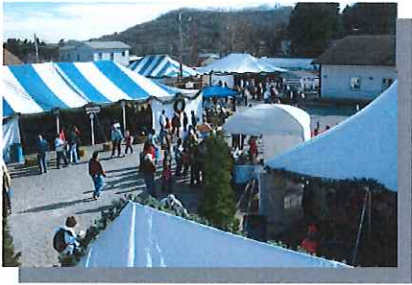


# Harmony Boro Pennsylvania



## Event Planning Guide For Events requiring Street Closures and/or Additional Parking



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## **Introduction:**

It is imperative that the citizens of Harmony Boro and all visitors' safety is maintained during special events. Our emergency responders must have adequate parking, free access to their equipment and free egress in the event of an emergency occurring during a special event.

It is also imperative that emergency personnel are available and able to access anyone needing rescue, transport, or medical treatment.

Harmony is a beautiful and inviting town in which to hold a special event. The Borough – its residents, businesses and historic district welcome visitors and tourists. They live and work here and proper event planning, management and clean-up are essential to any special event.

## **Event Planning Steps Required:**

1. The event planner shall contact Harmony Borough to obtain an Event Form (either from the website or the Borough Office) and file with the Borough Secretary at least sixty (60) days prior to the event.
2. The Borough also requires a proof of insurance certificate be filed with the Event Form
3. If a map of the event is needed it should also accompany the Event Form.

If you require street closures Zelenople Police are available upon request for a fee. If your event warrants either by you or the Borough their services they must be requested through the Public Safety Director and the expense will be paid by the event.

## **Approval Process:**

1. The Borough Secretary will contact the Safety Committee Chairman in a timely fashion with the Event Form for review.

The Safety Committee Chairman will present the request at the next Council Meeting. After Council approves the event (either and or) the Borough Secretary or Safety Committee Chairman will notify the event planner.

Things we recommend you consider:

- Number of parking spaces needed
- Permissions required from local businesses
- Signage requirements
- Resource requirements including personnel and materials
- Police required for traffic control
- Special needs

## **Notifications:**

The Borough Representative will notify:

- Harmony Fire District
- Zelenople Police Department
- Harmony Business Association
- Jackson Township and Police (if needed)
- US Liner Business Manager (Truck Traffic Notification)
- Robinson Fan

## **Event Organization's Responsibilities:**

The day before the event the organization shall furnish personnel to put up temporary no parking signs. Map is included indication the locations where required.

The day of the event, the organization is responsible for supplying personnel to set up and monitor signage, parking lots, parking spaces and no parking zones.

Within 24 hours of event:

- Signage must be removed
- Port-o-john removed (if possible)
- Any trash from lots or streets created
- **ALL SIGNS, MARKERS ON STREETS, OR RELATED ITEMS MUST BE REMOVED WITHIN 24 HOURS.**

**Harmony Boro Pennsylvania  
Event Planning FORM  
for**

**Events requiring Street Closures and/or Additional Parking**

1. Organization responsible for the Event:

Organization Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City State and ZIP \_\_\_\_\_  
Phone Numbers \_\_\_\_\_ and \_\_\_\_\_ cell  
E-Mail Address \_\_\_\_\_@\_\_\_\_\_

2. Contact information for person responsible for organizing the Event:

Person's Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City State and ZIP \_\_\_\_\_  
Phone Numbers \_\_\_\_\_ and \_\_\_\_\_ cell  
E-Mail Address \_\_\_\_\_@\_\_\_\_\_

3. Contact information for an Alternate person responsible for organizing the Event:

Person's Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City State and ZIP \_\_\_\_\_  
Phone Numbers \_\_\_\_\_ and \_\_\_\_\_ cell  
E-Mail Address \_\_\_\_\_@\_\_\_\_\_

4. Name of the event. \_\_\_\_\_

5. Type of event. I.e. Parade, Marathon, Fireworks, Fair etc. \_\_\_\_\_

6. Date(s) of event. \_\_\_\_\_

7. Requested Times of street closure(s). \_\_\_\_\_

8. Name(s) of Street(s) affected. \_\_\_\_\_

9. Expected number of visitors. \_\_\_\_\_

10. Will Alcohol be served? \_\_\_\_\_

----- Filled in by the Boro Office ----- Do not write below this line -----

1. Number of Parking spaces required. \_\_\_\_\_

2. Special Safety requirements. I.e. Fire, Water Rescue, Medical etc. \_\_\_\_\_

3. Amount Due \_\_\_\_\_ 4. Due Date \_\_\_\_\_

# Harmony Boro Pennsylvania Event Planning Parking Lot Survey

Description	Location	Handicapped	Standard
<b>Municipal</b>			
M1 Boat Launch	West end of Jackson Street	0	10
M2 Boro Municipal Building	North side of Mercer Street	1	15
M3 Boro Maintenance Building	North side of German Street	0	4
M4 Boro Lot near CSX Bridge	East side of Main Street (near German Street)	0	21
M5 CSX crossing	Corner of Spring Street and German	0	27
M6 Town Square	Corners of Mercer and Main near bakery	0	2
M7 Town Square	Corners of Mercer and Main near Suzie's	0	3
M8 Town Square	Corners of Mercer and Main Museum	1	0
M9 Wood Street Park	North end of Wood Street on east side	0	0
<b>Private</b>			
P1 Fire Department back lot	At Museum - access from Mercer street	0	30
P2 Stewart Hall	At Museum - access from Mercer street	3	4
P3 Bottlebrush Gallery	At Museum - access from Mercer street	0	6
P4 Grace Church	East side of Main Street	2	62
P5 Weave Shop	North side of Mercer street in rear	0	9
		<b>5</b>	<b>111</b>

Description	Location	Handicapped Standard	
		Handicapped	Standard
<b>Corporate</b>			
C1 Robinson Fan	North side of German Street (near Liberty)	0	36
C2 Dambach Lumber	Corner of Spring and German Streets (Only during non-business hours)	0	18
C3 US Liner	Mercer and Utah Streets	0	126
C4 Sysco	Route 68 East Note: Use of the Sysco Parking Lot requires arranging for a Shuttle Bus and Driver.	0	180



**Harmony Boro  
Event Planning  
Map**

