

AGENDA

Public Works, Recreation & Environmental Protection Committee

April 12th , 2016 – 5:30 pm

Committee Members: Don Braceland (Chair)
Jordan Norley
Diane LeBold

Department Heads: Kevin Oakes, O. Laing, Keith Kurowski

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
2. Discuss West Chester Area Baseball League
 - a. "State of the League"
 - b. Major changes are occurring
3. Discuss Barkley Grounds (Chris Lang)
 - a. Tree naming/purchasing
 - b. Contributors recognition plaque
 - c. Grand Opening and Dedication, April 22nd
4. Discuss Special Event Permit process and fees
 - a. West Chester Rotary and Chili Cook-off request for fee waiver
5. Discuss Special Event Permits
 - a. Ramsgate Music Festival – 4-13-16
 - b. Restaurant Festival – 9-18-16, rain date 9-25-2016
 - c. Halloween Parade – 10-26-16, rain date 10-27-16
 - d. WCU – 5k – 4-24-16
 - e. PA Apt. Assoc. Helping Hands – run – 4-28-16
(Info supplied by Tuesday)
 - f. Great Race – 5K – 5-17-16
 - g. Mother's Day – 5k – 5-8-16
 - h. Dub C 4 Miller – 6-10-16
6. Discuss John O Green Phase 1 resurfacing BID

7. Overview of West Chester's Green Infrastructure Park concepts for:
 - a. Fugett/Municipal Building
 - b. Veteran Memorial/Pine Alley Storm Water Project

8. Discuss March Minutes

37th Annual ChesCo Restaurant Festival 9/18/16

Special Event, Race, Public Assemblage Permit Checklist 2016

12p-5:30p Downtown WC



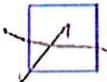
BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Checklist

December 2015 version



Completed and signed application



Description of event



Map of event and address



List of Food Vendors, with Chester County Health Dept. licenses (if applicable)

Pending as of 2/9/16



List of Subcontractors with Insurance Certificates

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured" *pending*



Borough Services requested

- Provide description



Applicant Certificate of Insurance

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"



Application fee (cash, check, or money order)

- Application fee is NON REFUNDABLE



Public Transportation approval verification (SEPTA, TMACC, and/or Krapf's Buses)



PLCB Permit (if applicable)

PA LID #48465

*All items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you

Applied for, awaiting return



ChesCo Restaurant Festival 9/18/16 12p - 5:30p
Special Event, Race, Public Assembly Permit 2016 (December 2015 ver.) Downtown WC



BOROUGH OF WEST CHESTER
CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Permit 2016

December 2015 ver.

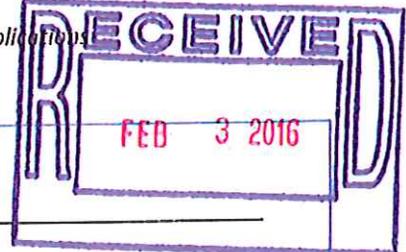
*SUBMITTING AN APPLICATION DOES NOT GRANT THE APPLICANT A PERMIT OR PERMISSION TO HOLD AN EVENT.

*All applications and application fees MUST be submitted 45 days prior to your event date. NO EXCEPTIONS

*An application fee of \$250.00 is required with all event applications

*An application fee of \$50.00 is required with all "block party" applications

Application fees are NON REFUNDABLE



Applicant Information

Name of applicant/group/org. West Chester Parks & Rec.

Date applications was submitted to the Borough _____

Main Contact Name

Cell phone

Kerth A. Kurowski

484-459-6175

Home phone work

email

610-436-9610

kkurowski@west-chester.com

Main Contact address 401 E. Gay St

Day of Event Contact and Cell Phone (if different from above)

Kerth - 484-459-6175 / Rich 484-459-6176 / Jess 215-970-6185

Non-Profit Organization YES NO (if yes, please attach current verification of 501 (c) (3) status)

Event Information

Name of event 37th Annual Chester County Restaurant Festival

Date/s of event and times 9/18/16 12p - 5:30p

Set up and breakdown times for event Set up 6:30a - 12p breakdown 5:30p - 8p

Description of event (use separate sheet of paper if needed)

see attached

Event info cont'd

Type of Event: Walk/Run Parade Block Party Festival
Film March/Rally Other (if other, explain below)

Event Location – Use the attached map to provide event location/address

Address - attached w/ map

List all street closures, on a separate sheet of paper, in addition to the attached map.

Will your event cause delays or alternate routes for Public Transportation? YES NO

If yes, you are required to submit proof of notification from SEPTA and/or TMACC

SEPTA – 215-580-7800 <http://www.septa.org/cs/ask/>

TMACC (Transportation Management Authority of Chester County) 610-993-0911

<http://www.tmacc.org/public-transportation/>

Total number of expected participants and/or attendance? 25,000+

Total number of workers/volunteers/marshals for event? 25-40

Will your event have food vendors, food trucks, or caterers? YES NO

If yes, you will need to provide a list of all food vendors with a copy of that vendor's Chester County Health Dept. yearly license or Temporary Event License specific to your event. 610-344-6000 <http://www.chesco.org/2652/Temporary-Events>

- All food vendors are required to provide a certificate of insurance naming the Borough of West Chester as "additionally insured"

Will you event have crafters, non-crafters, or information booths? YES NO

If yes, how many vendors do you plan on attending? 100-120

- All vendors (non-food) need to submit the waiver and release form to participate in your event

List (on a separate sheet of paper) any/all subcontractors or 3rd party companies hired to help run the event (Examples - port-o-potties, trash removal, fencing, sound, inflatables, etc.)

- ALL subcontractors need to provide proof of insurance with a certificate of insurance naming "the Borough of West Chester as additionally insured" and must be properly endorsed.

Event info cont'd

Signature of applicant: x Kurti A R Date: 2/3/16

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Applicant shall reimburse the Borough for reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.

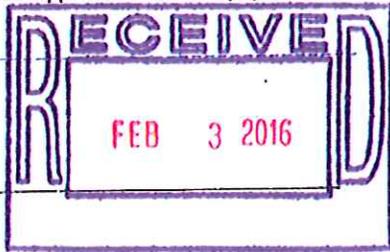
Borough of West Chester Services Requested

Check ALL that apply:

- Police Security
- Police Traffic Control
- Police Traffic Diversion
- Public Works Road Closures
- Public Works Waste Removal
- Parking Dept. No Parking Notifications
- Public Works Street Sweeping

*There is a fee associated with ALL Borough of West Chester services. The Borough of West Chester, in its sole discretion, shall determine the type and level of services and equipment needed to support the event. If the applicant does not hire subcontractors for these services, the Borough will deny the application or require the applicant to use and pay for the Borough's services.

BELOW FOR OFFICE USE ONLY



Date Received: _____

Initial Checklist complete: YES NO

Reviewed by Parks, Recreation, & Special Events Dept. Date: _____

Notes: will need support from WCPB, WCFTD, WCParking, & WCPW.

Reviewed by Public Work YES NO N/A Approved: _____

Reviewed by Parking Department YES NO N/A Approved: _____

Reviewed by West Chester Police Department: YES NO N/A Date: _____

Notes: _____

Police approval signature: _____ Date: _____

Application Denied/Reason: YES NO

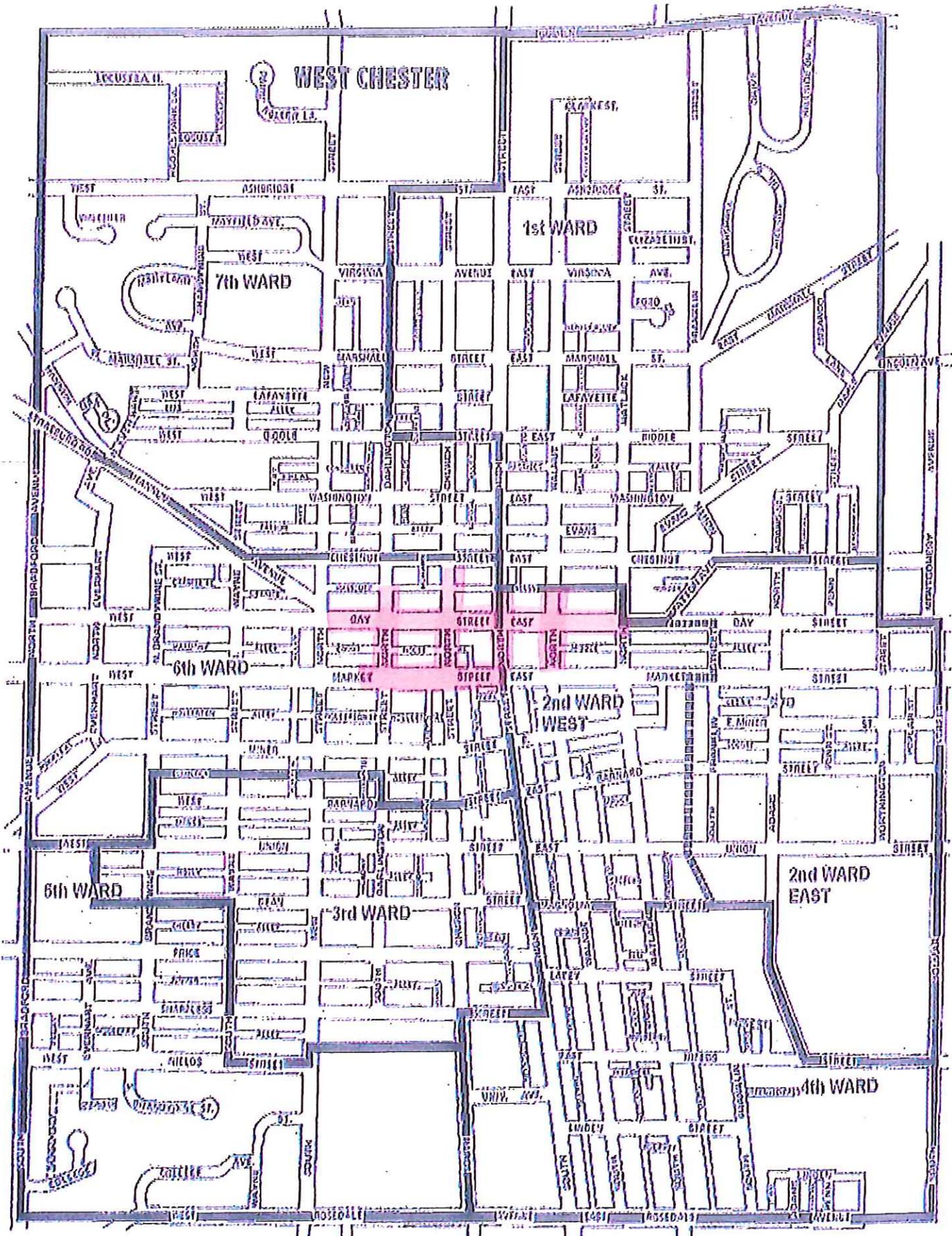
Borough Council Approval: _____ Date: _____

Chester County Restaurant Festival

Sunday, September 18; Rain Date: September 25, 2016

12:00PM-5:30PM, Downtown West Chester

Chester County Restaurant Festival is the biggest festival of the year. This foodie event is full of entertainment, information booths, local artisans, and tons of delicious food from around the Chester County Area. Local Chester County food vendors and restaurants are set up on four blocks serving up some of their delicious, gourmet, ethnic, and unique restaurant favorites. There are three stage areas for multiple bands to perform throughout the day. We also offer a local growers and artesian market on Walnut Street. Attendees will have an opportunity to meet our local food producers and buy fresh, locally crafted goods on site! Festival attendance is around 25,000+.



