



BOROUGH OF NORRISTOWN

A HOME RULE MUNICIPALITY

235 EAST AIRY STREET
NORRISTOWN, PENNSYLVANIA 19401-5048
(610) 272-8080

FAX:

FINANCE: (610) 270-0445
ADMINISTRATION: (610) 275-0687
PUBLIC WORKS: (610) 279s-3603
PLANNING (610) 270-2892
CODE/BLDG (610) 279-7548

STREET/PARADE/ASSEMBLY PERMIT

Please allow one month for registration and confirmation.

Once your permit has been approved you will receive a copy of the approved permit in the mail confirming your reservation. Bring your copy of the approved permit with you on the day of your function.

Organization Name: _____ Contact: _____

Street Address _____ City _____ PA _____

Home Phone: _____ Work or Cell Phone: _____

MUNICIPAL HALL _____ OTHER _____

Parade Route/Assembly Location _____ (or attach)

Block Party - Street to be closed _____

Purpose or Reason For Use (attach additional description if necessary)

1st choice date _____ 2nd choice date _____

Time (including set up and clean up) _____ (in) _____ (out)

Number of People _____ Number of cars _____

Person responsible for clean up _____ phone _____

Applicant's Waiver and Release

Hold Harmless Agreement: The Undersigned Applicant in consideration of the Municipality of Norristown through the Administration Office providing facilities for the activity for which the applicant is applying.

Assumes all risks and responsibilities of possible damage or injury involved through the hosting or management of said application.

Request permission to reserve a facility with full knowledge that said activity could result in property damage or injury to myself or others.

Agree to indemnify and hold harmless the Municipality of Norristown and their departments and agents against property damage resulting from said application request.

I acknowledge that I have received, and understand the above Permit Form.

Applicant signature _____ Date _____

Approve or Deny (circle one) By _____ Date _____

RESIDENT SIGNATURE AND ADDRESS -- STREET TO BE CLOSED
One adult signature per household from 100% of residents living on the block is required for approval. Use additional sheets if necessary.

NAME	ADDRESS	DATE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		

MUNICIPALITY OF NORRISTOWN
MONTGOMERY COUNTY, PENNSYLVANIA

ORDINANCE NO. 05-23 of 2005

PARADES, STREET FAIRS, BLOCK PARTIES AND ASSEMBLIES

WHEREFORE, the Municipality of Norristown is desirous of adopting an ordinance that would require permits for conducting parades, assemblies, fairs; block parties etc. upon the Municipality streets or Municipal property, providing the procedure for obtaining such permits and further providing penalties in the event of violations; and

WHEREAS, Municipal Council wants to prevent any unauthorized parades, street fairs, block parties and assemblies.

THEREFORE, Municipal Council enacts the following;

Section 1: Use of Streets or Other Public Property for Parades and Assemblies:

1. Definitions:

Assembly; a gathering, meeting or rally of fifty or more people without vehicles, which interferes with the movement of vehicular or pedestrian traffic on any street or sidewalk or other public property

Parades and Assemblies, the Memorial Day Parade sponsored by Veteran's Groups, the Fourth of July Parade and Celebration sponsored by the Municipal Parks and Recreation Commission or any other events sponsored by the Municipality

Municipal Service Rate, The hourly cost to the Municipality providing police protection and traffic control, fire protection, stand-by emergency medical services, sanitary services, clean-up and trash removal and possibly other necessary services for a parade or assembly as established from time to time by resolution of Municipal Council.

Parade, any march or procession or motorcade consisting of people, animals or vehicles, or any combination thereof, upon any public street, sidewalk or alley in the Municipality, which does not comply with the normal and usual traffic regulations and/or controls

2. Permit Required:

It shall be unlawful for any person or organization to conduct a parade or assembly in or upon any public street, alley or sidewalk or other public property in the Municipality or to knowingly participate in any such parade or assembly unless a permit has been obtained from the Municipality Administrator or, as hereinafter provided, from the Municipal Council.

3. Parade for Commercial Purpose Prohibited:

No permit shall be issued authorizing the conduct of a parade intended to be held for the sole purpose of advertising any products, goods, wares, merchandise, or event or designed to be purely for private profit.

