

Borough of Stroudsburg

Special Event Permit Guidelines & Application

Updated July 2025



Application Process

The Borough of Stroudsburg requires all special events to 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. Final approval by Council is required no less than thirty (30) days prior to the event.

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. Application will be reviewed by all Borough Departments affected by the event.
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. Borough Council will not waive fees for events that charge fees for vendors to participate, unless those fees can be shown to be at-cost for vendors.
7. A Coordination Meeting will be held NLT two (2) weeks prior to the event involving Borough staff, SARP, Downtown Manager and emergency services personnel. Events cannot occur without this important Coordination Meeting.

8. The Borough of Stroudsburg will send out notifications to the following recipients when receiving an application, after approval by Council, and after the final Coordination Meeting:

1. Downtown Business Association members
2. Downtown Businesses
3. Sherman Theater
4. Pocono Mountains Visitors Bureau
5. Stroudsburg Downtwon Manager

9. 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.

10. The Borough Manager will complete a written review after completion of the event, including any potential issues that may have arisen. The Manager will forward this report to you for your comments and input which will be included as part of this report. The Borough's Public Works Director will also be afforded the opportunity to comment and provide input. This written review will be kept on file and will be referenced by Borough staff and Council prior to approval of a permit application in subsequent years.

Among the areas to be reviewed include the following:

1. The ability of the event and organizers to handle rerouting traffic when needed.
2. The ability of the event and organizers to maintain sanitary bathroom facilities; keeping refuse containers emptied for the duration of the event; and handling post-event litter concerns.
3. The ability of the event and organizers to discourage vendors from selling or displaying inflammatory, defamatory, profane, or risqué products, whether political or otherwise.
4. How well the event and organizers involved local businesses and community organization in the planning, and execution, of the event.

11. Any questions concerning the application process, event coordination/logistics, or review of the event may be directed to the Borough Manager or his Assistant.

Event Guidelines

Event Location

The Borough has identified seven downtown areas for events, based upon potential event attendance. Other locations are possible, especially for smaller events, but larger events should consider the additional security and convenience that these identified locations provide. New, and/or smaller sized events, should begin with smaller venue locations or combine those events with larger already established events.

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 additional 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.

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 the Borough's Emergency Management Coordinator 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.

Rain Dates

When rain dates are proposed, a final decision must be communicated to the Borough Manager and the Borough's Public Works Director no later than 2:30 pm on the Friday prior to the event. Failure to meet this deadline may result in overtime being charged to the event organizers. There are no refunds of Saturday fees for Sunday rain dates.

Vendors/Food/Food Preparation

If vendors are proposed as part of an event, local "brick and mortar" stores within the event area must be offered free or at-cost vendor space if they apply.

It is the responsibility of the event organizer to ensure all food 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/Power

Use of electricity will be coordinated with the Borough's Public Works Department and will be provided at street light poles as needed. Gas generators, if needed, should be placed far enough away that noise and fumes are not objectionable to the public or dangerous to vendors.

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 based upon the event area/location and the estimated attendance.

Day of Event Contacts/Emergency Notifications

The Stroudsburg Downtown Manager will be onsite during events to assist with any potential issues that may arise. The Downtown Manager will also maintain a list of emergency contacts for businesses affected by event street closures. The Borough of Stroudsburg will ensure event organizers, and the Downtown Manager, have contact information for the Borough Manager or his designate if they are not physically present, who maintains overall responsibility for all events in the Borough.

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, 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

Street closures are provided by the Borough by using safety bollards in Special Event Areas #1, #2 and #6. Main Street closures are the responsibility of event organizers and must include PennDOT approval (please see below), safety coordination with Borough and EMS staff and manned vehicular barriers at all intersections. Event organizers may request use of Borough sawhorses as needed.

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.

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.

Flaggers

PennDOT certified flaggers are required for Special Event Areas #1, #3, #6, and others as determined by the Borough and SARP. In Special Event Areas #1 & #6, 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 #3, 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.

