

SPECIAL EVENT PERMIT APPLICATION

**THE BOROUGH OF HANOVER
44 FREDERICK STREET
HANOVER, PA 17331**

**TELEPHONE # (717) 637-3877
FACSIMILE # (717) 637-2805**

The Code of Ordinances for the Borough of Hanover, York County, Pennsylvania requires a Permit Approved by the Borough Council for a Special Event to be held in the Borough. The process for obtaining an Event Permit begins with the submission of this Application.

DUE DATE: This application shall be submitted to the Borough Office at least sixty (60) days and not more than one hundred eighty (180) days prior to the date proposed for the event. In the event that the permit involves the closing of a road under the jurisdiction of the Commonwealth of Pennsylvania, the application must be submitted not fewer than seventy-five (75) days before the event's proposed date of occurrence.

FEE: Upon approval of the application by the Borough Council of the Borough of Hanover, the applicant will be notified of the applicable cost recovery fee that will be due prior to the issuance of the permit and a minimum of ten (10) days prior to the date on which the event is to occur.

NOTICE: Conducting an Event for which a Permit is required under the Special Event Ordinance of the Borough of Hanover without obtaining a Permit is a violation of the Ordinance and will subject a person to prosecution as provided for therein.

SECTION 1. APPLICANT

Name: _____
Daytime Phone No.: _____ Cell Phone No.: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____

SECTION 2. EVENT CHAIR (if different from Applicant)

Name: _____
Daytime Phone No.: _____ Cell Phone No.: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____

SECTION 3. EVENT DETAILS

Name of the Event: _____

Proposed Event Date: _____ Time: _____ Duration: _____

Description and Purpose of the Event: _____

Route to be Traveled (if the Event involves the use of public roads include a brief description; attach detailed map to application): _____

The portion of streets, sidewalks, or other public rights of way to be occupied (also include in attached detailed map): _____

The location of assembly areas of such event (also include in attached detailed map): _____

Time at which units of event will begin to assemble/event set-up will commence: _____

Approximate number of persons participating: _____

Approximate number of animals and/or vehicles involved and a brief description: _____

Approximate number of Event vendors and a brief description: _____

Brief description of any enticements such as candy, balloons, etc. to be given out to onlookers: _____

SECTION 3 contd. EVENT DETAILS

Approximate number of persons in attendance: _____

Cost of Admission/Registration (if applicable): _____ Public/Private/Charity: _____

If bathrooms are located on property, do you need access to them?: _____

Does the event require portable toilet facilities? If so, how many? Where are they proposed to be located? _____

Does your event require an electrical hook-up?: _____

Event tear-down and clean-up dates and times: _____

Plan for the disposal of waste water: _____

Plan for the disposal of garbage and municipal waste: _____

SECTION 4. LIABILITY INSURANCE

The Applicant must supply proof of General Liability Insurance in the amount of One Million Dollars (\$1,000,000), naming the Borough of Hanover as an additional insured. In the event that the permit requires the closing of a road under the jurisdiction of the Commonwealth of Pennsylvania, the Applicant must also name the Pennsylvania Department of Transportation as an additional insured. Certificate of Insurance must be attached. Name of Insurance Company: _____

SECTION 5. ATTACHMENTS REQUIRED

- Detailed plan of the route to be traveled
- Maps detailing proposed site location with written descriptions of street closures, amplification devices, electrical requirements, emergency medical stations, equipment, fireworks or pyrotechnics, portable toilets, signage, structures, and vendors
- Certificate of General Liability Insurance

SECTION 6. INDEMNIFICATION STATEMENT

- Complete attached Indemnification statement, indemnifying and holding the Borough harmless, in the presence of a public Notary. (Page 6 hereof)

SECTION 7. OATH AND AGREEMENT

I hereby swear that the information set forth in this application is true and correct to the best of my knowledge under the penalty of law and I agree to comply with the provisions of the Ordinances of the Borough of Hanover of which this Permit is subject and any other applicable federal, state or municipal laws, rules, regulations, ordinances or requirements.

Applicant Signature: _____ Date: _____

Print Name and Organization: _____

**SECTION 8. PERMIT CERTIFICATION
FOR BOROUGH USE ONLY**

Date of Hanover Borough Council Meeting at which the Application for a Special Events Permit will be considered: _____

Application: Approved [] Denied [] at above stated meeting of the Borough Council

Comments: _____

Signature: _____ Hanover Borough Secretary

Date by which the Borough's good faith estimate of costs will be provided to the Applicant (must be within 15 days following first meeting of the Council to occur after the Applicant's submission of a permit): _____

Date on which the Borough's good faith estimate of costs was issued to the Applicant for a Special Events Permit: _____
Borough's estimate of costs (attach copy): _____

Cost Recovery Fee: Received [] on the following date: _____
Payment type: _____ Check No.: _____

Date on which the Special Events Permit was issued: _____
Signature of Borough Zoning Officer or designee: _____

HOLD HARMLESS/INDEMNIFICATION AGREEMENT FOR SPECIAL EVENTS WITHIN
THE BOROUGH OF HANOVER, YORK COUNTY, PA.

For and in consideration of the Borough Council of the Borough of Hanover, York County, Pennsylvania issuing a permit for a Special Event, as defined in the Special Event Ordinance of the **Borough of Hanover**, I, _____ (Applicant), hereby agree to hold the Borough of Hanover, its agents and employees, harmless from any and all actions, causes of actions, claims, damages, costs, loss of services, attorney fees, expenses and compensation on account of, or in any way arising out of the Special Event known as _____ (Name of Event) held on _____ at _____; and further agree to indemnify the **Borough of Hanover, its Agents and Employees**, against any loss as a result of any and all claims of persons or entities of whatever nature arising from the conduct of said event.

I do hereby further remise, release and forever discharge the Borough of Hanover, its employees and agents, of and from any and all liability, claims, causes of action, damages, costs, expenses or demands of any kind whatsoever in law or in equity arising or which may arise out of or in any way connected and/or relating to the aforesaid event.

IN WITNESS WHEREOF, the above named, intending to be legally bound, has executed this Hold Harmless and Indemnification Agreement this ____ day of _____, 20____.

Applicant's Signature

Sworn to and subscribed before me this ____ day of _____, 20____.

Notary Public