



# EVENT or PARADE PERMITS

- Requests should **first** be brought to the attention of the Borough Manager to see if Council's approval is required. The applicant must submit a written request to the Borough stating the date, time, duration, location of event, route of the parade / run with map, a map of the detailed detour route, list what streets are being requested to be closed, number of Borough personnel being requested, parking restrictions requested, and the number of barricades and/or traffic cones needed.
- The written request must be submitted with an **Indemnification Clause** on letterhead or with organization's signature line showing the following (EXACT WORDING):

"The (name of organization) agrees to fully indemnify, save harmless and, if requested, defend the **Borough of Stroudsburg**, from and against claims, suits or actions for injury, death or property damage arising from or because of the acts or omissions of the sponsor, its officers, agents or employees."

- The applicant must provide a *current* insurance certificate to the Borough showing the **Borough of Stroudsburg** as the **Certificate Holder** AND as "**Additional Insured.**"
- If the event / parade is on a **PennDOT road (example: Main St)**, the applicant must complete PennDOT's "Special Event Permit form TE-300 (08-13)" or current version. The applicant must submit to PennDOT the application, any other required documents, and an insurance certificate for **PennDOT** naming them as **Certificate Holder** AND as "**Additional Insured.**" For any questions regarding the PennDOT forms, please contact: **Sara Gallina, [SaGallina@pa.gov](mailto:SaGallina@pa.gov) ; 610-871-4486**

Please use this address on the insurance certificate:

Pennsylvania Department of Transportation  
 Engineering District 5-0  
 1002 Hamilton Street  
 Allentown, PA 18101

- Provide the Borough Office with a copy of all the documents submitted to PennDOT.
- We suggest that you download the Special Event Emergency Action Plan Guide from [www.portal.state.pa.us](http://www.portal.state.pa.us) and provide us with a copy of the emergency action plan.
- You may need to contact Stroud Township, East Stroudsburg Borough and / or Smithfield Township to confirm how the detour route will be signed / manned.
- Once we receive a copy of the PennDOT approval from you, we prepare an actual event / parade permit. A copy of the permit will be sent, with the route / detour map, to the Police Chief, Fire Chief, Control Center, & Street Superintendent.
- If Borough personnel are being utilized, there is an **Event Fee of \$250.00.** Borough Office to keep a copy and file by event name (file under #61).

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**BOROUGH OF STROUDSBURG**  
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