

EAST HEMPFIELD TOWNSHIP
SPECIAL PUBLIC EVENTS/ROAD USE APPLICATION

Approvals of Special Events in the Township that involve the use of Township roadways or significant park events will require this application to be filed before plans are finalized and publicity released. In order to have adequate review time, please file this application thirty (30) days prior to the event.

To aid in covering the cost of staff review time a **\$50 application fee** is required to accompany the application submission.

Organization and/or event title: _____

Date/time/location(s): _____

Event Coordinator: _____

Contact information: phone - _____ cell- _____

email - _____

Detailed description of event: _____

Anticipated attendance: _____ Number of participants _____ Number of vehicles

Does the event require street closings? Yes _____ No _____ If yes, which street(s) and

approximate time of closure? _____

For road closures an Indemnification Form will need to be completed.

Does the event require prior set-up? Yes _____ No _____ If yes, is Township assistance expected

Yes _____ No _____ If yes, are Township cones/barricades needed? Yes _____ No _____

Explain how traffic flow ingress/egress & parking) will be handled and parking & by whom: _____

Has your organization made arrangements for Fire Company, Ambulance, etc? Yes _____ No _____

Liability Insurance will be required – provide a certificate of insurance naming East Hempfield Township as an additional insured.

Will the event use a public address system or amplified music? Yes _____ No _____ If yes, there may be restrictions on start and end times.

Will food or beverage be served? Yes _____ No _____ If yes, all PA Department of Agriculture regulations must be complied with.

How will your organization notify neighborhoods affected by the event? _____

Be aware that using or crossing of roadway intersections will require the use of police, fire police or constables. Utilization of state roadways will require a PennDOT permit.

Any additional costs incurred by East Hempfield Township to provide services for your event (such as police coverage, set-up or clean-up) will be billed to the sponsoring organization.

_____ Date _____ Signature of Applicant

Township Staff to calculate fees:

ACTIVITY FEE:

Police coverage fee	_____ hour(s) @ \$ _____ per hour	\$ _____
Township Personnel	_____ hour(s) @ \$ _____ per hour	\$ _____
Facilities fee (if applicable)	_____ hours(s) @ \$ _____ per hour	\$ _____
Equipment/Supplies	(to be determined per event)	\$ _____

(Personnel costs: Police costs range \$68-\$80/hour, Public Works costs range \$27-\$40/hour - depending if overtime is used. Consumables will be billed dependent on size of the event.)

APPROVED BY EAST HEMPFIELD TOWNSHIP

_____ Date _____ Name/Title

CONDITIONS: No _____ Yes _____ - see below

