

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. Your event is required to have the proper security for traffic, parking and crowd control. The Borough relies on the Zelienople Police Department for this service. If your event warrants this you must read carefully, fill out and return the Request for Police Service Form to Harmony Borough along with your Event Form.
4. If a map of the event is needed it should also accompany the Event Form.

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
- Zelienople 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.

The equipment needed will be placed outside of the door on the lower side of the Borough Building. The event coordinator will be responsible for retrieving and returning the equipment to this area. If any equipment is missing the expense of replacing it will be the responsibility of the event. Contact Phyllis Metz for any problems 724-584-7660.

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.**

All event coordinators must convey ALL street vendors and what good they are selling, parking changes and times to the Harmony Business Association (HBA) at least two weeks before the event. Contact Kelly Scott at 724-452-3980.

**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 ? _____

11. **Proof of insurance certificate must be filed with the Event Form.**

----- 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. _____

Zelienople Police Department

Special Event

REQUEST FOR POLICE SERVICES

We, _____

Hereby request that the Zelienople Police Department provide the following services at

(Name of Function, e.g. Fourth of July Parade, Community Labor Day Picnic, etc.)

To be held on the following dates:

Dates:	Time:Begin	Time:End	Check Types of Services Requested			
			Traffic Control	Crowd Control	Parking Control	Security

Location of Event: Zelienople Borough _____ Harmony Borough _____

Number of Police Officers Requested: _____

CONDITIONS FOR POLICE SERVICES

- 1. The organizers of the event will be required to compensate the Zelienople Police Department for the costs of the police service requested for this event. There will be a minimum of three hours of service charged per officer at a rate not to exceed \$60.00 per hour for the year 2019.*
- 2. The event organizer will submit a police service request at least 30 days in advance of the special event.*
- 3. The event organizer will provide a traffic or event plan detailing traffic, parking, road closures, security and detours for traffic that would normally use the closed streets. Please remember that property owners do have a right to have access to their property and arrangements must to be made to allow this access if needed. The traffic and event plan must be submitted to the Zelienople Police Department no later than 2 weeks prior to the special event for approval.*
- 4. Police Officers working a special event are not part of the normal police contingent on duty to provide police protection to Zelienople and Harmony Boroughs.*

Event Name: _____

Address to send the invoice for services provided

Requested and Approval By: _____

Date: _____

For Use by the Zelenople Police Department Chief of Police:

Your request for the services and dates listed above has been:

Approved _____

Disapproved _____

Signature: _____

Title: _____

Date: _____

Harmony Boro Pennsylvania Event Planning Parking Lot Survey

Description	Location	Handicapped	Standard
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.		
		0	180

Harmony Parking