WEST CHESTER BOROUGH VOTING WARDS

Turks Head Music Festival at Everhart Park

July 17th

Rain date July 24th

No parking 7:00AM – 10:00PM

S. Bradywine St. between W. Union St and W. Miner St.

No Parking on W. Miner St. between S. Brandywine St. and S. Bradford Ave.

Chester County Restaurant Festival

September 18th

Rain date September 25th

No Parking 6:00AM – 7:00PM

50, 100, and 200 blocks of W. Gay St. between High St. St. Agnus Church parking area (approximately 1/3 of the 200 block W. Gay St. towards New St.)

50 and 100 blocks of E. Gay St. between High and Matlack St.

50 and 100 blocks of North Darlington St.

50 block S. Darlington St.

50 and 100 blocks N. Church St. between Prescott Alley and Market St.

50 and 100 blocks on North High St. between Chestnut and Matlack St.

50 block of S. High St. (From parking garage to Market St.)

50 and 100 blocks of N. Walnut St. between Prescott Alley and Market St.

50 and 100 blocks of W. Market St. between High St. and Darlington St.

(down to the Justice Center garage without blocking off the garage)

50 block of N. Matlack Street

West Chester Halloween Parade

October 26th

Rain Date October 27th

No parking 5:00PM – 9:00PM

50 and 100 blocks of East and West. Gay St. between Matlack and Darlington St.

50 block of North Darlington St. between Market and Gay St.

50 block N. Church St. between Market St. & Gay St.

50 North High St. between Market St. and Gay St.

50 N. Walnut St Market St. and Gay St.

Vintage Garage Sale

May 6th and September 2nd

No Parking 2:00PM to 10:00PM

Chestnut Street Parking Garage Metered Area

Restaurant Festival 9/20/2015

Officer	OT Rate	Hours	Total
Baumann	\$69.35	5	\$346.75
Bergey	\$61.42	8.5	\$522.07
Craig	\$66.76	8.5	\$567.46
Davis	\$63.79	8.5	\$542.22
Ferriola	\$47.72	8.5	\$405.62
Francart	\$61.42	8.5	\$522.07
Gallo	\$63.79	8.5	\$542.22
Kuehn	\$64.98	8.5	\$552.33
Morehead	\$76.40	5	\$382.00
O'Donnell	\$75.74	7	\$530.18
O'Neill, J	\$63.79	5	\$318.95
Smith	\$67.35	8.5	\$572.48
Viebahn	\$64.39	8.5	\$547.32

Total OT Costs \$6,004.90

2015 EVENTS / DATES

	<u>EMPLOYEES</u>	<u>HOURS</u> <u>PER</u> <u>EMPLOYEE</u>	<u>TOTAL</u> <u>PER</u> <u>EVENT</u>
<u>MAY DAY 5/3</u>	3	12.5	\$1,750.00
<u>SUPER SUNDAY 6/7</u>	3	14	\$1,960.00
<u>TURKS HEAD 7/19</u>	3	15.5	\$2,170.00
<u>RESTAURANT FESTIVAL 9/20</u>	9	15.5	\$5,888.00
<u>SWINGING SUMMER THURSDAY 6/4</u>	3	6	\$636.00
<u>SWINGING SUMMER THURSDAY 7/2</u>	3	6	\$636.00
<u>SWINGING SUMMER THURSDAY 8/6</u>	3	6	\$636.00
<u>SWINGING SUMMER THURSDAY 9/3</u>	3	6	\$636.00
<u>HALLOWEEN PARADE 10/29</u>	3	6	\$636.00
TOTAL			14,948



West Chester Police Department

MEMORANDUM

TO: Keith Kurowski
Scott Bohn

FROM: Sgt. John C. O'Donnell

DATE: 24 February 2016

SUBJECT: 2016 West Chester Restaurant Festival

I am in receipt of a West Chester Borough Special Event Permit Request submitted by West Chester Parks and Recreation for the 2016 Restaurant Festival. The date requested is **Sunday 18 September 2016** from **1200 to 1730**. Included in the request is police coverage for security, parking services for Temporary No Parking signage and traffic diversion. The event will include craft and information booths, the beer and wine garden, live music and restaurants and specialty food vendors. The Parks and recreation Department expect a crowd in excess of 20,000 persons.

This festival has grown into being the Borough's largest and most publicized event over the years and in doing so has stressed the Borough's personal and infrastructure. The 2016 event will take place on Gay Street west of Matlack Street and stretch west to Darlington Street. Cross streets of Walnut, High, Church, and Darlington are all encompassed in the event. The organizers are again requesting the use of West Market St. from High St. west to New Street.

Work will continue within the WC Parks and Recreation, the West Chester Public Works Department and the WC Parking Division during the processes leading up to the Festival. All West Chester Fire Department and West Chester Police Department stipulations will be followed. **(Approval also recommended for Rain Date Request of 25 Sept 2016). All times and stipulations remain the same for Rain Date.**

37th Annual ChesCo Restaurant Festival 9/25/16

Special Event, Race, Public Assemblage Permit Checklist 2016

Rain Date

12p - 5:30p Downtown WC



BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Checklist

December 2015 version



- Completed and signed application
- Description of event
- Map of event and address
- List of Food Vendors, with Chester County Health Dept. licenses (if applicable)
Pending as of 2/9/16
- List of Subcontractors with Insurance Certificates
 - All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured" *pending*
- Borough Services requested
 - Provide description
- Applicant Certificate of Insurance
 - All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"
- Application fee (cash, check, or money order)
 - Application fee is NON REFUNDABLE
- Public Transportation approval verification (SEPTA, TMACC, and/or Krapf's Buses)
- PLCB Permit (if applicable) *PA LID #48465*

*All items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you

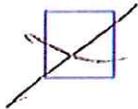
Appeal for awaiting return



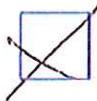
BOROUGH OF WEST CHESTER
CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Checklist

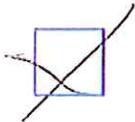
December 2015 version



Completed and signed application



Description of event



Map of event and address

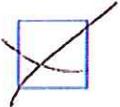


List of Food Vendors, with Chester County Health Dept. licenses (if applicable)



List of Subcontractors with Insurance Certificates

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"



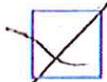
Borough Services requested

- Provide description



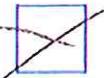
Applicant Certificate of Insurance

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"



Application fee (cash, check, or money order)

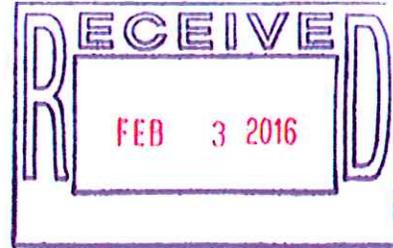
- Application fee is NON REFUNDABLE



Public Transportation approval verification (SEPTA, TMACC, and/or Krapf's Buses)



PLCB Permit (if applicable)



*All items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you



BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Permit 2016

December 2015 ver.

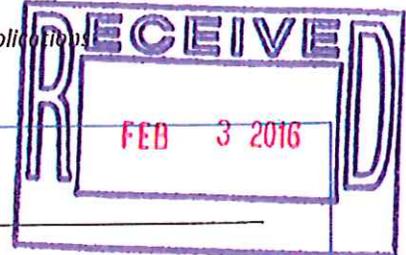
***SUBMITTING AN APPLICATION DOES NOT GRANT THE APPLICANT A PERMIT OR PERMISSION TO HOLD AN EVENT.**

***All applications and application fees MUST be submitted 45 days prior to your event date. NO EXCEPTIONS**

***An application fee of \$250.00 is required with all event applications**

***An application fee of \$50.00 is required with all "block party" applications**

Application fees are NON REFUNDABLE



Applicant Information

Name of applicant/group/org. West Chester Parks & Rec.

Date applications was submitted to the Borough _____

Main Contact Name

Cell phone

Kerth A. Kurowski

484-459-6175

Home phone work

email

610-436-9610

kkurowski@west-chester.com

Main Contact address 401 E. Gay St

Day of Event Contact and Cell Phone (if different from above)

Kerth - 484-459-6175 / Rich 484-459-6176 / Jess 215-970-6185

Non-Profit Organization YES NO (if yes, please attach current verification of 501 (c) (3) status)

Event Information

Name of event Annual Halloween Parade

Date/s of event and times Parade starts @ 7pm 10/26/16

Set up and breakdown times for event Setup 5p-7p. breakdown 8:30p-9:30p

Description of event (use separate sheet of paper if needed)

Annual Halloween Parade. 1200-1500 participants 20-25 floats
One lap around Town Center (Starting @ Church & Market St.

Event info cont'd

Type of Event: Walk/Run Parade Block Party Festival
Film March/Rally Other (If other, explain below)

Event Location – Use the attached map to provide event location/address

Address - See map

List all street closures, on a separate sheet of paper, in addition to the attached map.