4. Application for Permit:

Except in the case of budgeted parades and assemblies, any person or organization intending to conduct a parade or assembly shall apply to the Municipal Administrator for a permit at least forty-five (45) days in advance; Municipal Council may in its discretion consider any application for a permit to conduct a parade or assembly which is filed less than forty-five (45) days in advance. The application for such permit shall be made in writing on a Parade or Assembly Permit Application Form provided by the Municipality. In order that adequate arrangements may be made for the proper policing of the parade or assembly and for other municipal services, the application shall contain the following information:

- (a) The name, address and telephone number of the applicant, the sponsoring person or organization, and the parade or assembly chairman.
- (b) The purpose of the parade or assembly, the proposed date and location, the proposed location of the organizing and disbanding areas, the proposed route to be traveled and the proposed times when the parade or assembly and any meeting or rally connected therewith are to be held.
- (c) A description of the individual floats, marching units, vehicles, bands, and other units which will be participating in the parade and a description of any sound amplification equipment to be used.
- (d) The estimated number of parties or participants.
- (e) Such other information as the Municipality Administrator may deem necessary.

5. Issuance or Denial of Permit.

- (a) The Municipal Administrator shall approve or disapprove the application for a parade permit with modifications deemed appropriate not less than fifteen (15) days prior to the scheduled date of the parade or assembly as shown on the application.
- (b) Standards of Issuance. The Municipal Administrator shall not issue a parade or assembly permit if he finds that:
 - (1) The time, route and size of the parade or assembly requested by the applicant will disrupt to an unreasonable extent the movement of vehicle traffic in or through the Municipality; or
 - (2) The time, route and size of the parade or assembly will require the diversion of so great a number of police officers of the Municipality to properly police the parade route or assembly and the areas contiguous thereto that permitting the parade or assembly

will disrupt to an unreasonable extent police protection to the Municipality; or

(3) The parade or assembly will interfere with another parade or assembly for which a permit has been issued.

(c) Standard of Denial. The Municipality Administrator shall deny an application for a parade or assembly permit and notify the applicant of such denial if:

(1) The information contained in the application is found to be false or incomplete in any material detail.

(2) The applicant refuses to comply with all conditions of the permit.

6. Application fee and Deposit for Municipality Expenses.

(a) The Municipality will fund expenditures within the General Fund Budget for parade expenses for the six (6) budgeted parades or assemblies defined above in Paragraph 1 of this Ordinance. No permit shall be required for a budgeted parade or assembly.

(b) Every applicant for a permit to conduct a parade or assembly other than the budgeted parades and assemblies shall pay an application processing fee of Eighty-five dollars (\$85.00).

(c) Upon approval of the application for a parade or assembly permit, the applicant shall deposit with the Municipality an amount determined by multiplying the hourly Municipal Service Rate then in effect by the estimated number of hours of duration of the parade or assembly and any meeting or rally connected therewith as stated in the application, in order to cover the Municipality's estimated expenses for the parade or assembly, including, but not limited to, the costs of police protection, fire protection, emergency medical services, sanitary services, clean-up and trash removal and other necessary services.

(d) If a permitted parade or assembly exceeds the estimated time for the event as stated in the application by more than one-half hour, the permittee shall pay the Municipal Service Rate to the Municipality for such excess time.

(e) A parade conducted by a fire company or fire district shall be subject to the provisions set forth in Paragraph 2 of this Ordinance, except that no fees or deposits shall be required of the applicant fire company or fire district.

(7) Contents of Permit. In each permit the Municipality Administrator shall specify:

- (a) The date of the parade or assembly;
- (b) The assembly area and time;
- (c) The starting time of the parade;
- (d) The minimum and maximum speeds;
- (e) The route of the parade;

- (f) The maximum number of platoons or units which may participate in the parade and the maximum and minimum intervals of space to be maintained between units during the parade;
- (g) The maximum length of such parade in miles or fractions;
- (h) The disbanding area and approximate disbanding time;
- (i) The number of persons required to monitor the parade or assembly along the route;
- (j) The number and types of parade vehicles;
- (k) The material and maximum size of any sign, banner, placard or carrying device;
- (l) That material used in the construction of floats used in the parade shall be of fire-retardant materials and shall be subject to such requirements concerning fire safety as may be determined by the Fire Chief;
- (m) That the permittee shall advise all participants in the parade or assembly, either orally or by written notice, of the terms and conditions of the permit, prior to the commencement of such parade or assembly;
- (n) That throwing objects, including candy, at spectators is prohibited;
- (o) That the parade continue to move at a fixed rate of speed and that any willful delay or willful stopping of the parade, except when reasonably required for the safe and orderly conduct of the parade, shall constitute a violation of the permit;
- (p) The location, time of commencement and time of termination of any meeting or rally to be held on municipal property in connection with the parade or assembly; and
- (q) Such requirements as are found by the Municipal Administrator to be reasonably necessary for the protection of persons or property.

