

Borough of Stroudsburg

Special Event Permit Guidelines & Application



Application Process

The Borough of Stroudsburg requires all special events have a Special Event Permit. For events requiring street/road closures, applications must be received NLT one hundred and twenty (120) days prior to the public promotion/advertisement or commencement of the event, whichever comes first. For events not requiring the closure of roads, applications must be submitted (90) days prior to the public promotion/advertisement or commencement of the event, whichever comes first.

Steps:

1. Fill out the Special Event Permit Application and return to:

Borough of Stroudsburg
Lawrence Kopp, Borough Manager
700 Sarah Street
Stroudsburg, PA 18360
lkopp@stroudsburgboro.com

Or

Apply online via our Resident Services Portal at www.stroudsburgboro.com.

Application fee will be required at the time the application is submitted.

2. Upon receipt of your application, a staff member will contact you regarding completeness.
3. Review of your application will take place with the all-affected departments.
4. Upon completion of staff review, you will be notified of the date that your application will be appearing before Borough Council for approval. A final decision will be communicated to you in writing within seven (7) days of the decision by Borough Council. You are highly encouraged to attend the Council Meeting at which the application is reviewed to answer any questions elected officials may have in regard to the plan for your event.
5. If not approved by Borough Council, a staff member will contact you within seven (7) days with any issues that Council identified that caused them to not approve your recommendation and potential ways to fix these problems in your application.
6. If your application requires street/road closures, a Coordination Meeting will be held NLT two (2) weeks prior to the event involving Borough staff, SARP and emergency services personnel. Events cannot occur without this important Coordination Meeting.
7. Use of the grassy area in the middle of Courthouse Square requires approval from the Monroe County Commissioners. If using this area, the Borough will require proof of permission.
8. Any questions may be directed to the Borough Manager or his Assistant.

Guidelines

General Liability Insurance. General liability insurance coverage in the amount of \$1,000,000 naming as Certificate Holder and “Additional Insured” the “Borough of Stroudsburg, its officers, employees and agents” and any public entities impacted by your event. A copy of this policy must be received with the permit application. If not received, the Borough will not consider your application.

Marketing Your Event. It is suggested that you receive approval before marketing your event. Submission of this application does not guarantee approval of a Special Event Permit from the Borough.

Proof of Business. If you are a non-profit entity, a copy of your organizational non-profit documents, such as IRS 501(c) tax exempt letter, must be attached to this application.

Borough Personnel

If it is determined that Borough Personnel will be needed for your event, there is an Event Fee of \$300, payable at the time of application.

Event Safety

Police. The level of police presence required for your event will be determined during the application process.

Fire/EMS. The Stroudsburg Fire Department and Suburban Ambulance will determine the need and scope of emergency medical services (EMS) required for your event. If they determine the event poses a significant hazard, they will contact you to help remedy the situation prior to the event.

Vendors/Food/Food Preparation

It is the responsibility of the event organizer to ensure all vendors have the appropriate health permits necessary to operate. If the event organizer fails to do so and the Borough becomes aware of the issue, the event will not be permitted to continue.

Please visit the Borough website for the Temporary Event Health License, required of all food vendors. Questions or concerns may be directed to Tom Detwiler, the Borough’s Health Officer, at (570) 421-5444, Extension 108, or by email to tdetweiler@stroudsburgboro.com.

Alcohol

You must either obtain a Special Occasion Permit from the Pennsylvania Liquor Control Board or use an Off-Premises Catering Permit from a current license holder if you will be serving or selling alcohol at a public event. If your event will include alcohol, liquor liability coverage must be included on your Certificate of Insurance.

Electricity

In cases where an event requires the use of electricity provided through connections at one of the Borough’s light poles or boxes, a \$50 per day charge will be incurred to recover costs for Borough personnel and the costs of electricity. Use of electricity will be coordinated with the Borough’s Public Works Department.

Restroom Facilities

You are required to provide portable restroom facilities during your event. The number of portable restrooms required for your event will be determined during your application review.