Will your event cause delays or alternate routes for Public Transportation? YES NO

If yes, you are required to submit proof of notification from SEPTA and/or TMACC

SEPTA – 215-580-7800 <http://www.septa.org/cs/ask/>

TMACC (Transportation Management Authority of Chester County) 610-993-0911
<http://www.tmacc.org/public-transportation/>

Total number of expected participants and/or attendance? 1200-1500 in event

Total number of workers/volunteers/marshals for event? 12-15

Will your event have food vendors, food trucks, or caterers? YES NO

If yes, you will need to provide a list of all food vendors with a copy of that vendor's Chester County Health Dept. yearly license or Temporary Event License specific to your event. 610-344-6000 <http://www.chesco.org/2652/Temporary-Events>

- All food vendors are required to provide a certificate of insurance naming the Borough of West Chester as "additionally insured"

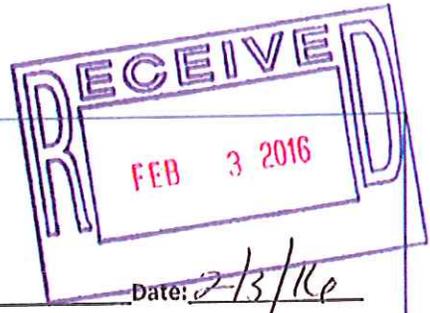
Will you event have crafters, non-crafters, or Information booths? YES NO

If yes, how many vendors do you plan on attending? 4 novelty vendors

- All vendors (non-food) need to submit the waiver and release form to participate in your event

List (on a separate sheet of paper) any/all subcontractors or 3rd party companies hired to help run the event (Examples - port-o-potties, trash removal, fencing, sound, inflatables, etc.)

- ALL subcontractors need to provide proof of insurance with a certificate of insurance naming "the Borough of West Chester as additionally insured" and must be properly endorsed.



Event info cont'd

Signature of applicant: *Joseph A. Korman* Date: 2/3/16

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Applicant shall reimburse the Borough for reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.

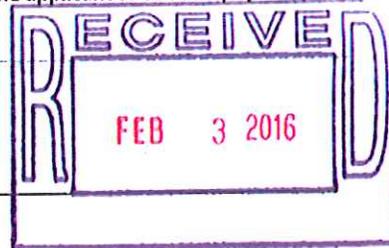
Borough of West Chester Services Requested

Check ALL that apply:

- Police Security Police Traffic Control Police Traffic Diversion
Public Works Road Closures Public Works Waste Removal
Parking Dept. No Parking Notifications Public Works Street Sweeping

*There is a fee associated with ALL Borough of West Chester services. The Borough of West Chester, in its sole discretion, shall determine the type and level of services and equipment needed to support the event. If the applicant does not hire subcontractors for these services, the Borough will deny the application or require the applicant to use and pay for the Borough's services.

BELOW FOR OFFICE USE ONLY



Date Received: _____

Initial Checklist complete: YES NO

Reviewed by Parks, Recreation, & Special Events Dept. Date: _____

Notes: will need assistance from PW, Parking, Police for the event

Reviewed by Public Work YES NO N/A Approved: _____

Reviewed by Parking Department YES NO N/A Approved: _____

Reviewed by West Chester Police Department: YES NO N/A Date: _____

Notes: _____

Police approval signature: _____ Date: _____

Application Denied/Reason: YES NO

Borough Council Approval: _____ Date: _____

Halloween Parade

Wednesday, October 26, 2016

Rain Date - Thursday, October 27

7:00PM

Starting Point - On Market Street Between Church and Darlington Streets

Marching Band Performances by - West Chester East, Henderson and Rustin High Schools and West Chester University

Cheerleading Performances by - Bishop Shanahan, West Chester East, Henderson and Rustin High Schools

Dance Team Performances by - West Chester East, Henderson and Rustin High Schools

Groups and floats are welcome, but must be registered with the West Chester Parks and Recreation Department before October 6th

Registration Forms are available on our website at
<http://www.west-chester.com/405/Halloween-Parade>

Questions Call 610-436-9010

The following streets will be closed from 5:00pm - 9:00pm on October 28th

Gay St. from Matlack St. to Darlington St.

Market St. from Matlack St. to New St.

Darlington St. from Gay St. to Market St.

Church St. from Gay St. to Market St.

High St from Chestnut St. to Market St.

Walnut St. from Prescott Alley to Market St.

2015 EVENTS / DATES

	<u>EMPLOYEES</u>	<u>HOURS</u> <u>PER</u> <u>EMPLOYEE</u>	<u>TOTAL</u> <u>PER</u> <u>EVENT</u>
<u>MAY DAY 5/3</u>	3	12.5	\$1,750.00
<u>SUPER SUNDAY 6/7</u>	3	14	\$1,960.00
<u>TURKS HEAD 7/19</u>	3	15.5	\$2,170.00
<u>RESTAURANT FESTIVAL 9/20</u>	9	15.5	\$5,888.00
<u>SWINGING SUMMER THURSDAY 6/4</u>	3	6	\$636.00
<u>SWINGING SUMMER THURSDAY 7/2</u>	3	6	\$636.00
<u>SWINGING SUMMER THURSDAY 8/6</u>	3	6	\$636.00
<u>SWINGING SUMMER THURSDAY 9/3</u>	3	6	\$636.00
<u>HALLOWEEN PARADE 10/29</u>	3	6	\$636.00
TOTAL			14,948

West Chester Halloween Parade

10/27/16

Downtown
WC

Special Event, Race, Public Assemblage Permit Checklist 2016

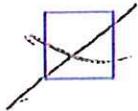
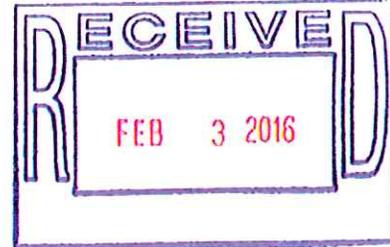
Rain Date



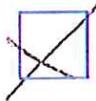
BOROUGH OF WEST CHESTER
CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Checklist

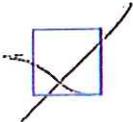
December 2015 version



Completed and signed application



Description of event



Map of event and address

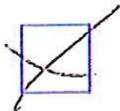


List of Food Vendors, with Chester County Health Dept. licenses (if applicable)



List of Subcontractors with Insurance Certificates

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"



Borough Services requested

- Provide description



Applicant Certificate of Insurance

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"



Application fee (cash, check, or money order)

- Application fee is NON REFUNDABLE



Public Transportation approval verification (SEPTA, TMAAC, and/or Krapf's Buses)



PLCB Permit (If applicable)

***All Items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you**

The Great Race 5K & 1/mile

5/7/14

8:30a -

11:30a

Special Event, Race, Public Assemblage Permit Checklist 2016



BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Checklist

December 2015 version



Completed and signed application



Description of event



Map of event and address



List of Food Vendors, with Chester County Health Dept. licenses (if applicable)



List of Subcontractors with Insurance Certificates

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"



Borough Services requested

Will need Police Support

- Provide description



Applicant Certificate of Insurance

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"

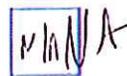


Application fee (cash, check, or money order)

✓ # 8611e

- Application fee is NON REFUNDABLE

\$250.00



Public Transportation approval verification (SEPTA, TMAAC, and/or Krapf's Buses)



PLCB Permit (if applicable)

*All items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you





BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Permit 2016

December 2015 ver.

**SUBMITTING AN APPLICATION DOES NOT GRANT THE APPLICANT A PERMIT OR PERMISSION TO HOLD AN EVENT.*

**All applications and application fees MUST be submitted 45 days prior to your event date. NO EXCEPTIONS*

**An application fee of \$250.00 is required with all event applications*

**An application fee of \$50.00 is required with all "block party" applications*

Application fees are NON REFUNDABLE

Applicant Information

Name of applicant/group/org. WEST CHESTER AREA SENIOR CENTER (WCASC)

Date applications was submitted to the Borough MARCH 3, 2016

Main Contact Name

Cell phone

JOHN HERLEY

484-716-6111

Home phone

email

610-692-2827

JHERLEY713@GMAIL.COM

Main Contact address 713 MALDEN RD, WEST CHESTER, PA 19382

Day of Event Contact and Cell Phone (if different from above)

Non-Profit Organization



NO

(If yes, please attach current verification of 501 (c) (3) status)

Event Information

Name of event THE GREAT RACE

Date/s of event and times MAY 7, 2016 9:00 AM TO 11:00 AM

Set up and breakdown times for event _____

Description of event (use separate sheet of paper if needed)

1 MILE WALK/RUN AND 5K RUN/WALK STARTING & FINISHING

AT WCASC, 530 E. UNION ST, WEST CHESTER PA, 19382

(SEE ATTACHED NARRATIVE FOR DETAILS)

Event info cont'd

Type of Event: Walk/Run Parade Block Party Festival
Film March/Rally Other (If other, explain below)

Event Location – Use the attached map to provide event location/address

Address - STARTS & FINISHES AT WENSC 530 E. UNION ST,
WEST CHESTER, PA 19382

List all street closures, on a separate sheet of paper, in addition to the attached map. NONE

Will your event cause delays or alternate routes for Public Transportation? YES NO

If yes, you are required to submit proof of notification from SEPTA and/or TMACC

SEPTA -- 215-580-7800 <http://www.septa.org/cs/ask/>

TMACC (Transportation Management Authority of Chester County) 610-993-0911
<http://www.tmacc.org/public-transportation/>

Total number of expected participants and/or attendance? APP. 250

Total number of workers/volunteers/marshals for event? 50

Will your event have food vendors, food trucks, or caterers? YES NO

If yes, you will need to provide a list of all food vendors with a copy of that vendor's Chester County Health Dept. yearly license or Temporary Event License specific to your event. 610-344-6000 <http://www.chesco.org/2652/Temporary-Events>

- All food vendors are required to provide a certificate of insurance naming the Borough of West Chester as "additionally insured"

Will you event have crafters, non-crafters, or information booths? YES NO

If yes, how many vendors do you plan on attending? _____

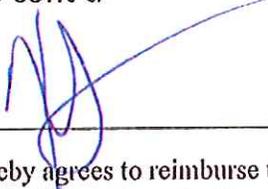
- All vendors (non-food) need to submit the waiver and release form to participate in your event

List (on a separate sheet of paper) any/all subcontractors or 3rd party companies hired to help run the event (Examples - port-o-potties, trash removal, fencing, sound, inflatables, etc.) NONE

- ALL subcontractors need to provide proof of insurance with a certificate of insurance naming "the Borough of West Chester as additionally insured" and must be properly endorsed.

Event info cont'd

Signature of applicant: x _____



Date: _____

3/2/14

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Applicant shall reimburse the Borough for reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.

Borough of West Chester Services Requested

Check ALL that apply:

- Police Security
- Police Traffic Control
- Police Traffic Diversion
- Public Works Road Closures
- Public Works Waste Removal
- Parking Dept. No Parking Notifications
- Public Works Street Sweeping

*There is a fee associated with ALL Borough of West Chester services. The Borough of West Chester, in its sole discretion, shall determine the type and level of services and equipment needed to support the event. If the applicant does not hire subcontractors for these services, the Borough will deny the application or require the applicant to use and pay for the Borough's services.