Where flaggers are required for traffic control, event organizers may avoid the cost for Flagger Force staff (or equivalent vendor or Borough staff) by providing traffic control volunteers who attend training under the Borough's Public Works Director or similarly certified Borough employee. Event organizers shall compensate the Borough for its labor costs, and each volunteer must attend the full training and pass the final exam.

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.

Borough Council will not approve free parking for any events aside from those parking spaces contained within the enclosed event area itself. Free parking will be maintained on those days where Borough policy currently does not charge for parking (Sundays, Black Friday, etc.). Council may approve limited prohibited metered parking as warranted for safe functioning of event only, not for the convenience of attendees.

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.

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

Event Name: _____

Event Date(s): _____

Event Location Please Note Correct Area(s):

Special Event Area #1 **Courthouse Square and adjacent streets.** Area enclosed by bollards at Main and 7th Streets; Sarah and 7th Streets; Monroe and 7th Streets; Monroe and 6th Streets. Includes use of parking spaces for vendors or safe functioning of event as needed.

Special Event Area #2 **North 6th Street from Main to Sarah Streets.** Area enclosed by bollards at Main and 6th Streets; Sarah and 6th Street; Monroe and 6th Street. Quaker Alley to be open but manned to allow for emergency access. Includes use of parking spaces for vendors or safe functioning of event as needed.

Special Event Area #3 **Main Street, from Five Points Intersection to the East side of the Intersection of Main and 7th Street.** Area closed to vehicles on Main Street from 5th to 7th Streets with vehicular barriers at Main & 5th Streets; Main and 7th Streets; and North and South Intersections of 6th and Main Streets. Includes use of parking spaces for vendors (with vendors facing toward the center of the roadway, and omitting corner vendors at intersections) or safe functioning of event as needed.

Special Event Area #4 **Other Event area(s).** Any area where vehicular access is already prohibited, such as Ann Street Park, or on private property with appropriate vehicular barriers. No parking spaces included.

Other Area: _____

Special Event Area #5 **Other Event area(s).** Any area not listed as an established Special Event Area that is a minor Right-of-Way (street) to be barricaded for the event. No parking spaces included.

Other Area: _____

Special Event Area #6 **Includes both Special Event Areas #1 and #2 Above.**

Special Event Area #7 **Parade or Run.** Any area where vehicular access is already prohibited via a rolling closure manned at all intersections and assisted by police (SARP). Includes use of parking spaces as needed for safe functioning of event only.

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: _____

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: _____

Vendors

Will there be non-food vendors at the event?

Yes: _____ No: _____ Note: If "Yes," brick-and-mortar stores within the event area must be offered free, or at-cost, space if they apply.

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/Trash Receptacles Stroudsburg does not have public restrooms; therefore, for large events, restroom rentals are required based on Special Event area utilized:

| Event Area | Restrooms | Handicapped | Wash Station | Trash Cans |
|---------------|---------------------------------------------------------------------|-------------|--------------|------------|
| Event Area #1 | 4 | 1 | 2 | 8 |
| Event Area #2 | 3 | 1 | 2 | 4 |
| Event Area #3 | 6 | 2 | 4 | 16 |
| Event Area #4 | <i>Numbers to be determined in consultation with Borough staff.</i> | | | |
| Event Area #5 | <i>Numbers to be determined in consultation with Borough staff.</i> | | | |
| Event Area #6 | 7 | 2 | 4 | 12 |
| Event Area #7 | 6 | 2 | 4 | 20 |

Flaggers

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

Yes: _____ No: _____

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:

| Event Area | Monday - Saturday | Sunday |
|-----------------------------|-------------------|--------|
| _____ Special Event Area #1 | \$500 | \$300 |
| _____ Special Event Area #2 | \$300 | \$200 |
| _____ Special Event Area #3 | \$950 | \$750 |
| _____ Special Event Area #4 | \$150 | \$150 |
| _____ Special Event Area #5 | \$200 | \$200 |
| _____ Special Event Area #6 | \$800 | \$500 |
| _____ Special Event Area #7 | \$950 | \$500 |
| _____ TOTAL | | |

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: _____