



# BOROUGH OF WEST CHESTER

## SPECIAL EVENT, RACE, ASSEMBLAGE PERMIT

In order to ensure the safety of our residents and visitors, while also minimizing the impact of special events on the flow of pedestrians, traffic, and commerce within West Chester Borough, the following permit process must be completed by all persons and organizations who wish to host a special event within West Chester Borough.

- \* SUBMITTING AN APPLICATION DOES NOT GRANT PERMISSION TO HOLD AN EVENT
- \* APPLICATION AND FEES MUST BE SUBMITTED **60 DAYS** PRIOR TO THE EVENT
- \* 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
- \* APPLICATIONS FEES ARE NON-REFUNDABLE

**\*\*\* THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS \*\*\***

### APPLICANT INFORMATION

Name of Applicant / Organization: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Main Contact Mailing Address: \_\_\_\_\_

Main Contact Phone Number: \_\_\_\_\_

Main Contact E-Mail Address: \_\_\_\_\_

### EVENT DAY CONTACT INFORMATION

Point of Contact Name: \_\_\_\_\_

Point of Contact Phone Number: \_\_\_\_\_

### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Break Down Time: \_\_\_\_\_

If this is a non-profit organization, attach verification of 501(c.3) STATUS

**TYPE OF EVENT**Walk / Run  Parade  Block Party  Festival Filming  March  Public Rally  Other 

Number of Participants: \_\_\_\_\_ Number of Workers: \_\_\_\_\_

**DESCRIPTION OF EVENT (USE ADDITIONAL PAPER IF NEEDED)****LOCATION OF EVENT - IF THIS IS A RUN, WALK, PARADE, OR MARCH, PROVIDE MAP ROUTE IF APPLYING FOR A RACE INCLUDE EXACT START AND END LOCATIONS****LIST ALL STREET CLOSURES (IF APPLICABLE)****IMPACT ON PUBLIC TRANSPORTATION**

Please check if your event will take place on any of these listed streets. If any of these streets are checked, you must provide proof of notification to SEPTA (215-580-7800) or the Transportation Management Authority of Chester County (610-993-0911).

Church Street  Gay Street  Chestnut Street  Sharpless Street High Street  New Street  Market Street  Marshal Street **FOOD VENDORS, FOOD TRUCKS, AND CATERERS**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, along with a copy of that vendor's Chester County Health Department yearly license, or a temporary event license specific to this event. The Chester County Health Department can be reached at 610-344-6000. Food vendors must also provide a certificate of insurance naming "Borough of West Chester" as additionally insured.



**FEES FOR BOROUGH SERVICES**

The Borough of West Chester handles numerous event requests throughout the calendar year. The services required to support these events and reduce disruption to the Borough places a large financial toll on our taxpaying residents and business. In order to mitigate the costs associated with these events, the following fees will apply:

**STAFFING**

POLICE - INCLUDING VEHICLE	\$180.00 per hour
PUBLIC WORKS	\$55.00 per hour
PARKING	\$44.00 per hour
PARKING LOT ATTENDANT	\$41.00 per hour
RECREATION DIRECTOR	\$49.00 per hour
SHERIFFS	\$75.00 per hour

**EMERGENCY MEDICAL SERVICES**

BLS AMBULANCE	\$100.00 per hour
ALS AMBULANCE	\$100.00 per hour
ALS RESPONDER VEHICLE	\$80.00 per hour
BLS BICYCLE	\$50.00 per hour
EMS SUPERVISOR	\$40.00 per hour

**VEHICLES**

Fire	\$66.00 per hour
Public Works	\$52.00 per hour

**ANCILLARY COSTS**

BLOCKADE	\$5.00 per blockade
CONES	\$1.00 per cone
BLOCK SIGNS AND METER BAGS	\$0.00 for 2019
IMPARK MANAGEMENT FEE	\$500.00 total
ELECTRIC SET-UP	\$1800.00 total

**\*\*IF EQUIPMENT IS LOST OR DAMAGED, IT WILL BE REPLACED BY THE PERMIT HOLDER AT THE BOROUGH OF WEST CHESTER'S REPLACEMENT COST.**

**\*\*PAYMENT FOR ALL BOROUGH OF WEST CHESTER PERSONNEL, SERVICES, AND EQUIPMENT IS DUE NO LATER THAN FIVE DAYS PRIOR TO THE EVENT. IF PAYMENT IS NOT RECEIVED, THE EVENT CAN BE CANCELLED.**

**RACE SAFETY REQUIREMENTS - TO BE COMPLETED BY AN APPLICANT HOSTING A RACE OR WALK**

The West Chester Police Department will require the race officials to adhere to the following safety requirements:

