

Application for Block Party/Street Closure**Please consider the following rules for requests, outlined in Resolution No. 2021-23 before submitting your request:**

Council considers the requests for the use of parks, streets, or other city-owned properties under the jurisdiction of the City Council in the following order of precedence:

1. Individual Resident
2. Resident Businesses
3. Resident Nonprofits
4. Nonresident Individual
5. Nonresident Nonprofit

For residents/organizations located within the City of Lock Haven, the following tasks must be completed to receive a permit for street closures:

- Contact the City of Lock Haven Director of Community Life at 570-893-5612 or kdumm@lockhavenpa.gov, notify City Council and City staff of your intent to close a city street for the event. Please describe the dates and general nature of the event.
- Sixty (60)/Ninety (90) days prior to event, depending on if it will be held on a City-owned or State-owned street, submit a completed "Application for Street Closure" including the following items:
 - A Certificate of Insurance showing (a) public liability insurance for bodily injury and property damage in the amount of one million dollars (\$1,000,000) per person and one million dollars (\$1,000,000) per occurrence to cover any loss that might occur as a result of the permitted use of that might otherwise arise out of or be connected with the event;(b) occurrence-based coverage; and (c) The City of Lock Haven named as additional insured
 - A map of the area to be used for the event with the area/order of route listed and highlighted
 - If using a State Road, a copy of the approved TE-300 Special Event Permit must be submitted **prior to the event** once received from PennDOT.
 - If serving alcohol, a completed Sidewalk Café Application, as well as the Open Container Waiver and include it with the application.

For individuals, businesses, and nonprofits not meeting the criteria for individual resident, resident business, or resident nonprofit as defined in the Resolution, the following rules apply to requests to City Council:

- Applicant must show that the municipality to which the applicant is a resident has received the same application for service or permit request, and that the municipality to which the applicant is a resident has denied the request from the applicant.
- The applicant must show that the request serves a county-wide purpose by gaining endorsement from the majority of Clinton County Commissioners at a regular or special meeting of the board of commissioners and provide a letter from the Chief Clerk of Clinton County notifying the city of the commissioners' endorsement of the request
- If approval is granted for the use of a park, street, or other city owned property and a cost is incurred by the city, then the applicant must provide written assurance of its intent to cover all costs to make the city taxpayers whole upon being invoiced for those costs.

Block Party/Street Closure Rules and Conditions

1. Residents/Organizations/Businesses wishing to close a street must submit their application :
Sixty (60) days prior to the event if taking place on a city-owned street
Ninety (90) days prior to the event if taking place on a state-owned street
2. Applications will require two (2) City Council meetings for approval, to allow time for the public to be notified.
3. No street shall be closed more than twice by a requesting entity in a thirty (30) day period.
4. A map of the area to be used for the event with the area/order of route listed and highlighted must be submitted with application.
5. The closure points of an intersection must be kept clear of tables or anything other than barricades to allow easy access for emergency vehicles, if necessary.
6. Adult supervision must be provided at all times if there are children present.
7. All activities and games are to be conducted at your own risk, and all applicants must provide a certificate of insurance for the closure of a street, listing the City of Lock Haven as additional insured (see above).
8. Clean-up is the responsibility of the applicant and must be completed within 24 hours of the conclusion of the event.
9. The City of Lock Haven requires the use of recycling receptacles be provided at all community events
10. Approval will be subject to all other city ordinances and governmental restrictions.
11. Applicants and event participants must comply with all other applicable city, County, State, and Federal regulations.
12. Incomplete or improperly completed applications will not be processed.
13. Applications will be routed to both the Police and Fire Department for approval, and they may impose additional conditions or requirements as each may deem necessary for the protection of health and safety.
14. A fee of \$_____ may be added to the application if additional barricades and trashcans are needed.

While it is not a requirement for applicants, the City of Lock Haven would like to encourage applicants to consider making a donation to the local Police/Fire/EMS departments, for their service in keeping participants safe. We have seen an increase in events requiring help from these departments, and if it were not for these individuals, these events would not be able to occur. Thank you for your consideration.



**City of Lock Haven
Application for Street Closure
(Processions, Assemblages, and Special Activities Form)**

Applicant's Name: _____ Applicant's Organization: _____

Applicant/Organization _____ Phone: _____
Address: _____

Email: _____

Other Contacts: _____ Phone: _____ Email: _____

_____ Phone: _____ Email: _____

Date of Activity: _____ Start Time: _____ End Time: _____

Rain Date (if applicable) _____ Start Time: _____ End Time: _____

Type of Activity: _____ No. of Participants Expected: _____

Location Requested: _____

Please describe your proposed activity in detail: (add additional sheets if necessary)

How long will the street closure be in effect? (Date/Time) From: _____ To: _____

Will you need barricades and/or signs? No Yes

Will you need assistance closing the street? No Yes

Are you planning to use sidewalks only? No Yes

Will you cross any state roads? No Yes (if yes, submit copy of TE-300 Form)

PLEASE NOTE: Sponsor is held responsible for the replacement value of and/or repairs of missing cones, barricades, signs, or message boards that are needed/required to close a street.

Will this event require use of other services No Yes (i.e., electricity, public works, police, parking, fire)

If yes, please describe what additional services are required:

PLEASE NOTE: Sponsor may be asked to reimburse the city for the cost of extra utility services.

Will you be providing food or drink to the public? No Yes

Will this event require Open-Container Approval? No Yes

If yes, applicant will also need to submit the following with this application:

Date of Submission _____

- Open-Container Permit Application (attached)
- Name of Caterer that has off-site PLCB license: _____
- Copy of license from Caterer
- Copy of Sidewalk Café permit (if applicable)

Applicant recognizes and agrees that the use of area designated will be strictly limited to the dates and hours requested. The applicant agrees to hold the City of Lock Haven harmless from and indemnify the City against any loss or damage of any kind including costs and attorney fees incident to or resulting in any way from any claim, action, demand, or judgement brought against the City or recovered against the City by any and all persons on account of any damages or injuries, either personal or property damage, without limitation, caused directly or indirectly as a result of the said site.

All requests are on a first come, first served basis.

NOTE: Proof of insurance may be required, depending on size and type of activity.

By signing below applicant agrees to abide by the rules and conditions of street closures, as outlined above.

Applicant's Signature: _____

Date: _____

Additional information (if needed):

OFFICE USE ONLY:

Date of Council Action: _____ Additional Materials Required? _____ Received? _____
 Certificate of Insurance lists all additional insured? _____

ROUTING FOR APPROVAL:

Police Chief: _____ Director of Public Works: _____ Code Enforcement: _____ Council: _____

Conditions (if any) are as follows: _____

Applicant notified of Approval on: _____

SAMPLE LETTER OF NOTIFICATION TO BUSINESSES

PLEASE NOTE: This is for the applicant's use, this is **not** to be turned in to the city. This can be used as an example for applicants of what to send to businesses/property owners to notify them of a street closure.

Dear Business/Property Owner:

As noted below, we are planning to hold a special activity/event in the near future. As part of the City of Lock Haven's Public Property Use Application, we are required to notify affected business/property owners of the planned street use and/or closure(s) for our activity.

Event:	
Event Date:	
Streets:	
Hours of planned use/closure:	

It is our intention to provide a safe and enjoyable experience for all participants, and to cause as little interruption to your business as possible.

If you have any questions/concerns regarding the event, I can be reached at _____.

Sincerely,

Date of Submission _____