

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.

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.

Event planner must also be aware there is a donation requested for Fire Police coverage; 3 hours or less of coverage - \$150.00 (one hundred-fifty dollars), and over 3 hours of coverage - \$300.00 (three hundred dollars). Donation made payable to Harmony Fire District (Fire Police in memo) mail to 543 Main Street Harmony, PA 16037

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 and Fire Police required for traffic control
- Special needs

Notifications:

The Borough Representative will notify:

- Harmony Fire District
- Zelienople Police Department
- Harmony District Fire Police
- 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.

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 _____

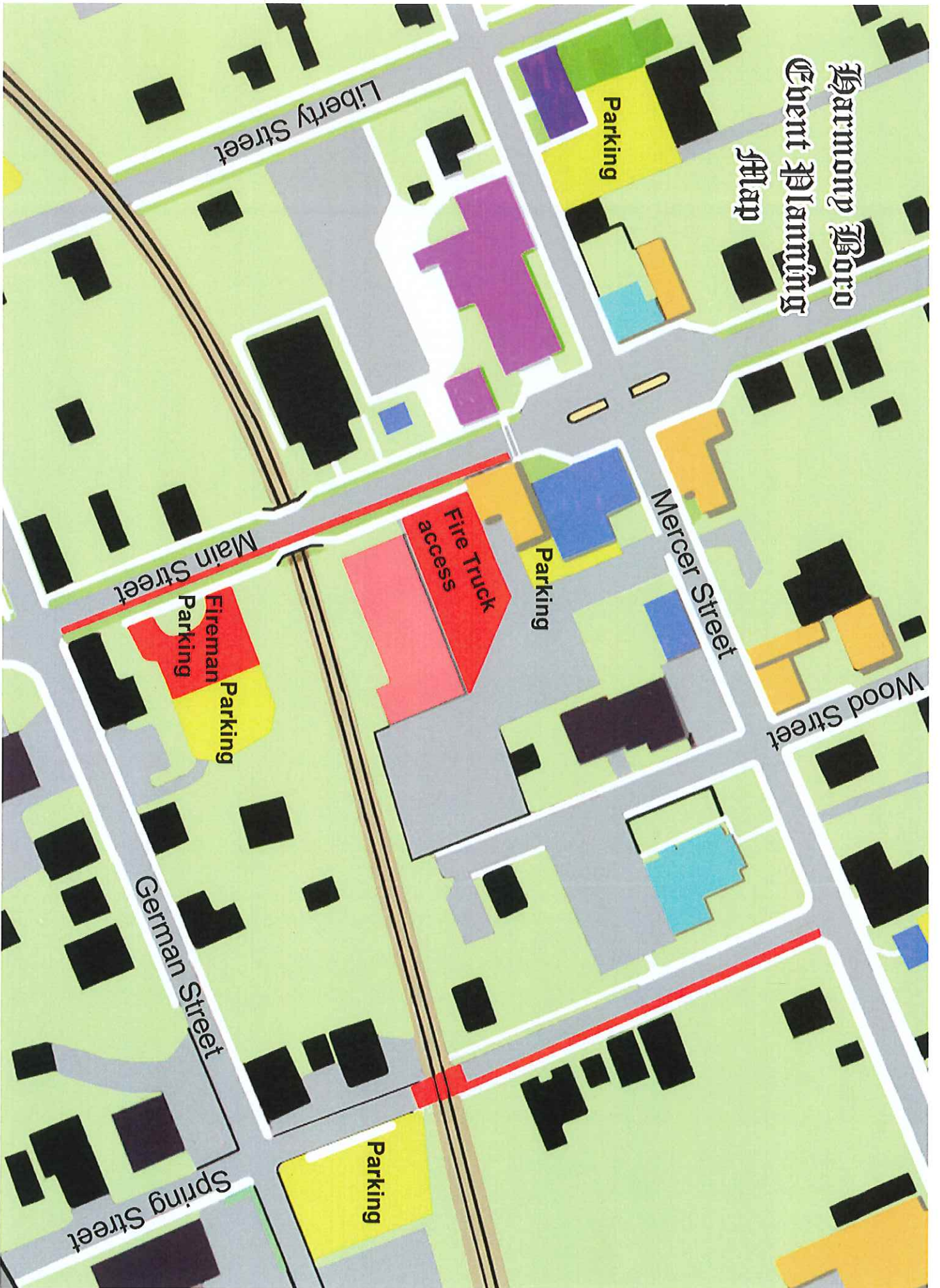
Harmony Boro Pennsylvania

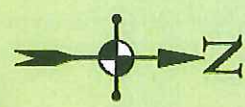
Event Planning Parking Lot Survey

<u>Description</u>	<u>Location</u>	<u>Handicapped</u>	<u>Standard</u>
Municipal			
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
		2	82
Private			
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
		5	111

<u>Description</u>	<u>Location</u>	<u>Handicapped</u>	<u>Standard</u>
Corporate			
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.	<hr/>	
		0	180

Harmony Road
Event Planning
Map





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To
SYSCO