(8) Appeal Procedure. Upon a denial or significant modification by the Municipal Administrator of an application made pursuant to Paragraph 5 of this Ordinance, the applicant may appeal from the determination of the Municipality Administrator within five days (5) thereafter to the Municipal Council by filing a written notice of appeal and request for a hearing at its next meeting. Upon such appeal, the Municipal Council may affirm, reverse, or modify in any regard the determination of the Municipal Administrator.

In the event an application is not filed within the time required by Paragraph 4, the applicant may request a waiver of such requirement by Municipal Council at its next regular meeting

and the Municipal Council, in its sole discretion, may waive such requirement if it finds unusual circumstances justifying the applicant's delay.

(9) Officials to be Notified. Immediately upon the granting of a permit for a parade or assembly, the Municipal Administrator shall send a copy thereof to the following:

- (a) The President of Municipal Council.
- (b) The Police Chief.
- (c) The Fire Chief.
- (d) Director of Public Works

(10) Change of Route. The Municipal reserves the right to change the parade route, assembling area, disbanding area and location of any meeting or rally from those proposed on the parade or assembly permit application to other routes and areas, at any time prior to the parade or assembly if the Municipal Administrator determines that the safety of the public or property requires such changes. Notice of such action shall be delivered in writing to the permittee by personal service or by certified mail.

(11) Revocation of Permit. Any permit for a parade or assembly issued pursuant to this Ordinance may be summarily revoked by the Municipality Administrator at any time when by reason of the occurrence of a disaster, public calamity, riot or other emergency, the Municipal Administrator determines that the safety of the public or property requires such revocation. Notice of such action revoking a permit shall be delivered in writing to the permittee by personal service or by certified mail.

(12) Exceptions:

(a) A parade permit shall not be required for any of the following functions:

- 1. Funeral processions.
- 2. Wedding processions.
- 3. Students going to and from school or other classes or educational activities, provided that such activity is under the immediate direction and supervision of the proper school authorities.
- 4. Activities of governmental agencies.

(13) Interference with Parade or Assembly. No person shall knowingly join in any parade or assembly conducted under a permit issued by the Municipal Administrator in violation of any of the terms of the permit, not knowingly join or participate in any permitted parade or assembly without the prior consent of the permittee, nor in any manner interference with its progress or orderly conduct.

(14) Parking on Parade Route. The police department of the Municipality shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along the street or portion thereof which is within the route of a parade. The police department shall post signs giving notice of such restrictions and it shall be unlawful for any person to park or leave unattended any vehicle in violation thereof.

15. Penalties for Offenses. Any person violating any provision of this Ordinance shall be guilty of a summary offense, and upon conviction thereof in a summary proceeding, shall be sentenced to pay a fine of not less than One Hundred Dollars (\$100.00) nor more than One Thousand Dollars (\$1000.00) or in default thereof, shall be sentenced to imprisonment for a term not exceeding fifteen (15) days.

16. Severability. If any section, sub-section, paragraph, clause, phrase or provision of this Ordinance shall be adjudged invalid or held to be unconstitutional or unenforceable, the same shall not affect the validity of this Ordinance as a whole or any part or provision hereof other than the part so adjudged or held to be invalid, unconstitutional or unenforceable, and the remaining provisions of this Ordinance shall continue in full force and effect.

17. Repealer. All Ordinances of the Municipality of Norristown or parts thereof which are inconsistent with this Ordinance shall be and the same hereby repealed, but only to the extent of such inconsistency.

18. Effective Date. This Ordinance shall become effective immediately.

ENACTED and ORDAINED this 17th day of December, 2005 in Council Chambers.


Rochelle Griffin Culbreath, Municipal Council President


Paul G. Janssen, Jr., Municipal Administrator

Norristown Recreation Department

Park Use Application and Permit

A fee is required to use Elmwood Park, MLK Park and Simmons Parks

Date: _____ Reservation Date: _____

Name of Group: _____

Contact Name: _____

Address: _____

Phone (Home) _____ (Work or cell) _____

By signing below the applicant agrees to be responsible for and hereby indemnifies the Municipality and agrees to save the Municipality harmless from any expense, loss, liability or claim whatsoever resulting from injuries or damages to any person or property occurring in any area of the permitted space.

Signature of Applicant: _____

Number of People in Group: _____ Arrival Time: _____ Departure Time: _____

Elmwood Picnic Park Rental Areas: Tot Lot Picnic Area _____ Picnic Grove: _____

Band Shell Picnic Area: _____ Picnic Area 1: _____ Pavilion: _____

Simmons Park: _____ MLK Park _____ Other: _____

Permission to Use Park Granted

Permission has been granted to use _____ at the time and date specified above. A copy of the rules, regulations and fees regarding use of this facility are attached. Violation of these rules may result in the immediate termination of your permit. This permit must be displayed at all times at your site. Half the fee will be refunded provided the park is free of damage and debris.

