



BOROUGH OF WEST READING

500 Chestnut Street, West Reading PA 19611

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

www.westreadingborough.com

Application Guidelines

☐ Special Event/Public Gathering

☐ Street Closure

☐ Demonstration

General Information

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

Please complete and submit the appropriate application to request a special event/public gathering, street closure or demonstration type permit. **Applications are required to be submitted 30 days in advance of a gathering numbering 250 to 2000 persons; applications for gatherings numbering 2000 or more persons must be made 60 days prior to the event.** Applications submitted less than 30 days in advance must include an additional \$30.00 late fee. *Applications will not be accepted less than 10 days prior to your event.* Please plan accordingly. There are individual non-refundable administrative application processing fees for each application. **This form is not a permit.** The completion of the application does not constitute an automatic approval. Please anticipate a two week review period.

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

Other applications, approvals or information that may be required:

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

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

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

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



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Special Event/Public Gathering Application

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

Step 1. Event Information

Name of Event: _____
Description of Event: _____
Specific Location Requested: _____
Date(s) of Event: _____ Set-Up Date/Time: _____ Breakdown Date/Time: _____
Hours of Event (if athletic event, please include step off time): _____
Alternate Date(s) and Location(s): _____
Estimated Attendance (crowd size): _____
Name of Principal Authorized Individual and/or Organization: _____
Non-Profit (if yes, please verify status): ☐ No ☐ Yes If Yes, Tax ID# _____
Event Coordinator: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Daytime Phone Number: _____ Fax Number: _____
Email Address: _____
On-Site Contact on Event Day: _____ Cell Number: _____

Step 2. Additional Information – Privately Supplied Equipment & Services

Amplified Sound

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

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

Vendor or Contractor providing the service: _____

Stages

If you are planning to utilize staging, please describe:

Quantity: _____ Size: _____ Location: _____

Vendor or Contractor providing the service: _____

Tents

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

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

Vendor or Contractor providing the service: _____

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

Vendors and Corporate Sampling or Product Giveaways

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

If yes, provide vendor names: _____

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

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

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

Step 3. Borough Equipment & Services Requested

☐ Barricades (saw horse or jersey) Quantity: _____

☐ Cones Quantity: _____

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

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

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

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

☐ Trash Bins Quantity: _____ ☐ Recycling Bins Quantity: _____

Step 4. Attachments

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

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

Step 5. PLEASE READ

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

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

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

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

Step 6. Sign and Date

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

Legal Name of Organization: _____

Authorized Signer: (print name) and Title: _____

Signature: _____ Date: _____

Official Use Only – Do Not Write Below

Special Conditions:

Application Review

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

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



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Special Event Fire Safety Checklist

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

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