BELOW FOR OFFICE USE ONLY



Date Received: _____

Initial Checklist complete: YES NO

Reviewed by Parks, Recreation, & Special Events Dept. Date: _____

Notes: _____

Reviewed by Public Work YES NO N/A Approved: _____

Reviewed by Parking Department YES NO N/A Approved: _____

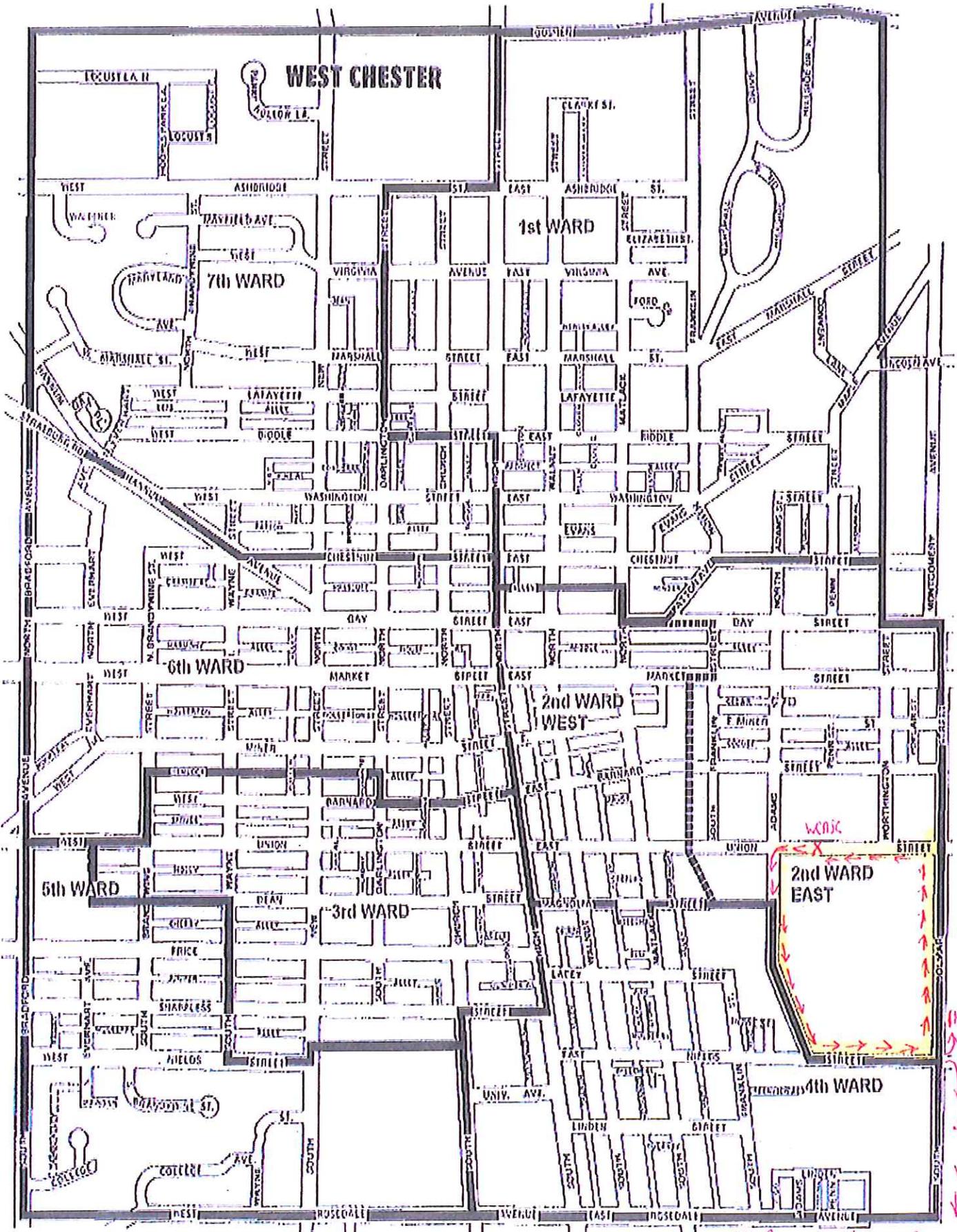
Reviewed by West Chester Police Department: YES NO N/A Date: _____

Notes: _____

Police approval signature: _____ Date: _____

Application Denied/Reason: YES NO

Borough Council Approval: _____ Date: _____



WEST CHESTER BOROUGH VOTING WARDS

5K RUNNERS LEAVE BAROVIC INTO WEST GOUGHEN & THEN RETURN ON S. SCHUMER



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248404892
Apr. 02, 2009 LTR 4168C E0
23-2149355 000060 00 000
00013144
BODC: TE

WEST CHESTER AREA SENIOR CENTER
530 E UNION STREET
WEST CHESTER PA 19382-4206



013460

Employer Identification Number: 23-2149355
Person to Contact: Jeff Seibert
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 24, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in December 1982, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

The Great Race is an annual race created by the West Chester Area Senior Center to help fund the numerous programs and services the WCASC provides to enrich the lives of the area senior citizens. This will be the 7th year this popular event will be held. Approximately 250 participants are expected this year. Supporting this event will be approximately 50 volunteers, including Race Marshalls. These Marshalls will be wearing brightly colored vests, and will be at every intersection along the event course, with 2 Marshalls at key intersections. In addition to the Marshalls, the West Goshen Police will provide 2 cars and the Chester County Sheriff will provide 2 motorcycles to ensure the safety of the participants. Augmenting the aforementioned will be Fire Police and EMS personnel.

SK Run

Start at WCASC and proceed west on Union St to Adams St. Turn left on Adams and proceed to Nields St. Take a left on Nields and proceed to Bolmar St. Turn right onto Bolmar and proceed to Snyder Ave. Turn around on Snyder in the vicinity of Shaumont Dr. and return to Bolmar St northbound. Proceed to Eaches Mill Road (on your right) and follow this to Auto Park Blvd. Turn left on Auto Park Blvd back to Bolmar. Take a right on Bolmar back to Union and turn left to finish at WCASC.

1Mi. Walk

Start at WCASC and proceed west on Union St to Adams St. Turn left on Adams and proceed to Nields St. Take a left on Nields and proceed to Bolmar St. Turn left on Bolmar and proceed to Union Street. Take a left on Union and finish at the WCASC.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/25/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DAVIS TRACHTENBERG INC 15 Garrett Avenue 2nd Floor Rosemont PA 19010		CONTACT NAME: Jane Riley PHONE (A/C, No, Ex): (484) 306-6050 FAX (A/C, No): (484) 306-6070 E-MAIL ADDRESS: Jane@davisstrach.com															
INSURED West Chester Area Senior Center 530 East Union Street West Chester PA 19382		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Great American (Specialty)</td> <td>16691</td> </tr> <tr> <td>INSURER B: Technology Insurance Company</td> <td>42376</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great American (Specialty)	16691	INSURER B: Technology Insurance Company	42376	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A: Great American (Specialty)	16691																
INSURER B: Technology Insurance Company	42376																
INSURER C:																	
INSURER D:																	
INSURER E:																	
INSURER F:																	

COVERAGES CERTIFICATE NUMBER: 2015-2016 GL REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PAC0307379-03	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/POP AGG \$ 3,000,000 Employee Benefit Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PAC0307379-03	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired/occupied \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS			UCB0307300-03	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	WMC3146314	7/1/2015	7/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Host Liquor Liability			PAC0307379-03	7/1/2015	7/1/2016	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as additional insured with respect to general liability only for claims arising due to the negligence of the named insured, subject to a written agreement.

CERTIFICATE HOLDER Borough of West Chester 401 East Gay Street West Chester, PA 19380	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jane Riley/JTT
---	--

© 1988-2014 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/25/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DAVIS TRACHTENBERG INC 15 Garrett Avenue 2nd Floor Rosemont PA 19010		CONTACT NAME: Jane Riley PHONE (A/C No., Ext): (484) 386-6050 FAX (A/C No.): (484) 386-6070 E-MAIL ADDRESS: Jane@davistrach.com	
INSURED West Chester Area Senior Center 530 East Union Street West Chester PA 19382		INSURER(S) AFFORDING COVERAGE INSURER A: Great American (Specialty) NAIC # 16691 INSURER B: Technology Insurance Company 42376 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2015-2016 GI REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR LVVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		PAC0307379-03	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Employee Benefits Liability \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			PAC0307379-03	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired/borrowed \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$			URB0307380-03	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WKC3146314	7/1/2015	7/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Host Liquor Liability			PAC0307379-03	7/1/2015	7/1/2016	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as additional insured with respect to general liability only for claims arising due to the negligence of the named insured, subject to a written agreement.

CERTIFICATE HOLDER (610) 696-1773 Borough of West Chester Parks and Recreation 401 E Gay St. West Chester, PA 19380	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jane Riley/JTT
--	--

West Chester Area Senior Center
Operating Account
530 E Union Street
West Chester, PA 19382

TD BANK, N.A.
WEST CHESTER, PA
3-180/360

8616
2/23/2016

PAY TO THE ORDER OF Borough of West Chester \$ **250.00

Two Hundred Fifty and 00/100*****

Borough of West Chester
401 E. Gay Street
West Chester, PA 19380-2792

AUTHORIZED SIGNATURE

SR



MEMO special race permit 2016
⑆008816⑆ ⑆036001808⑆ 36 732300 3⑆

West Chester Area Senior Center • Operating Account 8616

Borough of West Chester		2/23/2016			
Date	Type	Reference	Original Amt	Balance Due	Payment
2/23/2016	Bill	02232016	250.00	250.00	250.00
				Check Amount	

TD Bank-Operating special race permit 2016 250.00



West Chester Police Department

MEMORANDUM

TO: Chief Bohn

FROM: Sgt. John O'Donnell

DATE: 29 March 2016

SUBJECT: WC Area Senior Ctr. Great Race 5K- 2016

The West Chester Area Senior Center through an Special Event Permit Request is requesting to hold a 5K run and one 1 mile walk through the Borough's southeast district on 07 May, 2016 at 0830 hrs. The Route is as follows; from the Senior Center, west on Union to south on Adams to east on Neilds to south on Bolmar into West Goshen. Coming out of West Goshen north on Bolmar to the Goodwill Fire Company lot, west into the lot on the south side of the building, proceeding through the lot into the Goodwill Corporate Center lot and continue west to the WC Area Senior Center for the finish .

The one mile walk will follow the same route but will not enter West Goshen. The walkers will simply turn north on Bolmar from Neilds Street and follow the same route as the runners above from the Neilds/Bolmar Street intersection to the above described finish scenero.