Tents

It is not the responsibility of the Borough to provide tents to special events. Staking a tent into the ground in a Borough-owned Right-of-Way or Borough Property is strictly prohibited. Free standing tents should be secured with a temporary anchoring device only.

Clean-Up & Trash

The event organizer and volunteers are responsible for the proper disposal of all waste and garbage throughout the term and immediate conclusion of the event. You are responsible for returning the event area to a clean condition. Should you fail to perform adequate cleanup or damage Borough property due to your event, you will be billed the costs of recovery plus overhead for cleanup and repair. Such failure will result in denial of future Special Event Permit approval.

Location Site Map

Please submit a map of your event layout and location along with details about vendor locations, stage position, electricity hook-ups, potential street closures, restroom locations, parking restrictions, and any other details you feel are important.

If you are considering holding a race or walk, please note the beginning and end locations, event route, and potential street closures.

Street Closures

If your event requires street closure, the Borough will evaluate the necessary temporary barricades and no parking signs needed for the event. Please note that Main Street and North 9th Street are State highways; closing a state road requires approval from PennDOT and a Traffic Control Plan (including detours) for the event. If your event requires the closure of any state roads, a completed copy of the PennDOT TE-300 Special Event Permit Form, Traffic Control Plan and all attachments must be part of the Borough Application. In addition, PennDOT requires their own insurance certificate, naming them as Certificate Holder and as "Additional Insured." We strongly recommend discussing street and road closures with the Borough Manager and SARP prior to submittal to PennDOT. Please note that the TE-300 and all required attachments should be submitted to PennDOT NLT 6 months prior to your event.

If your event requires an insurance certificate from PennDOT, please use the below address on the certificate:

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

PennDOT has an approved Street Closure Plan, with accompanying detour, for the 500 and 600 Blocks of Main Street. Using a pre-approved Street Closure Plan simplifies and greatly shortens the approval process from PennDOT.

PennDOT certified flaggers are required for Special Event Areas #1, #4, #5, and others as determined by the Borough and SARP. In Special Event Areas #1 & #5, Traffic for the Penn Stroud Hotel is rerouted to 8th Street and then down Monroe Street. A certified flagger is required at the intersection of 8th and Monroe Streets. In Special Event Area #4, and for any events closing Main Street, certified flaggers are required for Main Street and at intersections along the detour route, unless manning has been arranged by SARP or Borough personnel.

PLEASE NOTE: If your event requires the closure of a state route, the Borough will not issue an event permit until we receive a copy of approval from PennDOT. Again, we strongly recommend submitting approval to PennDOT as early as possible.

Parking

Please note in your location site map where parking will be restricted due to your event. Borough Parking personnel will “bag” meters the evening prior to events to ensure all parked vehicles are out of the area prior to the event.

Generally speaking, the Borough does not offer blanket free parking in the downtown (non-enforcement of parking ordinances) as part of events. The revenue earned from parking meters and fines partially defrays the expenses of Borough employees required to work in conjunction with events held in the Borough.

If you feel that Borough Council should consider non-enforcement of Parking Ordinances during your event, a request in writing must be made along with your application to be presented to Council for approval.

Parades and Runs

Parades and runs require planning and considerable coordination. Additional Borough and SARP staff are required on site to close roads and manage traffic. Main Street, McConnel Street, Broad Street, Park Avenue, North 5th Street and North 9th Street are State highways; closing a state road requires approval from PennDOT and a Traffic Control Plan (including detours) for the event. If your event requires the closure of any state roads, a completed copy of the PennDOT TE-300 Special Event Permit Form and Traffic Control Plan must be attached to the application. We strongly recommend discussing street and road closures with the Borough Manager and SARP prior to submittal to PennDOT. Please note that the TE-300 should be submitted to PennDOT NLT 6 months prior to your event.

Street Closures/Events in More than One Municipality

In cases of street closures where the detour route is outside of the Borough, coordination must be done with the affected municipality to ensure proper detour route signage and manning.

