

**BOROUGH OF WYOMISSING
PERMIT APPLICATION FOR
PROCESSIONS, ASSEMBLAGES, PARADES AND EVENTS**

The Code of Ordinances for the Borough of Wyomissing requires a Permit Approved by Borough Council for an Event including Processions, Assemblages and Parades to be held in the Borough where Streets will be utilized and blocked off. The process of obtaining an Event Permit begins with submission of this Application. This application is also available online at www.wyomissingpa.org. The requirements for an Event Permit are set forth in Chapter 15 Motor Vehicles and Traffic, Part 1 General Regulations Section 107 Use of Streets for Processions, Assemblages, Parades and Events. The Ordinance can be found online at www.wyomissingpa.org.

Make sure you complete all applicable fields. Enclose additional documents where required such as:

- | | |
|---|--|
| <input type="checkbox"/> Photo ID | <input type="checkbox"/> Hold Harmless and Indemnification Agreement |
| <input type="checkbox"/> Route and/or map | <input type="checkbox"/> Health Permits |
| <input type="checkbox"/> PLCB Certificate/License(s) | <input type="checkbox"/> Proof of non-profit status |
| <input type="checkbox"/> Proof of Comprehensive general liability insurance | |

The Application should be submitted to the Borough Police Department when completed:

Borough of Wyomissing
Police Department
22 Reading Boulevard
Wyomissing, PA 19610
Telephone- 610-375-6102 (Option #3)

Upon approval of the Application by Borough Council, the applicable fee will be due prior to issuance of a Permit.

To ensure timely review of the Application, it should be submitted no later than sixty (60) days prior to the date proposed for the event. An Application may be submitted up to one hundred eighty (180) days before the proposed date of the event.

For recreational facility rentals, please contact the Borough's Recreation Department at (610) 376-7481. (Applications for Rentals and fees therefor will be scheduled and charged separately.)

Conducting an Event for which a Permit is required under the Borough of Wyomissing Codified Ordinances without obtaining a Permit is a violation of the Ordinance and subject to prosecution as provided for therein.

Applications for Block Parties can be obtained from the Police Department and Borough Hall and are approved by the Police Chief.

**PROCESSION, ASSEMBLAGE, PARADE AND EVENT
HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS THAT:

For and in consideration of the Borough of Wyomissing issuing a permit for a Procession, Assemblage, Parade or Event, I, _____ (Applicant), hereby agree to hold the **Borough of Wyomissing**, its agents and employees, harmless from any and all actions, causes of actions, claims, damages, costs, loss of services, attorney fees, expenses and compensation on account of, or in any way arising out of any and/or all event(s) during the _____ (Procession, Assemblage, Parade or Event) held on _____, at _____, Wyomissing, Pennsylvania; and further agree to indemnify the **Borough of Wyomissing, its Agents and Employees**, against any loss as a result of claims of persons or entities arising from the conducting of said event.

I do hereby further remise, release and forever discharge the Borough of Wyomissing, its employees and agents of and from any and all liability, claims, causes of action, damages, costs, expenses or demands of any kind whatsoever in law or in equity arising or which may arise out of or in any way connected and relating to the aforesaid event.

IN WITNESS WHEREOF, the above named, intending to be legally bound, has executed this Hold Harmless and Indemnification Agreement this ____ day of _____, 20__.

Applicant's Signature

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public

Date/Time Received: _____ By: _____ APPLICATION # _____

PROCESSIONS, ASSEMBLAGES, PARADES, AND EVENTS

NAME OF EVENT: _____

REQUESTED DATE(S) FOR THIS EVENT: _____

RAIN DATE(S) FOR THIS EVENT: _____

TYPE OF EVENT (See Ordinance for Definitions):

Parade Procession Assemblage Other Special Event (Specify) _____

Applicant Information

APPLICANT: _____

DAYTIME TELEPHONE NUMBER: _____

FAX: _____ **CELL:** _____

ADDRESS: _____
NUMBER STREET STATE ZIP CODE

EMAIL: _____

**IF APPLICATION SUBMITTED ON BEHALF OF GROUP OR ORGANIZATION
PLEASE COMPLETE THE FOLLOWING:**

ORGANIZATION (HEADQUARTERS): _____

ADDRESS: _____
NUMBER STREET STATE ZIP CODE

CONTACT AT THE ORGANIZATION: _____

ORGANIZATION TELEPHONE NUMBER: _____

Documentation authorizing applicant's submission of Application to be attached.

