



Borough of Bellevue

Incorporated 1867

Date of Application

STREET CLOSURE APPLICATION

Note: Applications must be received no later than 30 calendar days prior to the date of the event.

Applicant Organization, if applicable: _____

Organization is a: Nonprofit For Profit Unincorporated Association Other

Responsible Party/Contact Person: _____

Address: _____

City, State, Zip Code: _____

Phone Number _____ Email Address _____

Street to be Closed _____ between _____ and _____

Type of Event: BLOCK PARTY PARADE WALK/RACE COMMUNITY EVENT

OTHER _____

Event Date: _____ Start Time: _____ End Time: _____

Purpose of Event: _____

Will alcohol be provided? Yes No

Has this Event Been Held Before: Yes No

If "Yes", Date(s) of Previous Event(s): _____

Number of People in Attendance at Previous Event(s): _____

Number of People Projected to Be in Attendance at This Event: _____

Additional Information/Special Requirements: _____

I hereby acknowledge that I have read, understand, and agree to the Street Closure Requirements on the reverse of this form.

Signature of responsible party/contact named above

Date

(for staff use only)

Approved by: _____

Police Chief

Date

Approved by Bellevue Borough Council on: _____

Date

Terms and Conditions for Street Closures

1. Responsible Party agrees to abide by all applicable Borough of Bellevue Ordinances and any applicable PA and Federal laws, including, but not limited to, the Borough's noise ordinance and PLCB laws (PLCB guidance attached).
2. Responsible Party is responsible for cleanup of the street and sidewalks at the end of the event and for proper disposal of all trash and recycling. Failure to do so will result in the responsible party being billed for staff time to do so and/or the event organizers being prohibited from holding future events in the Borough.
3. Responsible party is responsible for any damages to Borough property, including, but not limited to, street and sidewalk surfaces, landscaping, utility poles, and streetlights.
4. Responsible party shall provide a Certificate of Insurance (ACORD form) with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, and naming the Borough of Bellevue, 537 Bayne Avenue, Bellevue, PA 15202 as an additional insured (not required for Block Parties).
5. All directional and publicity signs, balloons, arrows, etc., designating the event shall be removed at the end of the event. Failure to do so will result in the responsible party being billed for staff time to do so and/or the event organizers being prohibited from holding future events in the Borough.
6. Anything set up on the street must allow for access for emergency vehicles, if needed.
7. Behavior contrary to public safety and well-being will not be permitted, and may result in police response.

Additional Terms and Conditions for Block Parties

A "Block Party" means a one-day outdoor public event organized by the residents of a Bellevue block and held upon a Borough right-of-way for social or entertainment purposes. Block Parties are only approved for "Residential" districts as defined in the Zoning Ordinance and limited to one city block.

1. Block parties will only be approved for events between the hours of 10:00 am and 10:00 pm on weekends and Federal holidays. Block parties are permitted on Halloween as a means to help residents create safe trick or treating environments for neighborhood children.
2. The applicant must be a resident of the street on which the party will be held. A photo identification and proof of residency may be required. Religious institutions may apply to close the street on the block on which they are located, as long as other requirements are met.
3. The Borough will deliver barricades at a location coordinated with the applicant a day or two prior to the event. The applicant is responsible for placing the barricade across the street at the approved time and removing them at the end of the event.
4. The applicant is responsible for cleanup of the street and sidewalk at the end of the party, and for disposal of all trash and recycling. Failure to do so will result in the responsible party being billed for staff time to do so and/or the event organizers being prohibited from holding future events in the Borough.
5. All directional and publicity signs, balloons, arrows, etc., designating the event shall be removed at the end of the event. Failure to do so will result in the responsible party being billed for staff time to do so and/or the event organizers being prohibited from holding future events in the Borough.
6. A block party is open to the public and no admission fees can be charged.
7. Attendees are asked to cooperate with any residents of the block who need access to their home and/or driveway during the event.
8. Block party applications will not be approved for private events, including, but not limited to, wedding receptions, birthday parties, graduations, and family reunions.

Note: Bellevue Borough Council reserves the right to request additional information, assurances, and/or deposits against damage before approving an application. Unauthorized events will be shut down by the Bellevue Police Department.