If your parade or run spans more than one municipality, you will need to coordinate, and obtain permission, with the adjoining municipality that is affected. This coordination is not the Borough’s responsibility.

Main & 9th Street Banners

The Borough recognizes the importance of banners for the promotion of events and will work to coordinate the display of a banner over Main Street and/or 9th Street.

The Borough is not responsible for creation of the banner, installation, or damage that may occur while the banner is being displayed.

The Borough has two banner locations; Main Street by the Sherman Theater (500 Block of Main Street) and 9th Street, between Main and Monroe Streets. With approval, banners may be hung for a maximum of two weeks. The Borough website has forms which may be submitted with your event application. You can also apply online through the Resident Services Portal on the Borough website.

Borough of Stroudsburg
Special Event Application Checklist

- _____ Special Event Application **REQUIRED FOR ALL APPLICANTS**

- _____ Event Map **REQUIRED FOR ALL EVENT APPLICANTS**

- _____ Insurance Certificate **REQUIRED FOR ALL APPLICANTS**

- _____ Application for/Approval of Special Occasion Permit or Request/Approval for an Off-Premises Catering Permit to the PA LCB. **REQUIRED IF ALCOHOL WILL BE SERVED**

- _____ Map/Plan for Electricity **REQUIRED FOR UTILIZATION OF BOROUGH ELECTRIC**

- _____ Parade, Run or Walk Route Map **REQUIRED FOR ALL PARADES/RUNS/WALKS**

- _____ Proof of Certified Flaggers **REQUIRED FOR SPECIAL EVENTS IN AREAS #1,#4 & #5 AND ANY OTHER EVENTS REQUIRED AFTER CONSULTATION WITH BOROUGH STAFF**

- _____ PennDOT TE-300 & Attachments **REQUIRED FOR ANY STATE ROUTE CLOSURES**

- _____ Request for Free Event Parking **ONLY IF NON-ENFORCEMENT REQUESTED**

- _____ Banner Request(s) **OPTIONAL IF BANNERS ARE WANTED ON MAIN OR 9TH STREETS**

Borough of Stroudsburg
Special Event Application

Event name: _____

Event Date(s): _____

Event Location (Please Note Correct Area):

Special Event Area #1 North 7th f/Main to Sarah Streets (Including Courthouse Square) and the
600 & 700 Blocks of Monroe Street

Special Event Area #2 Courthouse Square, Monroe Street from 6th Street to Courthouse Square

Special Event Area #3 North 6th Street from Main to Sarah Streets

Special Event Area #4 Main Street, from Five Points Intersection to the East side of the
Intersection of Main and 7th Street (and if needed, Area #1 Above).

Special Event Areas #5 Includes both Special Event Areas #1 and #3 Above.

Other Area: _____

Parade/Run: Please attach map of Route and see below on Application.

Event Start & End Time(s): _____

Applicant Name/Organization

Name: _____

Organization: _____

City/State/Zip: _____

Phone: _____

Email: _____

Is your Organization a Nonprofit? _____ If "Yes," please attach IRS determination letter.

Organization Website: _____

Application Contact (Someone that we can contact with questions or concerns about the event)

Name: _____

Phone: _____

Email: _____

Brief Event Description

Event Attendance

Anticipated Attendance: _____

Number of Staff/Volunteers: _____

Event Point of Contact (Person in charge who will be onsite throughout the event and able to make decisions for the Organization)

Name: _____

Cell Phone: _____

Email: _____

Food/Vendors

Will there be food served and/or food vendors at the event?

Yes: _____ No: _____

Parade/Walk/Run

Will any of the following be part of your event? (Please choose all that apply)

Walk _____ Run _____ Parade _____

Starting Location: _____

Starting Time: _____

Ending Location: _____

Ending Time: _____

Please attach a route map of the walk, run or parade, including traffic control points w/certified flaggers, proposed detour(s), and completed PennDOT TE-300 and all attachments, if required.

Mobile Stage/Electric Requirements

Will a mobile stage be used as part of the event? _____

Will you require electricity? _____

If yes, please provide a map noting locations and electrical requirements.

