



BOROUGH OF WEST READING

500 Chestnut Street, West Reading, PA 19611

(610) 374-8273 Fax: (610) 374-8419

www.westreadingborough.com

info@westreadingborough.org

Application Guidelines

Special Event/Public Gathering Street Closure

General Information

Planning an event? Please follow these steps to obtain a permit:

Please complete and submit the appropriate application to request a special event/public gathering, or street closure type permit. **Applications must be submitted at least 40 days in advance for gatherings up to 2,000 people; for gatherings of 2,000 or more people, at least 60 days in advance.** Please plan accordingly. There are individual non-refundable administrative application processing fees for each application. **This form is not a permit.** The completion of the application does not constitute an automatic approval. Please anticipate a four-week review period.

You are encouraged **NOT** to make any additional arrangements for your event until you have received approval.

Other applications, approvals, or information that may be required:

- Fire/Emergency Medical Services (EMS)
- Department of Health Temporary Special Events Application and Sponsor Application for any event that will be requesting permission to sell or sample food and/or beverages.
- Department of Licenses and Inspections for the sale of food or merchandise or for tents larger than 400 square feet.
- Street closure approval for festivals and block parties.
- Pennsylvania Liquor Control Board (PLCB) license extension.
- Commercial liability insurance.
- Photo identification.

Note: Applicant is solely responsible for costs incurred for Borough services rendered for the event, such as police, licenses and inspections, sanitation, etc. A cost analysis will be provided prior to issuance of a fully executed permit when necessary.

If you have any questions regarding this process or need any additional assistance, please contact our office at 610-374-8273.

Please remit payment via check or money order, payable to "Borough of West Reading", with your completed application(s) in person to provide the required valid photo identification.



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Special Event/Public Gathering Application

Please complete all 6 steps and return this portion of the application, along with the required \$50 fee, made payable to the Borough of West Reading. The 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 to 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 the 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 porta-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 cancellations 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 a \$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 a 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



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Street Closure Application

(Excludes SR 422, Fifth Avenue & Museum Road)

A fee of \$25 per block, per day is to be enclosed with this application (check or money order only).

Important Notice: The application is due at least 40 days prior to the event to ensure timely approval. A permit will not be issued without payment. The applicant must be a Borough resident or business owner over the age of 21 years (photo identification is required).

A completed application and petition form signed by 75% of all occupied properties (including businesses) shall be submitted for each block to be closed.

Upon approval, this application for a street activity permit shall authorize the applicant to conduct the street activity described below. It is subject to revocation if the applicant does not comply with all pertinent laws, rules, and regulations, including any conditions or restrictions imposed by the Borough of West Reading.

Applicant's Name:	Address:
Phone No:	Email:
Sponsoring Organization: (if applicable)	Address:
Phone No:	Email:

Which Street(s) will be Closed?
 _____ Block(s) of _____ Between _____ and _____

Date of Event: _____ Rain Date: _____
 Event Start Time: _____ Event End Time: _____
 Closure to Start at: _____ Street Re-Opened at: _____

Briefly Describe the Proposed Event:

Estimated Number of People Attending: _____ *Entertainment will consist of:* _____

Does the Street Have: Bus Route <input type="checkbox"/> Yes <input type="checkbox"/> No Public Garage/Parking Lot <input type="checkbox"/> Yes <input type="checkbox"/> No Hospital/Nursing Home <input type="checkbox"/> Yes <input type="checkbox"/> No	Will There Be: Food Sold <input type="checkbox"/> Yes <input type="checkbox"/> No Merchandise Sold <input type="checkbox"/> Yes <input type="checkbox"/> No Sound/Music System <input type="checkbox"/> Yes <input type="checkbox"/> No Trash Pickup Required <input type="checkbox"/> Yes <input type="checkbox"/> No No Parking Signs Required <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(Signs are obtained at the Police Department and posted 24 hours in advance).</small>
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I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein, I am subject to such penalties as may be prescribed by the law or ordinance.

Signature of Applicant: _____ Date: _____

Official Use Only – Do Not Write Below

<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

Signatures and Addresses of All Petitioners
One Adult Signature per Household from 75% of Residents Living on the Block is Required for Approval
(Use additional sheets if necessary)

Please review the date and time listed on Page 1 of the Application PRIOR to signing this Petition.

Number of Houses on Block _____ Number of Vacant Houses on Block _____ Number of Signatures _____

Please print and sign legibly when completing the information below

First & Last Name	Address	Signature	Phone #	Date
1.				
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Special Event Fire Safety Checklist

The Borough of West Reading firmly believes that prevention can go a long way to create a safe and fire-free environment.

- ✓ **Fire Hydrants** – Thirty-six inches of clear space must surround a fire hydrant to allow quick access for the fire department without being deterred or hindered from using the hydrant.
- ✓ **Fire Department Connections (FDC)** – A clear space of 36" deep by 78" high must be maintained to allow quick access for the fire department without being deterred or hindered from use of the fire department connection.
- ✓ **Emergency Access** – The center of the street must be maintained free and clear of tables, displays, etc. to allow emergency vehicle access.
- ✓ **Stages** – Ensure side streets or entry points onto Penn Avenue are not completely blocked. Access points are to be kept clear, have removable barriers, or be manned by fire police.
- ✓ **Tents/Canopies** – Tents or canopies must be fire-rated to allow any type of cooking, use of electric appliances, deep fryers, grills, Sterno containers, etc. If the structure is not fire-rated, cooking shall be done outside of the structure. Tents/canopies must be properly secured/anchored.
- ✓ **Extinguisher** – An appropriate extinguisher is required for all food stands/trucks; this includes heating or warming of food. Existing food establishments may not remove an extinguisher from the building's interior, which would render the establishment non-compliant. The extinguisher being used for the street activity must be serviced and tagged for a commercial setting. Proof of purchase of a new extinguisher will be accepted.
- ✓ **Exterior Receptacles** – Exterior outlets shall be GFI-protected.
- ✓ **Generators** – Ensure exhaust fumes do not enter any structure. Refueling of generators should take place while the engine is cool. Barriers should be placed or precautions taken to avoid exhaust or motor burns to the public, including children. Electric cords shall be free from damage and securely seated to prevent electrical shock.
- ✓ **Food Licenses** – Up-to-date food license and certifications are required for all vendors.
- ✓ **Cylinders** – Propane and CO₂ cylinders must be secured to prevent falling.
- ✓ **Existing Businesses** – All doorways must remain unblocked to allow egress and ingress.
- ✓ **Cooking Appliances** – All cooking appliances must maintain a safe distance from all structures, combustibles, and paper products.
- ✓ **Food Trucks with Commercial Hood Systems** – Verification of required annual cleaning and testing of the hood system must be available for inspection.
- ✓ **Grease Trap** – Grease catchers must be in place to prevent environmental or slipping hazards. Grease may not be placed in waste drains or on the ground.
- ✓ **Extension Cords** – During inclement weather, extension cords/outlets should be placed in a dry location. Multi-outlets must be equipped with an internal overload protection device, such as a breaker or surge protector.