

ORDINANCE NO. 1207

AN ORDINANCE OF WEST READING BOROUGH, BERKS COUNTY, PENNSYLVANIA, AMENDING CHAPTER 297, TITLED "SPECIAL EVENT/PUBLIC GATHERING" TO ADD DEFINITIONS AND REGULATIONS ASSOCIATED WITH BAR CRAWL OR SIMILAR ALCOHOL RELATED EVENTS.

BE IT ENACTED AND ORDAINED by the Council of the Borough of West Reading, Berks County, Pennsylvania, and it is hereby ENACTED AND ORDAINED by the authority of the same as follows:

Section 1. Chapter 297-1 "Definitions", of the Code of Ordinances, is hereby supplemented with the following definitions:

BAR CRAWL – A coordinated event where participants visit multiple licensed establishments or other participating businesses serving alcohol within a designated time frame.

PARTICIPATING ESTABLISHMENT – A licensed premises or other business within the Borough that will participate and/or serve alcohol as part of a special event/public gathering.

Section 2. Chapter 297-4 "Application", of the Code of Ordinances is amended by supplementing the following subsections:

- A. For a special event/public gathering numbering 250 to 2,000 persons, at any one time, written application must be made 30 days prior to the first day upon which public announcement, promotion or advertising is to be made or the day upon which the special event/public gathering is to commence, whichever first occurs; for a special event/public gathering numbering 2,000 or more persons, at any one time, written application must be made 60 days prior to the first day upon which public announcement, promotion or advertising is to be made or the day upon which the special event/public gathering is to commence, whichever first occurs. For a special event/public gathering that involves a bar crawl, or similar alcohol related special event, a written application must be made 60 days prior to the first day upon which public announcement, promotion, or advertising is to be made or the day upon which the special event/public gathering is to commence, whichever first occurs.
- B. (2) The full legal name and address of the owner and the person in charge of the property to be utilized for the special event/public gathering, and the person who will be the point of contact during the event.
- B. (4) The location and address of the property to be utilized for the special event/public gathering. For special events/public gatherings that involve bar crawls, walks, etc., a list of all participating establishments shall be provided.

Section 3. Chapter 297-5 B. (1) "Conditions of approval", of the Code of Ordinances, is hereby amended in its entirety to read:

Upon receipt of the permit application and completed information at least 60 days prior to the special event (or such other time as may be permitted by Borough Council), the Chief of Police or his designee shall review the information and permit application with the applicant. The purpose of the review shall be to ascertain what, if any, special services shall be necessary or required to protect the health, welfare, and safety of the expected participants and attendees of the event, the residents of the Borough, neighbors, and any others who may be affected by the special event. Following the review, the sponsor(s) shall demonstrate that a plan and means to implement the plan exist to provide for adequate traffic control and crowd control, and the plan has been approved by a

designated Borough Police Department representative.

Section 4. Chapter 297-5 C. "Conditions of approval", of the Code of Ordinances, is hereby amended in its entirety to read:

C. Trash and recycling.

- (1)** The sponsor(s) of the special event/public gathering may use Borough services for the collection of trash and recycling or submit a plan for trash and recycling collection and removal. The plan shall include a sufficient number of containers to hold all trash and recycling generated by the special event/public gathering. The sponsor(s) shall also acknowledge that if additional trash/recycling collection or clean-up is required by the Borough, they will be billed (in accordance with the current Borough Fee Schedule) for the collection and/or clean-up.
- (2)** If the sponsor(s) utilize Borough services, the Borough will provide trash and recycling containers sufficient to contain all trash and recycling generated as a result of a community event or other special event. The special-event recycling containers are provided for event use only and are clearly marked for recycling. Organizers must provide adequate signage so attendees know how to properly dispose of their refuse and recycling, and must encourage attendees to keep the venue free of litter by ensuring that trash and recycling containers are used as intended. The Borough will remove all trash and recycling at the conclusion of the event. The sponsor(s) of the special event/public gathering will be billed (in accordance with the current Borough Fee Schedule) for removal of trash and recycling containers by the Borough at the conclusion of the event.

Section 5. Chapter 297-5 "Conditions of approval", of the Code of Ordinances, is hereby supplemented with the following subsection:

D. Litter Removal Plan

- (1)** The sponsor(s) of a special event/public gathering shall submit a litter removal plan that includes:
 - (a)** Detailed information concerning the general area to be cleaned and who will be responsible for litter removal. The general area for litter removal shall include the entire event space, or in the case of crawls, walks, etc., the area shall include the sidewalks on both sides of the street on each block on which a participating establishment is located. The plan will also specify that the sidewalks on both sides of the street on all blocks between any pair of participating establishments will be cleaned (i.e., if two participating establishments are two full blocks apart, the two blocks between them must be cleaned). The plan shall specify that the portion of the street immediately adjacent to the curb on both sides of the street will be cleaned.
 - (b)** Provide for the removal of litter from tree boxes and planters within the vicinity of the establishments participating in the bar crawl.
 - (c)** Specify what litter will be collected and/or removed. Ordinarily, litter shall include paper products, cans, bottles, food, food packaging and containers, product packaging, and broken glass. Litter shall not include, but is not limited to, hazardous waste products, dead animals, construction debris, debris from illegal dumping, or chewing gum adhering to the pavement or sidewalk.
 - (d)** Include the cleaning of human waste (e.g., vomit and urine).

(e) Specify the time at which clean-up will begin and end.

(f) Include a map of the general area to be cleaned, highlighting the blocks to be cleaned.

Section 6. Chapter 297-6 "Conduct of special event/public gathering", of the Code of Ordinances, is hereby supplemented with the following subsections:

- J. Any and all temporary lighting for such special event shall be directed away from the abutting streets and properties using shielding devices to prevent unreasonable glow beyond property lines.
- K. For special events/public gatherings that include the sale of alcohol, the sponsor(s) and participating establishments must comply with all Pennsylvania Liquor Control Board (PLCB) regulations and local alcohol service hours. Organizers must discourage excessive drinking and unsafe behavior in all marketing and event communications. The Borough may limit the number of participants or venues based on public safety considerations.

Section 7. Chapter 297-10 "Fees", of the Code of Ordinances, is hereby supplemented with the following subsection:

- C. If using Borough services, the sponsor(s) shall pay a trash and recycling collection fee for the removal of trash and recycling containers provided by the Borough for the special event/public gathering. The trash and recycling collection fee shall be based on the current hourly rate per Public Works employee in accordance with a fee schedule adopted pursuant to a resolution by the Borough Council, as may be amended from time to time.

Section 8. All Ordinances of Parts of Ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as they are inconsistent with this Ordinance.

Section 9. The Code of Ordinances of the Borough of West Reading, Berks County, Pennsylvania, as amended, shall be and remain unchanged and in full force and effect except as amended, supplemented, and modified by this Ordinance. This Ordinance shall become a part of the Code of Ordinances of the Borough of West Reading, Berks County, Pennsylvania, as amended, upon adoption.

Section 10. This Ordinance shall become effective upon enactment.

DULY ENACTED AND ORDAINED on this 20th day of May 2026.

BOROUGH OF WEST READING

By: 
Ryan Lineaweaver, Council President

Attest: 
Cynthia Madeira, Borough Secretary

Examined and approved this 20th day of May 2026.


Samantha Kaag, Mayor