Portable Restrooms (Stroudsburg does not have public restrooms; therefore, for large events, restroom rentals are required based upon attached guidelines)

Do you plan on providing Portable Restrooms? _____

How many, based upon Projected and Historic (if Applicable) Attendance? _____

Flaggers

Are flaggers required for traffic control? If yes, proof of certified flaggers is required as part of application.

Yes: _____ No: _____

Borough Services Required

Street Closures: _____ Barricades: _____

Clean-Up: _____

Clean-Up/Trash Collection

How do you plan to address clean-up and trash collection? (Please note that if Borough property is not clean after event, clean-up will be performed by Borough personnel and billed to Applicant)

Application Fees

Please include all required fees with your application:

_____ \$100 Application Fee (All Applicants)

_____ \$300 Borough Services Fee (Only if Borough Services/Staff are Required)

I hereby certify that the information provided on this application is true and correct and I/we agree to conform to all applicable Ordinances of the Borough of Stroudsburg. I understand that the submission of this application does not guarantee or constitute permit issuance. I further agree that the Code Enforcement Officer, Borough Manager, or other appropriate Borough Officials shall have authority to enter any property and/or building described in this permit to inspect the premises and enforce the provision of the Borough of Stroudsburg's Code of Ordinances.

By signing this application, the sponsoring organization agrees to abide by all requirements listed above and to fully indemnify, save harmless, and if requested, defend the Borough of Stroudsburg, its departments and officers, agents and employees 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.

Signature of Applicant: _____ Date: _____

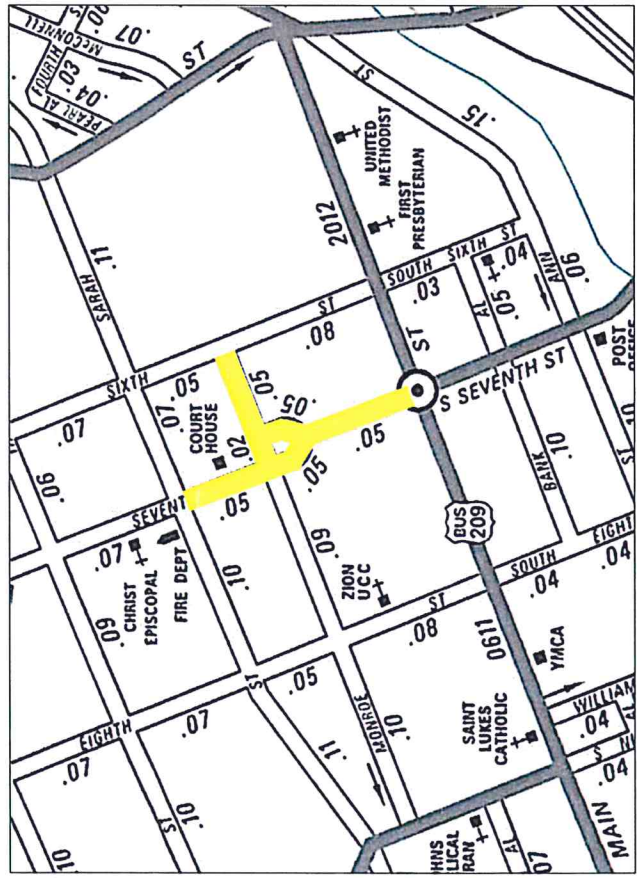
Borough of Stroudsburg
Special Event Fee Schedule