I will require the following for approval. All Marshals will be mature and appropriately attired. All intersections will be manned by marshals. The following intersections shall have two marshals. Union and Adams, Adams and Neilds, Neilds and Bolmar. All marshals will be required to wear reflective vests and employ held signal flags. There will be a running/walking lane established with reflective cones on Bolmar Street from Neilds Street to the Goodwill Fire Company. The lane will be established on the west side of Bolmar with runners/walkers moving north in the south bound traffic lane. The event must employ a race sweeper to trail the slowest participants. No marshals will be released until the sweeper or West Chester Police personal advises the last participants have passed their location. Two West Chester Police Officers will be assigned to the event for three hours minimum of the event overtime rate.

All running activity in West Goshen Township must be approved by The West Goshen Police Department.

Mother's Day 5k 5/8/16 1-4

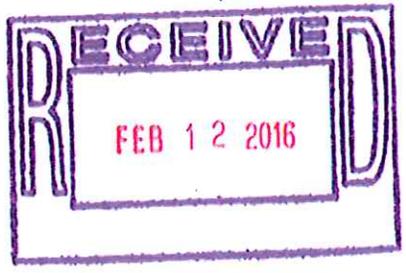
Special Event, Race, Public Assemblage Permit Checklist 2016



BOROUGH OF WEST CHESTER
CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Checklist

December 2015 version



Completed and signed application

Description of event

Map of event and address

 NA

List of Food Vendors, with Chester County Health Dept. licenses (if applicable)

 NA

List of Subcontractors with Insurance Certificates

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"

Borough Services requested *will need Police Support (large run)*

- Provide description

Applicant Certificate of Insurance *rec'd 3/11/16*

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"

Application fee (cash, check, or money order)

- Application fee is NON REFUNDABLE *CASH \$750.00 3/8/16*

 NA

Public Transportation approval verification (SEPTA, TMACC, and/or Krapf's Buses)

 NA

PLCB Permit (if applicable)

*All items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you

Dub C Racing Co Mother's Day 5K 5/8/16 1-4

Special Event, Race, Public Assembly Permit 2016 (December 2015 ver.)



BOROUGH OF WEST CHESTER
CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Permit 2016

December 2015 ver.

*SUBMITTING AN APPLICATION DOES NOT GRANT THE APPLICANT A PERMIT OR PERMISSION TO HOLD AN EVENT.

*All applications and application fees MUST be submitted 45 days prior to your event date. NO EXCEPTIONS

*An application fee of \$250.00 is required with all event applications

*An application fee of \$50.00 is required with all "block party" applications

Application fees are NON REFUNDABLE

Applicant Information

Name of applicant/group/org. Dub C Racing Company

Date applications was submitted to the Borough _____

Main Contact Name John Manion Cell phone 484.653.9185

Home phone 610.738.4016 email WESTCHESTERRUNNING@GMAIL.COM

Main Contact address 200 W. VIRGINIA AVE WC PA 19380

Day of Event Contact and Cell Phone (if different from above)
N/A

Non-Profit Organization YES NO (If yes, please attach current verification of 501 (c) (3) status)

Event Information

Name of event Mother's Day 5K

Date/s of event and times 5/8/16 2:00 PM

Set up and breakdown times for event 1:45 PM - 3:00 PM

Description of event (use separate sheet of paper if needed)
The mothers Day 5K is the only women's only race in Chester County. Proceeds benefit the Family Lives On Foundation.

Event info cont'd

Type of Event: Walk/Run Parade Block Party Festival
Film March/Rally Other (if other, explain below)

Event Location -- Use the attached map to provide event location/address

Address - Church & Market Streets

List all street closures, on a separate sheet of paper, in addition to the attached map.

Will your event cause delays or alternate routes for Public Transportation? YES NO

If yes, you are required to submit proof of notification from SEPTA and/or TMACC

SEPTA -- 215-580-7800 <http://www.septa.org/cs/ask/>

TMACC (Transportation Management Authority of Chester County) 610-993-0911
<http://www.tmacc.org/public-transportation/>

Total number of expected participants and/or attendance? 1000

Total number of workers/volunteers/marshals for event? ~~800~~ 30

Will your event have food vendors, food trucks, or caterers? YES NO

If yes, you will need to provide a list of all food vendors with a copy of that vendor's Chester County Health Dept. yearly license or Temporary Event License specific to your event. 610-344-6000 <http://www.chesco.org/2652/Temporary-Events>

- All food vendors are required to provide a certificate of insurance naming the Borough of West Chester as "additionally insured"

Will your event have crafters, non-crafters, or information booths? YES NO

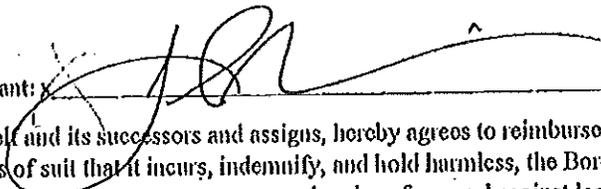
If yes, how many vendors do you plan on attending? _____

- All vendors (non-food) need to submit the waiver and release form to participate in your event

List (on a separate sheet of paper) any/all subcontractors or 3rd party companies hired to help run the event (Examples - port-o-potties, trash removal, fencing, sound, inflatables, etc.)

- ALL subcontractors need to provide proof of insurance with a certificate of insurance naming "the Borough of West Chester as additionally insured" and must be properly endorsed.

Event info cont'd

Signature of applicant: 

Date: 3.10.16

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Applicant shall reimburse the Borough for reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER STAR Insurance - Fort Wayne Office 2130 East Dupont Road Fort Wayne IN 46825		CONTACT NAME: Margaret M. Mayers PHONE (AC, No, Ext): (260) 467-5689 FAX (AC, No): (260) 467-5691 E-MAIL ADDRESS: margaret.mayers@starfinancial.com	
INSURED Road Runners Club of America/2016 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209		INSURER(S) AFFORDING COVERAGE INSURER A: National Casualty Company NAIC # 11991 INSURER B: Nationwide Life Insurance Co. 66869 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2016 \$1M A.I. REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			KRO000005887400	12/31/2015 12:01 AM	12/31/2016 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> Legal Liability to Participant \$1,000,000						MED EXP (Any one person) \$ 5,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$ 1,000,000
	AUTOMOBILE LIABILITY			KRO000005887400	12/31/2015 12:01 AM	12/31/2016 12:01 AM	GENERAL AGGREGATE \$ Unlimited
<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS						PRODUCTS - COMP/OP AGG \$ 1,000,000
<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS						Abuse & Molestation \$ 500,000
							Abuse & Molestation \$ 500,000
	UMBRELLA LIAB						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	EXCESS LIAB						BODILY INJURY (Per person) \$
	DED						BODILY INJURY (Per accident) \$
	RETENTIONS						PROPERTY DAMAGE (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in III)						\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						\$
B	Excess Medical & Accident (\$250 Deductible/Claim)			SPX0000027201500	12/31/2015 12:01 AM	12/31/2016 12:01 AM	Excess Medical \$10,000 AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSU//RED. DATE OF EVENT(S): 05/08/16 Mother's Day 5k and 06/10/16 Dub C 4 Miler INSURED RRCA CLUB/EVENT MEMBER: Chester County Running Club, Att'n: Kevin Kelly, 24 South High Street, West Chester, PA 19382

CERTIFICATE HOLDER

CANCELLATION

05/08/16 Borough of West Chester
401 East Gay Street
West Chester, PA 19380

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Terry Diller/LIO

© 1988-2014 ACORD CORPORATION. All rights reserved.

Borough of West Chester Services Requested

Check ALL that apply:

Police Security

Police Traffic Control

Police Traffic Diversion

Public Works Road Closures

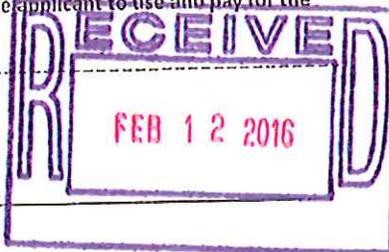
Public Works Waste Removal

Parking Dept. No Parking Notifications

Public Works Street Sweeping

*There is a fee associated with ALL Borough of West Chester services. The Borough of West Chester, in its sole discretion, shall determine the type and level of services and equipment needed to support the event. If the applicant does not hire subcontractors for these services, the Borough will deny the application or require the applicant to use and pay for the Borough's services.

BELOW FOR OFFICE USE ONLY



Date Received: _____

Initial Checklist complete:

YES NO

Reviewed by Parks, Recreation, & Special Events Dept.

