

**STREET CLOSURE REQUEST FORM**

Please mail form to Avis Borough Council, PO Box 598 Avis, PA 17721, or E-mail [avisborough@comcast.net](mailto:avisborough@comcast.net) no later than (2) two weeks before the event.

Date of Request:

Date of Event/Closure:

Times of Event:  to

Rain Date:

Description of the event:

**Street requesting to be closed (describe what street wishing to be closed, intersection to intersection):**

Primary Contact Person

Age  DOB

Address

Cell

Alternate Phone

Email Address

Event Specifics:

Expected # of People

Average Age

Live/Recorded Music: Yes  No

Describe:

Alcohol served: Yes  No

Describe:

Public Works Request:

Barricades Yes  No

How many:

PLEASE NOTE: THE STREET MUST BE CLEARED WITHIN 2 MINUTES FOR ANY EMERGENCIES. THAT MEANS NO PERMANENT OBJECTS IN THE STREETS DURING THE SCHEDULED EVENT.

**Procedures and guidelines for road closure request**

1. Application turned in within two (2) weeks prior to event.
2. Must have approved signature of all residents and businesses affected by the closure.
3. No inflatables, bounce house, vendors, etc. permitted on Borough Street unless approved by the Street committee.
4. If music (live/recorded) is provided, **Must conclude no later than 10:00PM**
5. **No alcoholic beverages consumed on Avis Borough Streets without a certificate of insurance and/or a Special Event Liquor License. (License fee Required).**
6. No fire pits, barrels or other burning permitted on Borough Streets.
7. No alteration of Borough Streets (tents holes, etc.)
8. Street must be cleared of debris/garbage after event.
9. Barricades provided by Avis Borough Public Works must be set up and removed and placed off the Street and ready to be returned by the person requesting the event within 2 days.
10. Certificate of insurance listing Avis Borough as additionally insured on the policy of the event.
11. The street must be reopened by 11:00PM, **no exceptions.**
12. Person requesting event must notify: **COMM Center, Fire Dept. and Pine Creek Police**

Approval of street closure will be granted by Street Committee unless a Special Permit is required by Avis Borough Council.

Any violation of the terms of the closure/permit will result in immediate termination of street closure by the Police Department/Mayor.

By signing below the applicant acknowledges and accepts all responsibility for following the above stated guidelines and confirm the accuracy of the information they have provided at the time of the application.

X

\_\_\_\_\_  
Applicants Signature

Printed name:

Date:

**Avis Borough Only**

Received: \_\_\_\_\_ Date: \_\_\_\_\_

Department Approvals \_\_\_\_\_ PD \_\_\_\_\_ FD \_\_\_\_\_ DPW \_\_\_\_\_

Insurance approval \_\_\_\_\_ C.C. Emergency Services Informed (570-748-2936) \_\_\_\_\_

Denied by: \_\_\_\_\_ Reason: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_