Application Fee (Required of All Applicants)	\$100.00
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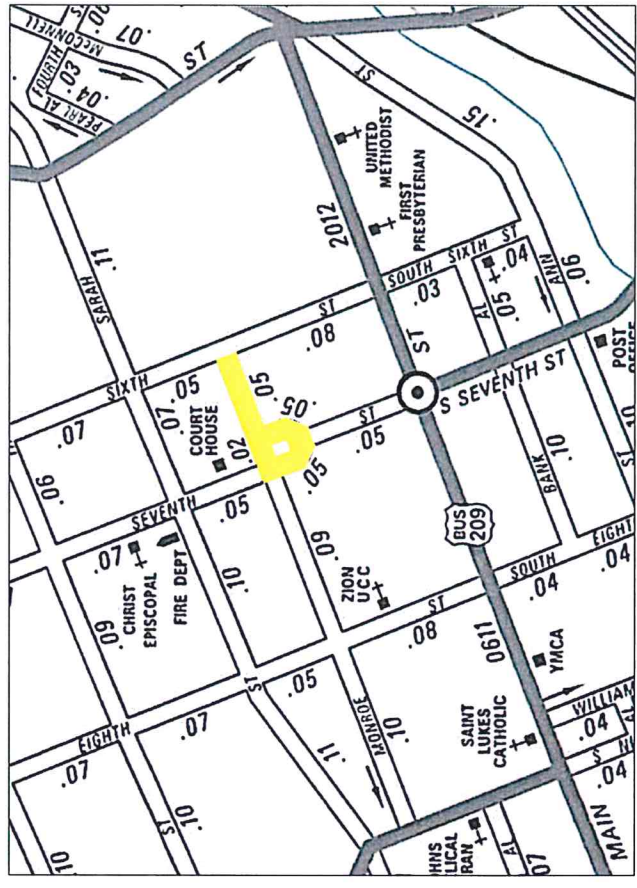
Borough Services Fee (ONLY if Borough Services Required Day of Event)	\$300.00
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Borough of Stroudsburg | Approved Special Event Areas