Date: _____

Notes: _____

Reviewed by Public Work YES NO N/A Approved: _____

Reviewed by Parking Department YES NO N/A Approved: _____

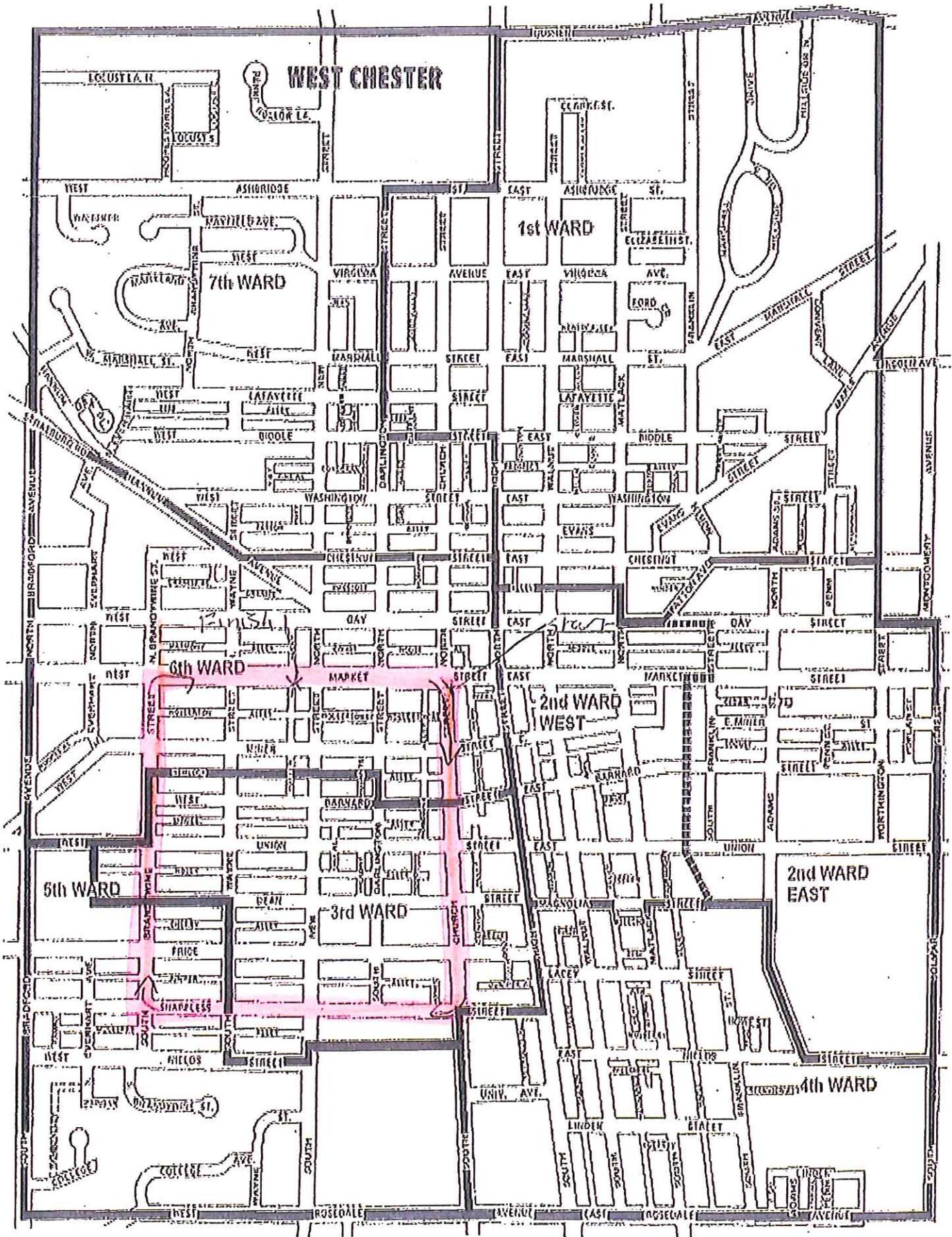
Reviewed by West Chester Police Department: YES NO N/A Date: _____

Notes: _____

Police approval signature: _____ Date: _____

Application Denied/Reason: YES NO

Borough Council Approval: _____ Date: _____



WEST CHESTER BOROUGH VOTING WARDS



West Chester Police Department

MEMORANDUM

TO: Chief Scott Bohn

FROM: Sgt. John C. O'Donnell

DATE: 29 March 2016

SUBJECT: Mothers Day 5k

I have in my possession a West Chester Borough Special Event Permit Request from John Manion for The Mothers Day 5K run to be held in the Borough on **08 May 2016 at 1300 hrs.** The event will be run on the southwest quadrant loop starting at Gay and Church, south to Sharpless, west to Brandywine, north to Market and east to Church, twice around finishing at Mitch's Gym.

WCPD will require properly attired mature marshals on each intersection and a coned running lane on West Market Street. Additionally, the start line cannot be so close to the intersection at Market and Church that runners would overflow into the traffic lanes on West Market. All Marshals will wear reflective vests and employ hand held brightly colored signal flags. All cones and or barricades on borrow from the Borough will be picked up and dropped off at the Borough garage by event personal. Two West Chester Officers will be assigned to the event working three hours (minimum) at the event overtime rate. All marshals must be licensed drivers. All marshals will remain on post until relieved by event management or West Chester Police personal

Approval may be granted for this event with all above and future WCPD stipulations. **(Submitted 12 Feb 2016)**

Sub C 4 miles 6/10/16 bp-9p

Special Event, Race, Public Assemblage Permit Checklist 2016



BOROUGH OF WEST CHESTER
CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Checklist

December 2015 version



Completed and signed application



Description of event



Map of event and address



List of Food Vendors, with Chester County Health Dept. licenses (if applicable)



List of Subcontractors with Insurance Certificates

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"



Borough Services requested

will need Police Support

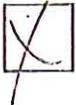
- Provide description



Applicant Certificate of Insurance

rec'd 3/11/16

- All subcontractors need to have a COI naming the Borough of West Chester "as additionally insured"



Application fee (cash, check, or money order)

Cash

- Application fee is NON REFUNDABLE

\$250.00 2/8/16

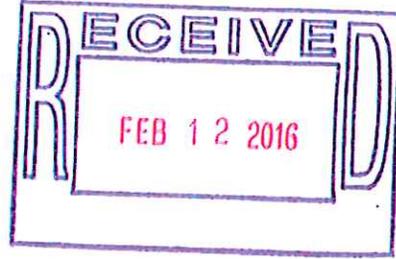


Public Transportation approval verification (SEPTA, TMACC, and/or Krapf's Buses)



PLCB Permit (if applicable)

*All items on this list must be included with your application. If any of these items are not included, your application will be considered incomplete and will be returned to you





BOROUGH OF WEST CHESTER CHESTER COUNTY PENNSYLVANIA

Special Event, Race, Public Assemblage Permit 2016

December 2015 ver.

*SUBMITTING AN APPLICATION DOES NOT GRANT THE APPLICANT A PERMIT OR PERMISSION TO HOLD AN EVENT.

*All applications and application fees MUST be submitted 45 days prior to your event date. NO EXCEPTIONS

*An application fee of \$250.00 is required with all event applications

*An application fee of \$50.00 is required with all "block party" applications

Application fees are NON REFUNDABLE

Applicant Information

Name of applicant/group/org. Pub C Running Company

Date applications was submitted to the Borough _____

Main Contact Name

Cell phone

JOHN MANION

484. 653. 9185

Home phone

email

610.738.4016 → NO REAL HOME PHONE

WESTCHESTERRUNNING@GMAIL.COM

Main Contact address 208 WEST VIRGINIA AVE WC PA 19380

Day of Event Contact and Cell Phone (if different from above)

N/A

Non-Profit Organization YES NO (If yes, please attach current verification of 501 (c) (3) status)

Event Information

Name of event Pub C 4 Miler

Date/s of event and times 6/10/16 - 7:00 PM

Set up and breakdown times for event 6:30 - 8:15 PM

Description of event (use separate sheet of paper if needed)

4 miler in downtown wc that benefits
the Chester County Downs Syndrome Interest
Group.

Event info cont'd

Type of Event: Walk/Run Parade Block Party Festival
 Film March/Rally Other (if other, explain below)

Event Location - Use the attached map to provide event location/address

Address - Start/Finish - 16 West Bay St.
(Kildare's)

List all street closures, on a separate sheet of paper, in addition to the attached map.

Will your event cause delays or alternate routes for Public Transportation? YES NO

If yes, you are required to submit proof of notification from SEPTA and/or TMACC

SEPTA - 215-580-7800 <http://www.septa.org/cs/ask/>

TMACC (Transportation Management Authority of Chester County) 610-993-0911

<http://www.tmaccc.org/public-transportation/>

Total number of expected participants and/or attendance? 600

Total number of workers/volunteers/marshals for event? 70

Will your event have food vendors, food trucks, or caterers? YES NO

If yes, you will need to provide a list of all food vendors with a copy of that vendor's Chester County Health Dept. yearly license or Temporary Event License specific to your event. 610-344-6000 <http://www.chesco.org/2652/Temporary-Events>

- All food vendors are required to provide a certificate of insurance naming the Borough of West Chester as "additionally insured"

Will your event have crafters, non-crafters, or information booths? YES NO

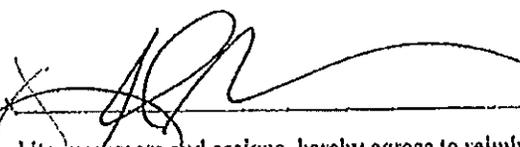
If yes, how many vendors do you plan on attending? _____

- All vendors (non-food) need to submit the waiver and release form to participate in your event

List (on a separate sheet of paper) any/all subcontractors or 3rd party companies hired to help run the event (Examples - port-o-potties, trash removal, fencing, sound, inflatables, etc.)

- ALL subcontractors need to provide proof of insurance with a certificate of insurance naming "the Borough of West Chester as additionally insured" and must be properly endorsed.

Event info cont'd

Signature of applicant: 

Date: 3.10.16

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Applicant shall reimburse the Borough for reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.

Event info cont'd

Signature of applicant: X

Date: _____

Applicant, for itself and its successors and assigns, hereby agrees to reimburse the Borough for reasonable attorney fees/costs of suit that it incurs, indemnify, and hold harmless, the Borough, and its officers, supervisors, employees, attorneys, successors and assigns from and against losses, liabilities, claims, demands, causes of action, damages, costs, including reasonable attorneys' fees, and expenses of every kind and nature, whether or not covered by insurance, arising out of, resulting from or caused by, in whole or part, any negligent act, error, omission or willful misconduct on part of Applicant, its agents, employees or subcontractors in connection Applicant pursuant to this Agreement, including but not limited to, those in connection with loss of life, bodily injury, personal injury, damage to property, contamination or adverse effects on the environment, any liability for fines, fees or penalties for violations of any statutes, ordinances, codes, rules, regulations or standards applicable to the services performed by Applicant, its agents, employees or subcontractors (hereinafter "Acts and/or Omissions"). These obligations contained within this Section shall survive the termination of this Agreement. Notwithstanding anything to the contrary as may be contained above, the Applicant shall reimburse the Borough for reasonable attorney's fees/costs of suit that it incurs in defending any suits or claims attributable (as determined by a Court of competent jurisdiction) to any Acts and/or Omissions.

