

**Town of Bloomsburg  
Event Permit Application  
-Parades-**

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:** \_\_\_\_\_ **TIME OF EVENT:** \_\_\_\_\_  
**NAME OF EVENT:** \_\_\_\_\_

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

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**Select a Route:**

- Parade Route A – Rt 487/Lighthstreet Road to Main Street to Market Street, end at Town Park
- Parade Route B – Rt 487/Lightstreet Road to Main Street to Market Street to West 5<sup>th</sup> Street, end at Fairgrounds

A nonrefundable event fee will be charged for all Parades.  
\$25 for parades that impact Town streets only.  
\$50 for parades that impact any State Route.

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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 and Town Ordinances.

\_\_\_\_\_  
Signature

<b>Bloom PD Use Only:</b>	
<b>Items Included in Application:</b>	<b>Items needed for Event:</b>
<input type="checkbox"/> Insurance <input type="checkbox"/> Map	<input type="checkbox"/> Barricades <input type="checkbox"/> Meter Bags/Parking Signs
<b>Contacted:</b>	
<input type="checkbox"/> Fire Police <input type="checkbox"/> Public Works	
Drop Off/Pick Up Location for Public Works Items: _____	
<b>Payment:</b>	
Date Paid: _____ Amount: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> 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)
- If you intend to have food trucks participating in your event, you must contact Code Enforcement for approval at 570-784-7123 ext. 116
- 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
- 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!