- 1) All intersections must be manned by a race marshal who is over 17 years of age and possesses a valid driver's license. Each race marshal must wear a reflective vest and possess a hand-held fluorescent signal flag.
- 2) The race organizers must have an emergency medical plan in place and local EMS organizations must be notified. Printed verification of this notification must be attached to the permit application. Good Fellowship Ambulance can be contacted via the following web link... <HTTP://WWW.GOODFELLOWSHIP.COM/OPERATIONS/EMS-STANDBY-REQUEST/> .
- 3) The event must include a race sweeper who will trail the slowest participant. This sweeper may walk, run, or ride a bicycle.
- 4) No race marshals shall be released until the sweeper advises them that the last participant has passed their location.
- 5) For races that follow the "Southwest Loop", the start and finish line cannot be at the intersection of Church and Market Streets. The start line must be moved south on Church Street, to a point where the participants will not spill out onto Market Street and obstruct traffic.
- 6) For races that follow the "Southwest Loop", a running lane that is delineated by cones spaced no more than 20 feet apart must be in place for the entire length of the Market Street corridor.
- 7) All barricades and cones borrowed from the West Chester Public Works Department will be picked up and dropped off at the Borough Garage by race personnel. Payment is due at the time of pick-up.
- 8) Two police officers will be on-duty to assist with traffic and pedestrian control as needed. One officer will lead the race, while the second officer follows the race sweeper.

*Provided these stipulations are adhered to, the West Chester Police Department does not object to the approval of this event. It must be understood that while these recommendations are designed to mitigate risk to the participants, the West Chester Police Department cannot guarantee absolute safety during the event. All organizers and participants are solely responsible for their actions and personal safety at all times. Failure to adhere to these requirements may cause the event to be suspended or cancelled.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**CHECKLIST OF REQUIRED ITEMS - EACH ITEM MUST BE ATTACHED PRIOR TO SUBMISSION**

- | <b>YES</b>               | <b>N/A</b>               |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> |                          | <b>Completed and Signed Application</b>  |
| <input type="checkbox"/> |                          | <b>Detailed Description of the Event</b>   |
| <input type="checkbox"/> |                          | <b>Map of the Event or Location of the Event</b>                                   |
| <input type="checkbox"/> |                          | <b>List of Streets to be Closed for the Event</b>                                  |
| <input type="checkbox"/> |                          | <b>List of Borough Services requested - to be reviewed by West Chester Borough</b> |
| <input type="checkbox"/> |                          | <b>Non-refundable application fee - may be cash, check, or money order</b>         |
| <input type="checkbox"/> |                          | <b>Applicant's Certificate of Insurance</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>West Chester Police Department Fees - required for runs</b>                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>List of Food Vendors with Chester County Health Department Licenses</b>         |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>List of Sub-Contractors with Certificates of Insurance</b>                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Proof of public transportation approval if public streets are to be closed</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Proof of notification to Good Fellowship Ambulance - required for runs</b>      |
| <input type="checkbox"/> | <input type="checkbox"/> | <b>Pennsylvania Liquor Control Board Permit if alcohol is to be served</b>         |

**\*All certificates of insurance must name "Borough of West Chester" as "additionally insured".**

**CONTRACTUAL AGREEMENT**

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 attorney's 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.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**



# West Chester Police Department

## AGREEMENT FOR POLICE SERVICES

401 EAST GAY STREET

WEST CHESTER, PA 19380

TELEPHONE: 610-696-2700

**SCOTT L. BOHN**  
Chief of Police

**MARTIN DIEGHAN**  
Lieutenant

**JAMES L. MOREHEAD**  
Lieutenant

In order to process your request for police coverage at your event, please complete the information that is listed below. Once this form is complete, please submit it to:

West Chester Police Department  
Attention: Staci King  
401 East Gay Street  
West Chester, PA 19380

Please note that all fees must be received no later than 5 days prior to the event. All police fees for runs and races must be submitted at the time of application. Should you have questions, please call 610-436-1323.

