

**EAST HEMPFIELD TOWNSHIP**  
Special Event Application Process

- 1) Obtain a Park Use & Special Event Application from the EHT website or Township building.
- 2) File the completed application with the Township at least 60 days prior to the event.
  - Include \$50 application fee.
  - Provide proof of certificate of insurance liability coverage naming East Hempfield Township as an additional insured.
  - Include a route map and traffic control plan
  - Attach signed Indemnification Form for Township road closures.
  - Attach approved Penn DOT Special Event permit if using any state road (**see below**).
- 3) Upon receipt of the application, township staff will review the application.
  - Park schedule will be reviewed for conflicts.
  - Event specifics will be reviewed for adherence to Township ordinances.
  - Road use will be reviewed for safety and staffing needs.
  - Police/personnel costs and facility/equipment fees will be estimated.
  - If appropriate, approval will be recommended by Township Staff.
- 4) Board of Supervisors must approve use of roads and park events at their monthly meeting.
- 5) Once a decision regarding the application is formalized, applicant will be notified by Township staff.
- 6) **If the event requires the use or interruption of traffic on a State road**, a PennDot Special Event application (TE-300) must be submitted to the local PennDot District Engineering Office at **least eight (8) weeks prior to the event.**

The closure or partial closure of a highway for a procession, assemblage or a special activity may be permitted on local roadways by local authorities and on State-designated highways by Penn DOT if the following criteria are satisfied:

- (1) *Conventional highways and expressways.*
    - (i) *An alternate route, which is not more than 5 miles longer or five times greater in length than the normal travel distance, is established to detour traffic around any closed routes, except an alternate route is not required if one of the following exists:*
      - (a) *The highway to be closed is not a numbered traffic route and is primarily used by local drivers who are familiar with the alternate route.*
      - (b) *The highway is only partially or periodically closed and police control can safely maintain traffic on the remainder of the highway.*
      - (c) *The highway closing is for less than 20 minutes and excessive traffic backup will not occur during the closing.*
    - (ii) *The local authorities provide adequate detour signing or police controls for the rerouting of traffic along the alternate route if required.*
    - (iii) *The highway closure or partial closure will not adversely affect adjacent properties.*
    - (iv) *A review of previous, similar closures shows no substantial problems or citizen complaints.*
- If a permit is approved, the permit holder must contact the Penn DOT Traffic Management Center 2 days before the event and again 15 minutes prior to the event to inform them of the closure and use of State roads.