

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: _____