Approved this ____ day of _____,

William J. Plichta, Recreation Supervisor _____

- Cc: Public Works Director
- Chief of Police
- Public Works (Steve-Art)
- Park Guard

Park Fees

A permit is required for the use of Elmwood Park, MLK Park and Simmons Park for organized events based on the size of the group:

- i. 20 to – 50 persons - \$50.00/day
- ii. 51 – 100 persons - \$100.00/day
- iii. 101 - 200 persons - \$200.00/day
- iv. over 200 persons - \$300.00/day

Half of the permit fee will be refunded provided the park is free of trash and damage. **

Permits for exclusive use of any pavilion will be an additional \$100, half of which will be refunded provided the pavilion is free of trash and damage.

Permit fees for use of any park or pavilion for fund-raisers, or by non-residents, shall be double the base fee.

All permit holders must have the permit in their possession at the time the facility is in use.

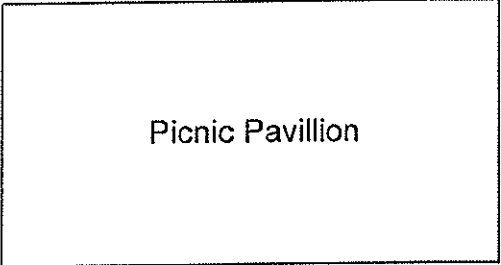
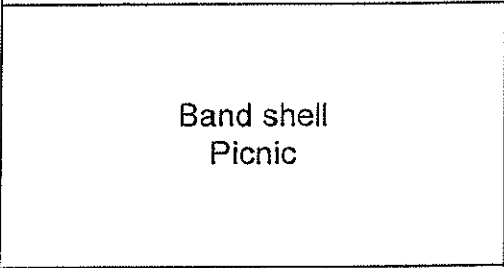
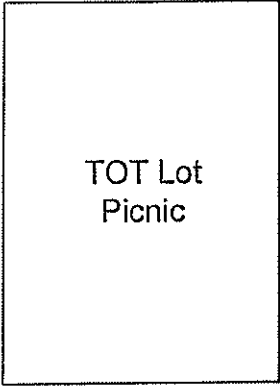
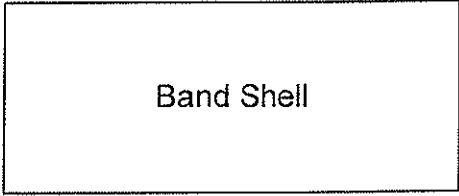
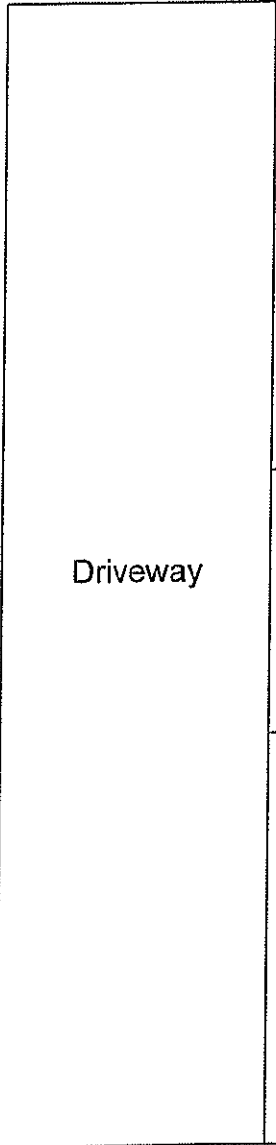
** Payment shall be made in two parts.

1/2 of the required amount

1/2 shall be held for security

Park Rules and Regulations

- 1. Possession and/or use of alcoholic beverages is prohibited.**
- 2. All Activity Must Cease at Dusk**
- 3. Rubbish must be placed in containers**
- 4. Grilling must be done using appropriate portable equipment or using the grills provided by the Municipality.**
- 5. No open fires.**
- 6. No cutting, mutilating or removing of trees, shrubs or other plant life.**
- 7. Cars are to be parked in designated areas only – not on the grass.**
- 8. Only music-playing devices which shall be allowed in Municipal parks shall be common, personal-sized radios, compact disc players or other devices designed for the enjoyment of individuals or small groups. Music devices shall not be so loud as to be heard beyond a 30-foot radius. No music equipment designed for amplification across a large area, including large speaker systems commonly used to amplify music in large group or concert settings shall be permitted.**
- 9. NO Moonbounce or other such inflatables and/or equipment are allowed on Municipal Property.**
- 10. No Pony Rides**



Harding Blvd.