Course explanation - Map attached.
Start/Finish - 16 West Gay Street - West on
Gay to Everhart - South to Miner - West to
Bradford - South to Union - East to Brandywine -
North to Barnard - East to Church - South
to Sharpless - West to New - South to Meld -
West to Brandywine - North to Sharpless -
East to Wayne - North to Barnard - West
to Brandywine - South to Union - West to
Bradford - North to Miner - East to
Brandywine - North to Gay - East to
Finish.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/11/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER STAR Insurance - Fort Wayne Office 2130 East Dupont Road Fort Wayne IN 46025	CONTACT NAME: Margaret M. Mayers	
	PHONE (A/C, Ho, Ext): (260) 467-5689	FAX (A/C, Ho): (260) 467-5691
	E-MAIL ADDRESS: margaret.mayers@starfinancial.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A National Casualty Company	11991
	INSURER B Nationwide Life Insurance Co.	66869
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 2016 \$1M A.I. REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSUR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVO	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Legal Liability to Participant \$1,000,000 GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			KRO000005087400	12/31/2015 12:01 AM	12/31/2016 12:01 AM	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ Unlimited PRODUCTS - COMPROP AGG \$ 1,000,000 Abuse & Molestation \$ 500,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			KRO000005087400	12/31/2015 12:01 AM	12/31/2016 12:01 AM	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Medical & Accident (\$250 Deductible/Claim)			SPX0000027201500	12/31/2015 12:01 AM	12/31/2016 12:01 AM	Excess Medical \$10,000 AD & Specific Loss \$2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSU//RED. DATE OF EVENT(S): 05/08/16 Mother's Day 5k and 06/10/16 Dub C 4 Miler INSURED RRCA CLUB/EVENT MEMBER: Chester County Running Club, Att'n: Kevin Kelly, 24 South High Street, West Chester, PA 19382

CERTIFICATE HOLDER 05/08/16 Borough of West Chester 401 East Gay Street West Chester, PA 19380	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Terry Diller/LIO

Borough of West Chester Services Requested

At Gay + New (Hannum Ave)

Check ALL that apply:

Police Security

Police Traffic Control

Police Traffic Diversion

Public Works Road Closures

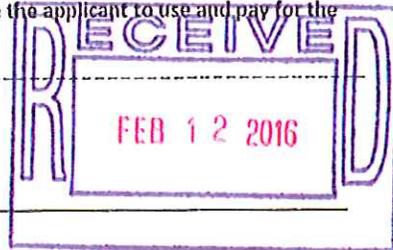
Public Works Waste Removal

Parking Dept. No Parking Notifications

Public Works Street Sweeping

*There is a fee associated with ALL Borough of West Chester services. The Borough of West Chester, in its sole discretion, shall determine the type and level of services and equipment needed to support the event. If the applicant does not hire subcontractors for these services, the Borough will deny the application or require the applicant to use and pay for the Borough's services.

BELOW FOR OFFICE USE ONLY



Date Received: _____

Initial Checklist complete:

YES

NO

Reviewed by Parks, Recreation, & Special Events Dept.

Date: _____

Notes: _____

Reviewed by Public Work

YES

NO

N/A

Approved: _____

Reviewed by Parking Department

YES

NO

N/A

Approved: _____

Reviewed by West Chester Police Department:

YES

NO

N/A

Date: _____

Notes: _____

Police approval signature: _____

Date: _____

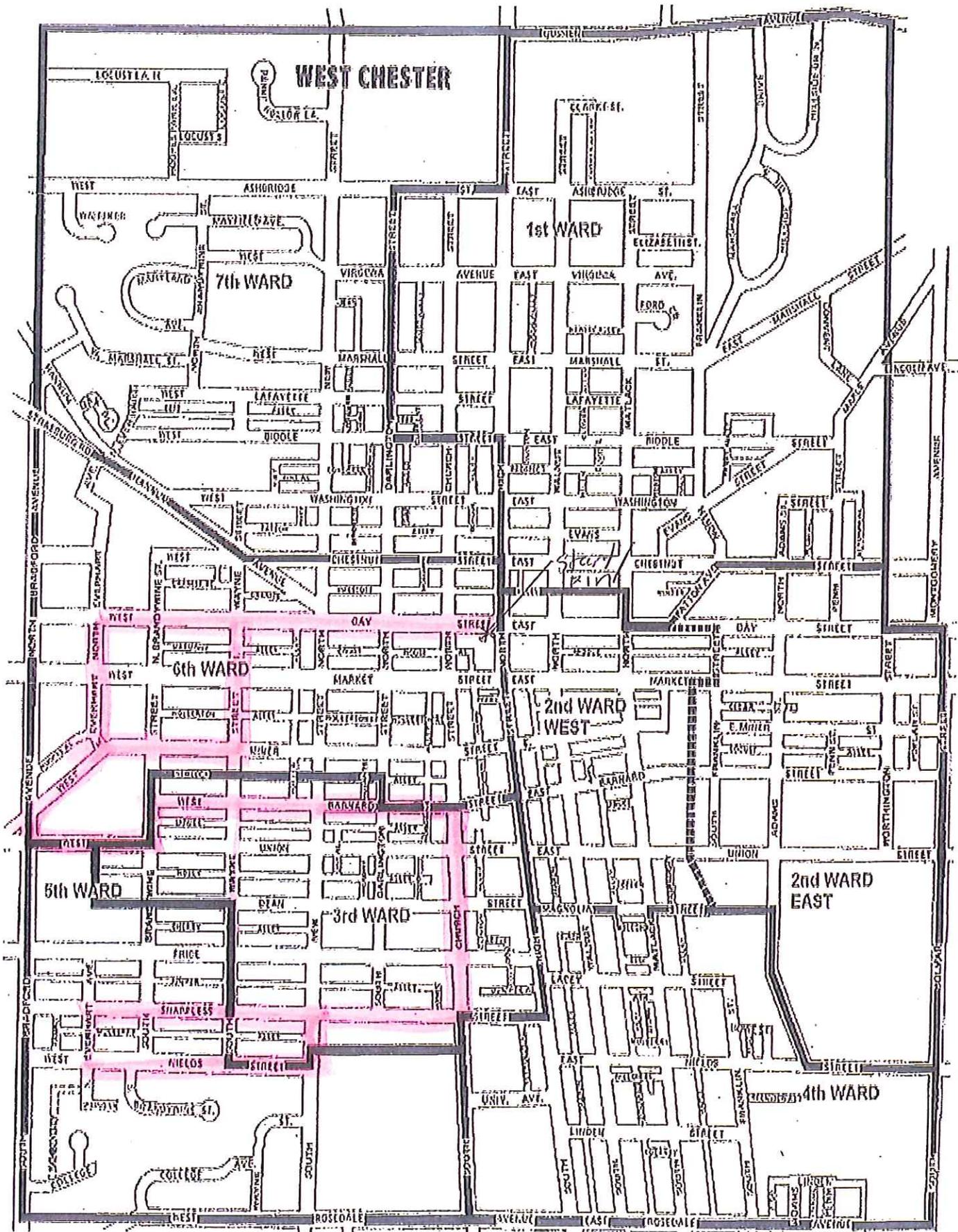
Application Denied/Reason: _____

YES

NO

Borough Council Approval: _____

Date: _____



WEST CHESTER BOROUGH VOTING WARDS



West Chester Police Department

MEMORANDUM

TO: Chief Bohn

FROM: Sgt. John O'Donnell

DATE: 29 March 2016

SUBJECT: Special Event – Dub C 4 miler

Chief,

I am in receipt of a permit request for the Dub C 4-miler road race. The event is planned for **6/10/16 at 1800 hrs.** The race follows a course that will require an approximate 2 hour closing of the 50, 100, and 200 blocks of W. Gay Street.

Special attention will be required at High and Gay Streets as well as Gay and New Streets. This event has run smoothly in the past due to WCPD assisting at these two locations, as well as support from Parking Services and Public Works.

In order to safely control the W. Gay Street closure at High Street and the New and Hannum Avenue closure at New Street, I recommend overtime be posted for two officers. All other intersections will be manned by mature marshals attired in reflective vests and employing hand held signal flags. (Two officers at 3 hour min event OT)

It is also the recommendation that the West Chester Runners Club make notification to the business community on West Gay Street at least thirty days prior to the event.

Any and all barricade provisions to be secured from public works by the West Chester Runners Club and returned by same. OT officers will assist with erection and tear down of barricades. The WC runners Club shall be responsible for return of barricades to WC Public Works. Any on scene support from WC Public Works shall be the monetary responsibility of the West Chester Runners Club. Race organizers will also employ a sweeper to follow behind the slowest participant which allows course marshals to leave their post only after the sweeper passes their location.

This event may be approved with all stated and possible future police stipulations.

JOHN O. GREEN MEMORIAL PARK: PROPOSED GREEN INFRASTRUCTURE CONCEPTS

John O. Green Memorial Park is a 1.24 acre park in southeast West Chester that features a variety of community amenities such as playgrounds, a full-size basketball court, a spray ground, pavilion with tables, and open areas for free play. This well-used neighborhood park is bordered by S Mallowack Street, Cedar Alley, and Railroad Street with E Miner Street dividing the park into two discrete sections. The park is bordered by residential homes to the west and south and is adjacent to the West Chester railroad and parking lot to the east. Formerly a manufactured gas plant owned by PECO, the site was cleaned up and turned over to the Borough in 1998.

The green infrastructure (GI) concepts proposed for the site consist of vegetated curb extensions with subsurface infiltration trench components (one on S Mallowack St, one on Railroad St, and two at the northern park entrance on E Miner St), a tree trench on E Miner St, rain gardens in several corners of the park on both parcels, a demonstration rain barrel to capture roof runoff from the pavilion, and overall recommendations for planters, additional groundcover, and new trees to further "green" the park and provide shade to play areas.

Collectively, these GI features would capture and treat runoff from the park property and several adjacent streets as shown on the concept plan. During larger storm events, overflow structures would allow excess runoff to flow into existing storm sewers. In addition to reducing and treating stormwater runoff, these GI features have the potential to add aesthetic value to the park, promote traffic calming, and work in harmony with the park's existing active and passive recreational uses.