Person seeking to conduct Event (Chairman)

NAME (AND TITLE): _____

TELEPHONE NUMBER: _____

TELEPHONE NO WHERE CAN BE REACHED DURING EVENT: _____

ADDRESS: _____
NUMBER STREET STATE ZIP CODE

Please review the list below and mark which factors (if any) are applicable.

1. Closing of a public street, sidewalk or alleyway;
2. Blocking or restricting public property;
3. Blocking or restricting access to private property of others;
4. Use of pyrotechnics or special effects;
5. Use of open flame, explosions, or other potentially dangerous displays or actions;
6. Use or display of animals, aircraft, or watercraft only when such use or display could create a disturbance or affect the public safety of persons attending or in the immediate area of the event;
7. Sale or service of merchandise, food, or non-alcoholic and alcoholic beverage on public and private property where otherwise prohibited by Ordinance;
8. Installation of a stage, band shell, vehicle(s) of any kind, trailer, van, portable building, booth, grand stand, or bleachers on public property; or on private property;
9. Placement of portable toilets on public property; or on private property;
10. Placement of "No Parking" signs or barricades in a public right-of-way;
11. Amplification of music, voices, sounds, or activities

** The Police Department shall determine if an Event Permit is required if the Public Works, Fire or Police Departments reasonably determine that the event will result in substantial impact on Borough resources, facilities, or public safety services will be required.*

PROCESSIONS, ASSEMBLAGES, PARADES, AND EVENTS

An application for a Special Event permit shall be submitted to the Borough at least sixty (60) days (two [2] months) but no more than one hundred eight (180) days (six [6] months) prior to the date proposed for the Special Event. Attach additional sheets of paper where necessary to respond.

1. Location (s) of the Event: _____

2. Purpose of the Event: (Please explain or attach a copy of your agenda or planned activities).

3. Requested Date(s) and Time(s) for this Event are as follows:

EVENT ACTIVITIES	STARTING DATE(S)	ENDING DATE(S)	SET UP TIME	STARTING TIME	ENDING TIME	CLEAN UP TEAR DOWN TIME

4. Route to be traveled, the starting point and the termination point to parades. A statement as to whether the event will occupy all or only a portion of the width of the street proposed. Include a copy of proposed route and/or map including assembly and disbanding area and specific details including those outlined in the Section 107(3)(D)(14) of the Ordinance:

NOTE: No markings of any type are allowed on the roads, trails or trees. No paint of any kind is allowed, not even temporary. All signage must be non-permanent and not visible at the conclusion of the event.

5. The approximate number of persons who, and animals and vehicles which, will constitute the parade; the type of animals and description of vehicles. _____

6. The cost of admission, if any, and whether the Event is a public or private event. _____

7. Conditions and restrictions on the use of alcoholic beverages. Submit a list of all vendors who will provide alcohol, along with copies of their PLCB Certificate/License(s).

8. Sale of Food YES* (Enclose copies of all Health Permits.) NO

9. List of Vendors: _____

10. Approximate number of persons who will be attending: _____

11. **Approximate number of persons who will participate as volunteers or workers:**

12. **Proof of comprehensive general liability insurance in the amount of One Million Dollars (\$1,000,000.00), naming the Borough of Wyomissing as an additional insured.** _____

13. **Plan for disposal of wastewater, soapy water, rinse water, cooking oil, syrups, water from ice chest(s), etc.:** _____

14. **Garbage & Recycling Services:** _____

15. **Describe the parking plans:** _____

16. **Will Tents, Structures, or Entertainment Devices be constructed:** _____

17. **Will Portable Toilets and Hand Washing Sinks be utilized:** _____

18. **Describe any enticements, such as candy, balloons, toys, silly string, fireworks, plastic horns or poppers to be thrown or given away to onlookers:** _____

19. **Professional Event Organizer information:** _____

20. **What are your plans for providing security, traffic and/or crowd control? Please list contact person, phone number and the name and address of security firm, if applicable:**

CONTACT PERSON: _____ **PHONE:** _____
NAME OF SECURITY FIRM: _____
ADDRESS: _____

21. **Explain in greater detail all marked factors from the front page of Application (Numbers 1-11). Attach additional pages or mark locations on attached map of route if necessary.**

22. List Miscellaneous: _____

I hereby state that I am at least twenty-one (21) years of age.

