Person at Event: _____ **Cell Phone:** _____

Email: _____

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

Signature

Date

Bloom PD Use Only:

Items Included in Application:

- Insurance Map

Items needed for Event:

- Barricades Trash Cans Meter Bags/Parking Signs

Contacted:

- Fire Police Public Works

Location for Public Works Items: _____

Payment:

Date Paid: _____ Amount: _____ Cash Credit Check # _____ Clerk: _____

Chief of Police: _____



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.

See the below requirements before applying for an Event Permit:

- 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.
- Alternate route to be determined by Bloomsburg Police Department if circumstances beyond the Town's control require it
- Permit MUST be obtained 60 days in advance (90 days if in Event Area A)
- 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.
- If you intend to have food trucks participating in your event, you must contact Code Enforcement for approval 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.
- 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 or submit any of the above requested documents will result in your permit being denied.

Dear Permit Applicant:

The ability to host your event in Bloomsburg hinges on an important group of people, the Bloomsburg 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 Bloomsburg Fire Police. All donations will be used to offset costs for uniforms, portable radios, flashlights, etc. Please make your check payable to the Bloomsburg Fire Police along with your application. All donations are tax deductible.

Should you have any questions, please contact Chief of Police, Roger F. Van Loan at (570) 784-4155, ext. 168.

Thank you for your consideration!