E MINER ST IDEAS

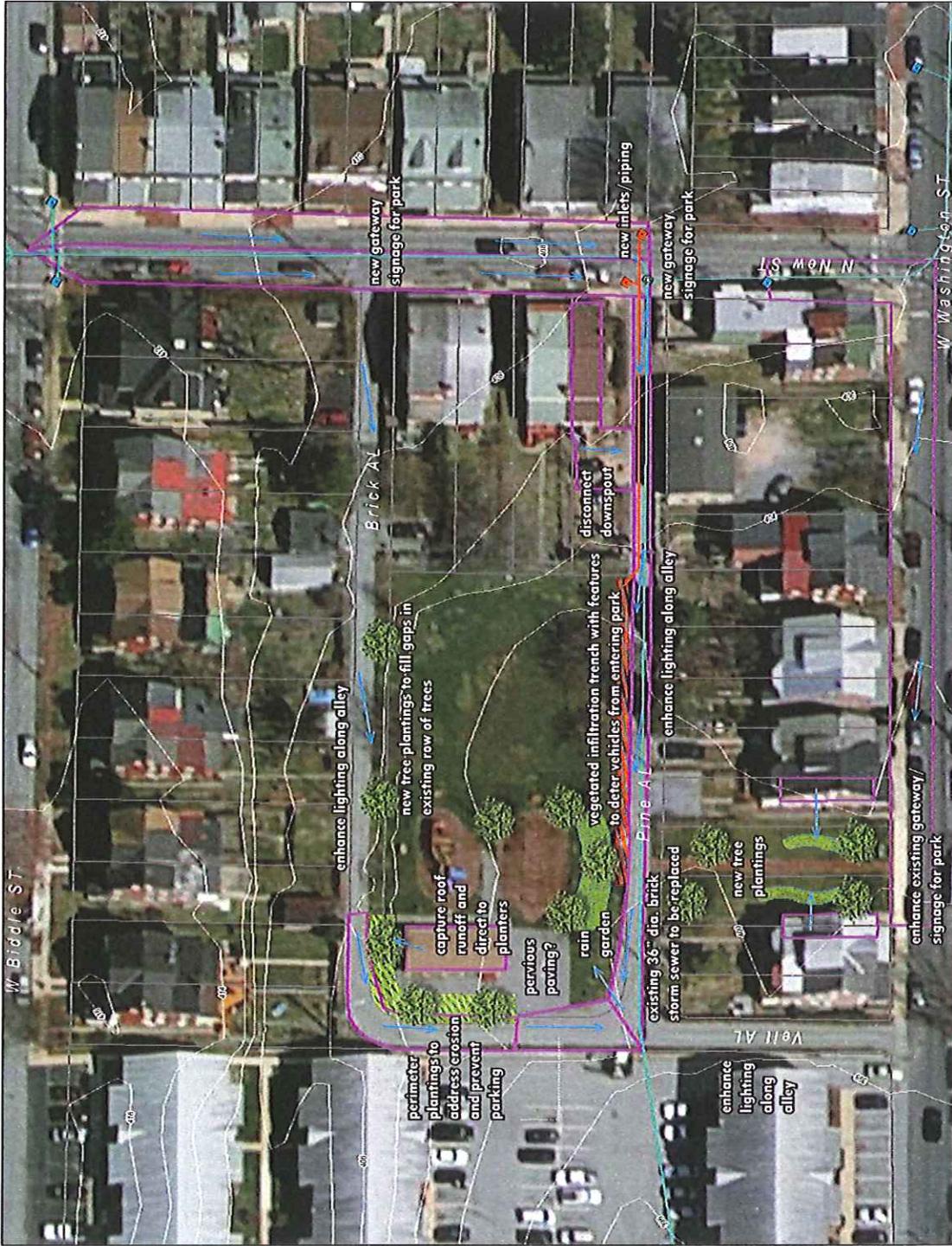
OPTION A:

- close E Miner St to traffic and turn into play area space/extension of playground
- use creative street paint/imprints and have hopscotch and other games on former street
- use Railroad St for parking

OPTION B:

- keep E Miner St open to traffic
- deter high speed traffic on E Miner St by adding speed bumps, areas of raised pavement, and curb extensions
- add creative street paint/imprints to street illustrating water flow patterns

VETERANS PARK/PINE ALLEY: PROPOSED GREEN INFRASTRUCTURE CONCEPTS



Veterans Park is a 0.49 acre park tucked behind residential homes in northwest West Chester. Park visitors can enter the park by car or foot via Brick Alley, Pine Alley, Veit Alley, and by foot at the entrance on W Washington Street.

Proposed green infrastructure (GI) concepts for the park include a vegetated infiltration trench along Pine Alley to capture alley, roadway, and roof runoff, rain gardens (one in the park and two smaller versions near the park entrance on Washington St), planters, and tree plantings throughout to enhance gaps in existing tree canopy. General park enhancement recommendations include improving signage and wayfinding at the park entrances and improving lighting around the park and connecting alleys. There are significant erosion issues along the paved alleys due to vehicular traffic and solutions include introducing vegetated barriers (i.e. dense low-growing shrubs), curbing, bollards, and/or other deterrents. Finally, the amount of impervious paving around the pavilion is excessive and can be slightly reduced and replaced with plantings as shown.

Collectively, these GI features would capture and treat runoff from the park property and several adjacent streets as shown on the concept plan. During larger storm events, overflow structures would allow excess runoff to flow into existing storm sewers. In addition to reducing and treating stormwater runoff, these GI features have the potential to add aesthetic value to the park and work in harmony with the existing active and passive recreational uses on the site. The proposed features along Pine Alley would be closely coordinated with the planned reconstruction of the 36-inch brick storm sewer the runs beneath the alley.

- Proposed Inlet
 - Inlet
 - Stormwater MH
 - Proposed Stormwater Pipes
 - Existing Stormwater Pipes
 - 2 ft Contours
 - Surface Flow
 - Parcels
 - Drainage Area
 - Proposed GI Features
 - Bioswale/Plantings
 - Infiltration Trench
 - Rain Garden
- 0 20 40 Feet
- NORTH

FUGETT PARK/BOROUGH HALL: PROPOSED GREEN INFRASTRUCTURE CONCEPTS



Fugett Park and West Chester Borough Hall make up a 2.66 acre site near the eastern border of West Chester Borough. The park features new playground equipment and several established mature trees. The site is bordered by E Chestnut Street, N Adams St, E Gay St, and N Penn St. The park is bordered by residential homes to the north and west, the Henderson High School site to the northeast, and commercial properties to the east.

This high-visibility site has frequent visitors (both Borough residents and others) and therefore has the potential to feature numerous "demonstration" green infrastructure technologies and showcase the Borough's commitment to green infrastructure and stormwater solutions. With that vision in mind, the green infrastructure concepts proposed for the site consist of vegetated curb extensions with subsurface infiltration trench components (one on N Adams St and one on E Chestnut St), a demonstration rain garden in the northeast corner of the park, another rain garden on the western side of Borough Hall, a subsurface infiltration trench to capture parking lot runoff, a tree trench along N Penn St, and a demonstration rain barrel to capture roof runoff from the shed to be used in a potential demonstration native plant/backyard wildlife garden. In addition, new tree plantings are proposed on both edges of the parking lot.

Collectively, these GI features would capture and treat runoff from the site and several adjacent streets as shown on the concept plan. During larger storm events, overflow structures would allow excess runoff to flow into existing storm sewers. In addition to reducing and treating stormwater runoff, these GI features have the potential to add aesthetic value to the park, promote traffic calming, and work in harmony with the site's existing active and passive recreational uses such as the existing playground and proposed dog run areas.

Minutes

Public Works, Recreation & Environmental Protection Committee

*Parks and Recreation items only

March 8th, 2016 – 5:30 pm

Committee Members: Don Braceland (Chair), Jordan Norley, Diane LeBold

Department Heads: K. Oakes, Wastewater
Keith Kurowski, Recreation
O.B. Laing, Public Works

5:32pm – Meeting called to order by Chair, Don Braceland. Seconded by Diane LeBold

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
5:32 - None
2. Interviews for Parks & Recreation Commission: (3 vacancies)
 - a. Frank Herron (term expired 1-1-2016)
 - b. Jennifer O'Brien5:33 - Committee recommended appointment for both Frank Heron and Jennifer O'Brien 2-0
3. Discuss approval for vehicles to be sold on Municibid
4. Introduce Matthew Crawford , Student Liaison to Recreation Commission (from West Chester Henderson)
5:45 – No action required.
5. Friends of Marshall Square Park:
 - a. Update on fountain and Swiss Cottage
 - b. Update of subcommittee for playground project5:50 – FOMSP not in attendance.
Mac Cotter discussed the grant application submitted in support of the fountain project to DCED.
Keith Kurowski informed the Committee that the next FOMSP subcommittee meeting regarding the playground project will be held on March 22.
6. Discuss Horace Pippin Park erosion/runoff issues
5:53 – Discussion on how to proceed with the erosion/trash issues at Horace Pippin Park. OB Lang suggest that after the next heavy rain Public Works will investigate further to find the source of the issues.

7. Barclay Ground Update
 - a. Reimbursement process
 - b. Grand opening ceremony (late April 2016)

5:58 - \$250K ChesCo grant has been reimbursed. DCNR \$600k grant reimbursement is nearly completed. DCED \$100k reimbursement will be completed shortly. Diane Lebold asked what monies are still outstanding from the BGPA and how, if at all, does this effect the reimbursement process. Grand Opening/Dedication will take place in late April or Early May. Discussions are ongoing regarding the program and schedule of events.
8. Discuss John O Green Phase One resurfacing
6:10 – Tabled to April meeting
9. Discuss Banner Permits: **(separate file attachment)**
10. Discuss Special Event Permits: **(separate file attachment)**

6:15 – All special event applications submitted have been conditionally approved pending payment 2-0 EXCEPT for the Ramsgate Music Festival scheduled for April 23, 2016 at Everhart Park. This SEA has been tabled to the April Committee meeting for further discussion from the applicant as he was not in attendance at this meeting.
11. Other Business.

6:26 Mac Cotter asked that a traffic study be completed at the corner of N. Franklin St. and E. Marshall St. (corner of Marshall Square Park where the fountain is being reinstalled). Committee recommended approval of the traffic study 2-0. Don Braceland, on behalf of Jordan Norley, asked that “damaged” Stop signs around the Borough be replaced as some are in fairly bad condition. OB Lang said that Public Works will look into this but currently they do not have an employee assigned to sign detail.

6:33 – Don Braceland called for adjournment of the meeting, seconded by Diane LeBold.

AGENDA

Public Works, Recreation & Environmental Protection Committee

March 8th, 2016 – 5:30 pm

Committee Members: Don Braceland (Chair), Jordan Norley, Diane LeBold
Department Heads Present : Keith Kurowski, Recreation
O.B. Laing, Public Works

Meeting commence at 5:32 PM

1. Comments, suggestions, petitions by residents in attendance regarding items not on the agenda.
There were no comment
2. Interviews for Parks & Recreation Commission: (3 vacancies)
 - a. Frank Herron (term expired 1-1-2016)
 - b. Jennifer O'Brien
3. Discuss approval for vehicles to be sold on Municibid
After the Fleet Manager explained rationale for the sale of these vehicle it was sent through by a vote of 2-0
4. Introduce Matthew Crawford , Student Liaison to Recreation Commission (from West Chester Henderson)
5. Friends of Marshall Square Park:
 - a. Update on fountain and Swiss Cottage
 - b. Update of subcommittee for playground project
6. Discuss Horace Pippin Park erosion/runoff issues
Public Works Director will follow by observation of rainfall event to detect main source of runoff that causes the erosion.
7. Barclay Ground Update
 - a. Reimbursement process
 - b. Grand opening ceremony (late April 2016)
8. Discuss John O Green Phase One resurfacing
9. Discuss Banner Permits: (separate file attachment)
These items were sent through by a vote 2-0
10. Discuss Special Event Permits: (separate file attachment)

11. Other Business.

Borough Manager requested that council authorized that a traffic study be done at the intersection of Franklin and Marshall for possibly installation of a four way stop sign. This was then sent through by a 2-0 vote

Meeting adjourned at 6:15 PM

Submitted by: O'B Laing