I do hereby agree indemnify and hold harmless for the Borough, its officers, agents, and representatives against all claims of liability and causes of action resulting from injury or damage to persons or property arising out of the Event and abide by the indemnification and hold harmless Agreement attached hereto.

I assume responsibility for all duties and obligations and agree to comply with all applicable laws, regulations and Ordinances of the Borough of Wyomissing and any other reasonable conditions required by the Borough in approving my application for an Event Permit.

I further understand that under penalties of 18 Pa.C.S.A. §4909 relating to unsworn falsification that the information set forth above is true and correct to the best of her knowledge, information and belief.

I hereby agree to be responsible for any fees or expenses incurred by the Borough for the Event.

SIGNATURE

DATE

PRINT NAME

NOTICE: The Parade/Event chairman, or other person heading or leading this activity, SHALL carry the permit upon his/her person during the conduct of this activity and make same available upon request of the Chief of Police or his representative. The Chief of Police has the authority to revoke this Permit issued thereunder upon violation of the standards for issuance as set forth in the Codified Ordinances of the Borough of Wyomissing, Chapter 15 Motors Vehicles and Traffic, Part 1 General Regulations, Section 107 Use of Streets for Processions, Assemblages, Parades, and Events

FOR OFFICE USE

INITIAL PAPERWORK SUBMITTED:

Employee, please print name and date.

- Signed Application Form _____
- Copy of Photo ID _____
- Signed Hold Harmless and Indemnification Agreement _____
- Copy of proposed route and/or map _____
- Copies of Health Permits _____
- Copies of PLCB Certificate/License(s) _____
- Receipt of Paid Fees (Treasury), (Total \$ _____ .00)
 - \$ _____ .00 Special Event Permit, with proof of non-profit
 - \$ _____ .00 Special Event Permit
 - \$ _____ 00 Security Deposit
- Proof of non-profit status (i.e., document of incorporation or 501-C status) _____
- Proof of comprehensive general liability insurance in the amount of One Million Dollars (\$1,000,000.00), naming the Borough of Wyomissing as additional insured. Also, include additional affected entities: _____

Please check complete application form to determine if any additional services and/or permits are required.
 If additional services are required, please indicate below.
 Further, indicate if you recommend approval of the Application.

<input type="checkbox"/> Police Chief*	<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> P/D**	Signature: _____	Date: _____
<input type="checkbox"/> Fire Chief*	<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> P/D**	Signature: _____	Date: _____
<input type="checkbox"/> Public Works *	<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> P/D**	Signature: _____	Date: _____
<input type="checkbox"/> Code Enforcement	<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> P/D**	Signature: _____	Date: _____
<input type="checkbox"/> Health	<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> P/D**	Signature: _____	Date: _____
<input type="checkbox"/> Bldg and Trades	<input type="checkbox"/> A	<input type="checkbox"/> D	<input type="checkbox"/> P/D**	Signature: _____	Date: _____

*Or Designee **Partial Denied: _____

ADDITIONAL SERVICES, PERMITS AND RESOURCES:

	# OF EMPLOYEES	DURATION	SERVICES FEE	PERMIT	PERMIT FEE
FIRE AND EMS					
POLICE					
PUBLIC WORKS					
CODE ENFORCEMENT					
HEALTH					
BLDG AND TRADES					
OTHER (SPECIFY)					

**Costs for needed services shall be paid according to the current Borough hourly rate for the personnel involved in the event and in adherence to conditions set forth in bargaining agreements, such as the minimum number of hours to be paid for such employee service. The overtime rate for employees will most likely be applicable.*

***Cost estimates will be provided to the Applicant at least thirty (30) days prior to the event. Payment for estimated Borough services are due in full fourteen (14) days prior to the Event.*

Total estimate provided to Applicant (\$ _____ .00) _____

Receipt of Paid Fees (Treasury), (Total \$ _____ .00) _____

Date Fees Received: _____

BOROUGH COUNCIL REVIEW AND ACTION:

APPROVED: _____ **DENIED:** _____

CONDITIONS: _____

DATE OF MEETING: _____

SIGNATURE

PRINT NAME

REFUND:

AMOUNT: _____ **DATE:** _____ **CHECK #** _____

ISSUED AND APPROVED BY: _____

cc: Mayor, Borough Solicitor, Fire Chief