

**Town of Bloomsburg
Event Permit Application**

Pursuant to Chapter 6 Part 2 of the Town Code of Ordinances
Adopted by Bloomsburg Town Council and amended – February 26, 2018

An 'Event' shall include all parades, processions, and street assemblages or meetings that entail occupying, marching or assembling upon any public street, public parking lot.

***A CERTIFICATE OF INSURANCE LISTING THE TOWN OF BLOOMSBURG AS AN ADDITIONAL INSURED, AND PENN DOT IF ON A STATE ROADWAY, WITH ONE MILLION DOLLAR PER OCCURRENCE MINIMUM COVERAGE IS REQUIRED WITH THIS APPLICATION**

DATE OF EVENT: _____ TIME OF EVENT: _____
(Include Start & Finish Times)

NAME OF EVENT: _____

ROUTE/LOCATION OF EVENT: _____

(Describe using street names, cross-street designations, and directional route. ie: Main Street from Market to intersection of East Street and Lightstreet Road, traveling West to East)

It is the responsibility of the applicant to contact the following departments at least 30 days in advance of the event.

1. Public Works Department: 570-784-2300 Needed: _____ YES _____ NO

Advise if you need barricades for the event. Only for major road closures.

2. Bloomsburg Fire Police: 570-441-2352 Needed: _____ YES _____ NO

Assistance for major traffic to be re-routed, street closed or group crosses major intersections.

3. Contact the Bloomsburg Police Department: 570-784-6779. Inform them that all other departments have been notified. They will contact 911 center for street closures and detours.

Additionally, all events that require an application to participate (such as a run/race or walk) shall include a waiver and release waiving and releasing the Town of Bloomsburg and its employees from liability. Due to the large number of requests annually, the Town of Bloomsburg assumes no responsibility for the inability to provide sufficient traffic control at intersections for races, walks and other events that utilize public roadways.

(Please Print Clearly)

Name: _____ Organization: _____

Address: _____ Phone: _____

Contact Person at Event: _____ Cell Phone: _____

Email: _____

I understand the proposed parade must comply with all Pennsylvania Commonwealth Laws and Town Ordinances.

Signature

Signature

AUTHORIZATION TO HOLD AN EVENT AS DETAILED IN THIS APPLICATION:

Chief of Police

Mayor

Date

Date

Insurance Fire Police Public Works

CLERK: _____



119 East 7th Street, Bloomsburg, PA 17815 • Leonard Rogutski, Acting Chief of Police
Phone 570-317-2846 • Fax 570-317-2408 • www.bloompd.com

EVENT PERMIT GUIDELINES

Dear Bloomsburg Event Permit Applicant:

Annually the Town is host to many events and activities that take place on the Town's public streets and additionally on many state highways. From spring through late fall there are many charity walks and runs that require cooperation and coordination between Police, Fire, EMS, EMA, Fire Police, Public Works and at times the Pennsylvania Department of Transportation.

These events require the host of the event to complete a **Event Permit** application, the application must be submitted a minimum of **thirty (30) days if on a Town Street, sixty (60) days if on a state roadway** prior to the event and may be obtained on-line at www.bloompd.com. As Chief of Police I review the application and consider public safety risks and liabilities to all those involved. With each application, **you must:**

1. Submit valid proof of liability insurance listing the Town of Bloomsburg as an additional insured with the minimum amount of \$1,000,000. If your event is on a state highway PennDOT also needs to be listed as an additional insured. **Please Note: if during your event traffic needs to be detoured onto SR 11 or SR 487 due to portions of I-80 being closed, your event will be cancelled.**
2. Highlight on a map the proposed route of your event, run or walk.
3. Submit a letter on behalf of the host organization indicating your request, the date, the time of your event and the location. You must state in the letter that you agree to fully indemnify and save harmless the Town of Bloomsburg and all employees and that you assume all liability for damages or injuries that occur to any persons or property through or in consequences of any act or omission of anyone associated with the event.

Once the permit is approved you will be notified. Failure to obtain and submit the application thirty (30) days prior to an event or fail to submit any of the above requested documents are reasons the permit may not be approved. It is your responsibility to contact the Town of Bloomsburg departments to assist you and your event so it is safe and successful.

See application

Please remember that the fire police and fire department personnel donate their time. If you are able to make a donation to the Bloomsburg Fire Police, they utilize these dollars to purchase necessary safety equipment.

If your event utilizes the hospital parking lot located just off Lightstreet Road, please consider using East Second Street to begin your event as this eliminates a large detour from a state route. ALSO – Ft. McClure Blvd. /River Road cannot be completely closed due to athletic fields being located at "Streater Field" and the access road to the Town's compost site.

Should you have any questions, please contact me. I am more than happy to meet with you so your event is a safe and prosperous one.

Sincerely,

Leonard Rogutski
Acting Chief of Police

Dear Permit Applicant:

The ability to host your event in Bloomsburg hinges on an important group of people, the Bloomsburg Fire Police. Fire police personnel are volunteers; they are not paid. They provide an invaluable service to keep your event safe. The dedicated group of men and women deserve our gratitude for the many hours they assist in traffic control at all hours of the day and night and through all types of weather.

In the past few years we have seen an increase in requests for fire police assistance, where fire police are utilized each and every weekend. Many times the fire police are directing traffic for all day events. If it were not for these volunteers, your event would not be able to occur.

When asking to host an event which include parades, processions, street assemblages or meetings that entail occupying, marching or assembling upon any public street, public parking lot, or sidewalk that will require streets to be blocked and traffic rerouted, we would ask you to consider a monetary donation to the Bloomsburg Fire Police. All donations will be used to offset costs for uniforms, portable radios, flashlights, etc. Please make your check payable to the Bloomsburg Fire Police along with your application. All donations are tax deductible.

Should you have any questions, please contact Acting Chief of Police, Leonard Rogutski at (570) 784-4155, ext. 169.

Thank you for your consideration!