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Organization Hosting Event: \_\_\_\_\_

Person Responsible for Payment of Fee: \_\_\_\_\_

Address of Person Responsible for Fee: \_\_\_\_\_

Phone Number of Person Responsible: \_\_\_\_\_

Number of Police Officers Requested: \_\_\_\_\_

I, \_\_\_\_\_ certify that I am requesting police coverage for the event listed above and that I am authorized to do so on behalf of the organization. I am aware that police coverage for this event is invoiced at \$180.00 per officer, per hour, with a 3 hour minimum for all events. Events that take place on holidays are billed at double time rate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY - NOT TO BE COMPLETED BY THE APPLICANT**

Date Application Received: \_\_\_\_\_

Date Payment(s) Received: \_\_\_\_\_

YES

N/A

Completed and Signed Application

Detailed Description of the Event

Map of the Event or Location of the Event

List of Streets to be Closed for the Event

List of Borough Services requested - to be reviewed by West Chester Borough

Non-refundable application fee - may be cash, check, or money order

Applicant's Certificate of Insurance

West Chester Police Department Fees - required for runs

List of Food Vendors with Chester County Health Department Licenses

List of Sub-Contractors with Certificates of Insurance

Proof of public transportation approval if public streets are to be closed

Proof of notification to Good Fellowship Ambulance - required for runs

Pennsylvania Liquor Control Board Permit if alcohol is to be served

Approved by Pubic Works

YES

NO

Date: \_\_\_\_\_

Approved by Parking Department

YES

NO

Date: \_\_\_\_\_

Approved by Parks and Recreation

YES

NO

Date: \_\_\_\_\_

Approved by Police Department

YES

NO

Date: \_\_\_\_\_

Approved by Borough Council

YES

NO

Date: \_\_\_\_\_

Notes:





# **BOROUGH OF WEST CHESTER**

## ***SPECIAL EVENT, RACE, ASSEMBLAGE PERMIT***

### ***IMPORTANT INFORMATION AND FAQs***

- The applicant is responsible for payment, in full, for all Borough of West Chester services provided.
- Permits will not be approved and issued without receipt of the full payment for these services.
- The Borough of West Chester will accept cash, cashier's check, or money order for payments.  
Check and money orders should be made payable to:  
Borough of West Chester  
401 East Gay Street  
West Chester, PA 19380
- All applications will be reviewed by the necessary Borough of West Chester Departments.
- Recommendations will be made for approval or denial of the event based on several qualifying factors including, but not limited to:
  - Whether the event will substantially interrupt the safe and orderly movement of traffic.
  - Whether the event will require the West Chester Police Department to provide safety for the event and the number of officers deemed necessary to adequately service the event. Consideration will be given to determine if the event will prevent the Borough from providing adequate police services to the remainder of the Borough and East Bradford Township.
  - Whether the event will otherwise interfere with or be a detriment to the general health, safety, and welfare of the Borough.
  - Only one "Special Event" application will be approved on any one given day in the Borough of West Chester.
- How long does the approval process take?
  - Review is dependent upon the size, time, date, and scope of your event. It may take several weeks for all Borough Departments to review each application.
- What is an "Event" or "Public Assemblage"?
  - A preplanned single event or series of events that, because of its nature, interest, location, promotion, or combination of similar influences, is expected to draw a large number of people, proposed to be held on public property, or on private property but impacting public property or roadways, and/or requiring the use of public support services, for the purpose of entertainment, celebration, amusement, cultural recognition, arts and crafts displays, and/or sales, special sports competitions, block parties or similar activities generally considered entertainment or recreational in nature.
- All runs and races are required to use the services of two West Chester Police officers for the event.

- The Borough will bill for the use of these officers at a rate of \$180.00 for a minimum of three hours.
- Payment for police services must be separate from the application fees and is due when the application is submitted.
- If the West Chester Police Department cannot provide one or both officers, a refund will be provided to the event organizer listed on the application.
- All running events are required to use a race "sweeper". The task of the sweeper is to trail the slowest participant of the race from start to finish. No marshal/volunteer is to leave their post until the race sweeper has passed their intersection and informed them that all race participants are clear of the course at their location.
- No special event, race, or public assemblage shall start earlier than 8:00 a.m. and must conclude by 10:00 p.m.
- All race marshals are required to have a valid driver's license.
- All event signage and equipment needs to be removed from the event grounds by the end of the event day.
- Every applicant shall provide a certificate of insurance naming "The Borough of West Chester" as additionally insured. The minimum coverage requirements are as follows:
  - General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
  - If the event will draw more than 1,000 people, limits must increase to \$6,000,000
  - Auto Liability: \$1,000,000 combined single limit
  - Workers Compensation and Employers Liability: Statutory / \$1,000,000
  - Professional Liability: \$1,000,000 per occurrence
- Applications for events that involve alcohol served, purchased, or sampled will be considered on an individual basis. If applying for an event that involves alcohol, the applicant is required to have an approved "Special Occasion Permit" (PLCB-1229)
- Alcohol is not permitted in any Borough of West Chester park.
- Additional costs and police coverage will be required for events involving alcohol.
- All events are required to abide by all Borough of West Chester codes and ordinances unless special exemption has been approved by Borough Council.
- All approved event applications are subject to change by the Borough of West Chester at any point in time leading up to and during the event.