



BOROUGH OF WEST READING

500 Chestnut Street, West Reading PA 19611
(610) 374-8273 Fax: (610) 374-8419
www.westreadingborough.com

Special Event/Public Gathering Application

Please complete all 6 steps and return this portion of the application along with the required fee of \$50 made payable to Borough of West Reading. Application must be submitted in person to provide the required valid photo identification.

Step 1. Event Information

Name of Event: _____

Description of Event: _____

Specific Location Requested: _____

Date(s) of Event: _____ Set-Up Date/Time: _____ Breakdown Date/Time: _____

Hours of Event (if athletic event, please include step off time): _____

Alternate Date(s) and Location(s): _____

Estimated Attendance (crowd size): _____

Name of Principal Authorized Individual and/or Organization: _____

Non-Profit (if yes, please verify status): [] No [] Yes If Yes, Tax ID# _____

Event Coordinator: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Fax Number: _____

Email Address: _____

On-Site Contact on Event Day: _____ Cell Number: _____

Step 2. Additional Information – Privately Supplied Equipment & Services

Amplified Sound

Any amplified sound is subject the Borough of West Reading Noise Ordinance.

List Hours (no sound may be used before 7:00 AM or after 10:00 PM): _____

Vendor or Contractor providing the service: _____

Stages

If you are planning to utilize staging, please describe:

Quantity: _____ Size: _____ Location: _____

Vendor or Contractor providing the service: _____

Tents

If you are planning to erect tents or canopies, please describe (single tents or canopies measuring over 400 square feet require a permit from the Code Enforcement Department).

Quantity: _____ Size: _____ Location: _____ Total Square Feet: _____

Vendor or Contractor providing the service: _____

Step 2. Additional Information – Privately Supplied Equipment & Services (cont.)

Vendors and Corporate Sampling or Product Giveaways

Will you be requesting a permit to sell and/or sample food/beverages? No Yes **If yes, Health Dept. permit required*

If yes, provide vendor names: _____

Are you willing to partner with a third-party emergency meal provider to donate excess food and/or beverages? No Yes

If yes, your phone number and email address will be shared with the Greater Berks Food Bank

Will you be selling retail merchandise? No Yes **If yes, L&I license/permit required.*

Step 3. Borough Equipment & Services Requested

Barricades (saw horse or jersey) Quantity: _____

Cones Quantity: _____

No Parking Signs Quantity: _____ (See the Police Department for an application)

Fire Department EMS Coverage (EMS coverage required if expected attendance is greater than 2,000 people)

Street Cleaning (Please specify before, after, or both) _____

Trash/Recycling Pickup (Please specify before, during, after, or all) _____

Trash Bins Quantity: _____ Recycling Bins Quantity: _____

Step 4. Attachments

1. Attach either a program of the event or a narrative statement detailing the purpose of the event.
2. Attach a diagrammatic plan of the proposed site showing the following, as well as specific information relating to: the locations and dimensions of the area where the event is to be conducted, areas for spectators and attendees, all structures either existing or to be constructed, potable water facilities, sanitary facilities and the providers thereof, sewage disposal facilities and the providers thereof, medical service facilities and the providers thereof, security personnel and the providers thereof, lighting and other utility services, and plans for enclosures (if applicable).
3. Attach copies of all applicable permits and licenses as required by State and County statutes, ordinances and regulations thereunder.
4. Attach examples of all proposed advertising for the event.

Note: Applicant is solely responsible for costs incurred for equipment and/or services rendered in connection with the event. Due to limited availability and high demand, Borough equipment and services will be provided on a first-come, first-served basis. Completion of this application does not constitute approval.

Step 5. PLEASE READ

Applicants must apply with the Borough of West Reading and/or the Commonwealth of PA for alcohol, merchandise vending, food vending and other sampling. A copy of all permits must remain on-site for inspector’s review.

The Borough is unable to provide certain amenities such as port-a-johns/portable washrooms, tables, chairs, trash boxes and tents/canopies. The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes and tents/canopies for the event at the applicant’s expense. Failure to adequately provide such amenities could result in the event applicant(s) or coordinator(s) inability to hold future events in the Borough of West Reading.

Event cancellations or cancellation of requested services must be made in writing (10) days prior to the event. In the event of inclement weather, cancellations or requests to reschedule must be made in writing at least (48) hours prior to the event. Failure to provide written verification may result in the sponsor(s) being required to reimburse the Borough of West Reading for the agreed upon services.

A certificate of insurance, listing the Borough of West Reading as certificate holder, addressed to Borough of West Reading, 500 Chestnut Street, West Reading, PA 19611 is required. The certificate must evidence General Liability Insurance, with at \$1,000,000.00 limit of liability specifically referencing the scheduled event. Each vendor and/or contractor must provide proof of insurance.

Step 6. Sign and Date

By signing and submitting this Special Event/Public Gathering Application, the sponsoring organization agrees to indemnify, defend and hold harmless the Borough of West Reading and its officers, employees and agents from and against any and all loses, costs (including but not limited to, litigation and settlement costs and counsel fees), claims, suits actions, damages, liability and expenses, occasioned wholly or in party by Event sponsor’s act or omission or negligence or fault or the act or omission or negligence or fault of Event sponsor’s agents, subcontractors, suppliers, employees or servants in connection with the Permit. Applicant agrees to abide by the terms and provisions of this Chapter and all laws, rules and regulations of the United States, Commonwealth of Pennsylvania, County of Berks and Borough.

Legal Name of Organization: _____

Authorized Signer: (print name) and Title: _____

Signature: _____ Date: _____

Official Use Only – Do Not Write Below

Special Conditions:

Application Review

- ___ 1. Attachments complete & satisfactory (see Step 4 & 5)
- ___ 3. West Reading Borough Police Department written approval of security (including traffic) plans received
- ___ 4. Enclosure plans received & approved
- ___ 5. Received information identifying medical services provider
- ___ 6. Parking facilities plan received & approved

<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Borough Manager _____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Police Department _____ Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Public Works Department _____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Mayor _____ Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Fire Department _____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Recreation Department _____ Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Fire Marshal _____ Date	<input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ Other _____ Date