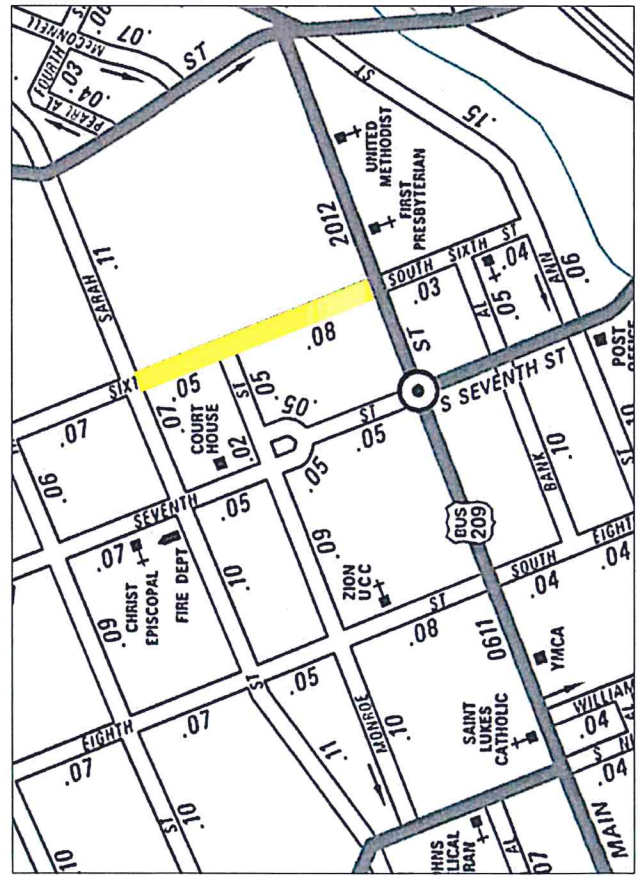
Special Event Area #1



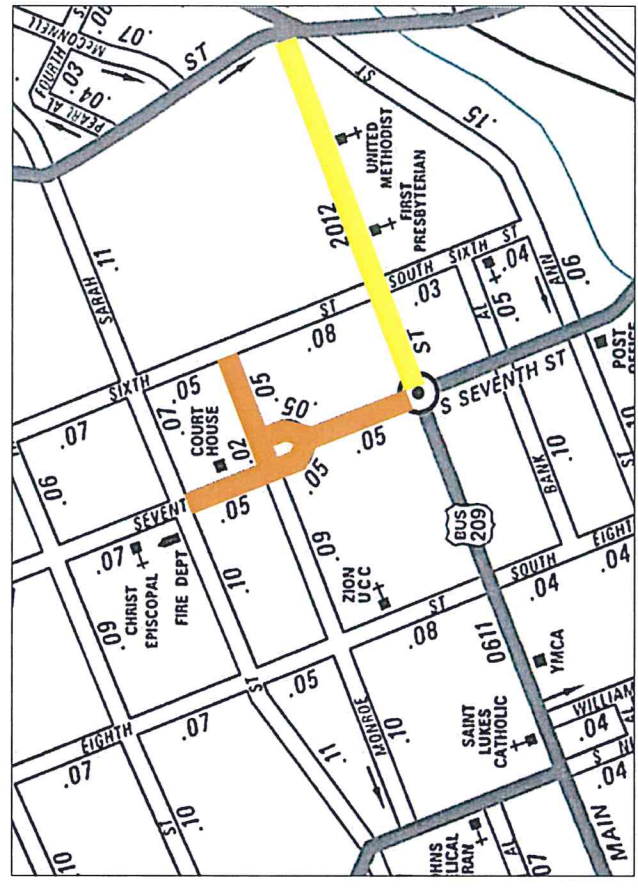
Special Event Area #2



Special Event Area #3

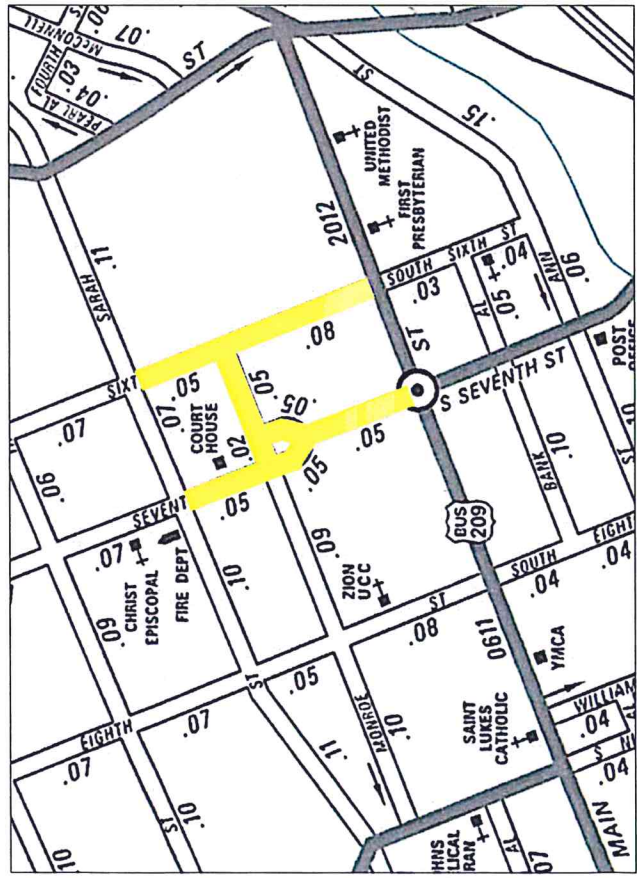


Special Event Area #4



Borough of Stroudsburg | Approved Special Event Areas

Special Event Area #5



Borough of Stroudsburg
 Special Event Permit Application
 Suggested Portable Restroom Guidelines

**Portable Sanitation Association International
 SPECIAL EVENT CHART
 EXTENDED BREAKDOWN**



Number of Units required when no pumping service is provided based on 50/50 Mix of Men & Women
 One unit provides approximately 200 uses with 4 hours between use

Average Crowd Size	Average Hours at the Event									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	100	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	109	158	207	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	457	531	604	677	751
65,000	98	177	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	533	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	707	805	903	1001
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Source: Independent Study by: Center of Business and Industrial Studies / University of Missouri-St. Louis

For more information contact the Portable Sanitation Association International at:
 info@psai.org • 952.854.8300 • 800.822.3020 • www.psal.org