



SPECIAL EVENTS APPLICATION

Borough of Lemoyne, Cumberland County

Applications for special events, street and alley closings, redirection of pedestrian and/or vehicular traffic, and/or rental of Borough facilities must be submitted no less than sixty (60) days prior to the proposed event, or ninety (90) days prior if the event includes closure of State highways, to:

**West Shore Regional Police Department
510 Herman Avenue Lemoyne, PA 17043
717-737-8734**

NOTE: Completed applications, including all supporting documentation, are required for final approval. Pending applications (submitted and under review) that are still considered incomplete ten (10) calendar days prior to the proposed event will automatically be denied.

One application must be submitted for each event, street or alley closing, or rental of Borough property. The following documentation must accompany each application:

- A sketch/map of the proposed location(s) for events requiring closure of streets.
- Certificate of Comprehensive General Liability Insurance.
- Hold Harmless and Indemnification Agreement.
- Copies of appropriate permits/licenses issued by state or appropriate regulating agencies.

It is understood that not all sections of this application form will apply to every Special Event Permit. If certain sections are not applicable, please indicate N/A in the space provided. You will be contacted if additional information is required.

NOTE: The Borough reserves the right to revoke any permit and assess the appropriate penalty should conditions or parameters outlined in the submitted application change following initial approval. The Borough also reserves the right to alter parade routes at its sole discretion based upon traffic control, detour routes, number of participants, and other factors.

Submittal Date: _____

Sponsoring Organization: _____ Website: _____

Address: _____

Phone: _____ Email: _____

Person Responsible for the Event: _____

Address: _____

Phone: _____ Email: _____

Type of Request (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Facility Rental | <input type="checkbox"/> Closing Public Streets |
| <input type="checkbox"/> Use of the Park | <input type="checkbox"/> Use of Public Sidewalks |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Other: _____ |

Event Date(s): _____

Start Time: _____ **End Time:** _____

Rain Date(s): _____

Start Time: _____ **End Time:** _____

1. Name of Activity/ Event:

Attach copy of program/brochure if available.

2. Description of activity/ event: _____

3. Date and type first advertising/PR will occur: _____

4. Location/address of property to be utilized for event: _____

5. Approximate number of persons expected to attend: _____

6. Are "No Parking" areas or street closures requested? ☐ Yes ☐ No

If yes, where: _____

7. Approximate number of persons volunteering/working the event: _____

8. Will entertainment be provided? ☐ Yes ☐ No

If yes, does this include sound amplification ☐ Yes ☐ No

and/or semi-permanent structures? ☐ Yes ☐ No

If yes, describe type and location of proposed structure: _____

9. Are vehicles involved? ☐ Yes ☐ No

If yes, number/type _____

Describe involvement and location: _____

10. What is your plan for providing medical services during the event?

11. What are your plans for providing utilities, i.e., water, electricity, etc.?

12. Plans for notifying residents and businesses on streets to be closed: *Attach a copy of any flyer/communication to be disseminated.*

13. Will food and drink be available for sale? ☐ Yes ☐ No

If yes, describe location of proposed food/drink sales _____

If yes, Pennsylvania Department of Agriculture approval may be necessary. Applicant is responsible for securing appropriate licenses/permits and arranging any required inspections.

14. Plans for Garbage/Recycling Services: _____

15. Will portable toilets and/or hand-washing sinks be utilized? ☐ Yes ☐ No

If yes, where will they be located? _____

When will they be delivered? _____

When will they be picked up? _____

16. Coordination with other community events: *Provide a list of known activities occurring on the same day/time and the probable impact of this application upon those events.*

17. Have all appropriate permits and approvals been secured? *(Check all that apply and include copies with application submittal):*

☐ Penn DOT Form TE-300

Date submitted: _____

☐ PA Dept of Agriculture (retail food license)

☐ West Shore Regional Police Department

☐ PA Liquor Control Board

☐ Transient Retail Business Permit

☐ West Shore Bureau of Fire Commission

18. Written description of route and/or streets, alleys, and/or municipal parking lots to be closed (attach map). NOTE: *If a State highway is proposed to be closed, Penn DOT Form TE-300 must be filed with Penn DOT, and a copy attached to this application.*

19. What are your plans for parking and traffic control? *If applicable, provide comprehensive detour routes and traffic control staffing plans, including the name/address of those handling these arrangements. If required, Traffic control Training and Safety Certification Form must be attached to this application.*

20. What are your plans for providing crowd control and security? *If applicable, provide contact person, phone number, and name/address of security firm.*

21. Will you need to borrow any Borough property (signs, cones, barricades, etc.) If yes, what equipment will be needed? _____

Any request for Borough property must be coordinated through the Chief of Police to ensure availability and appropriateness for the requested event. A deposit fee may apply.

22. Will alcoholic beverages be available? ☐ Yes ☐ No

If yes, please indicate the location of proposed alcoholic beverages: _____

If yes, please attach a list of all vendors providing alcohol, along with copies of their PLCB Certificate License (s) Note: Open alcoholic containers are not permitted on public property as per Lemoyne Borough Code, Chapter 135, Section 2.

As the applicant for this event, I agree to abide by the terms and conditions of the Borough of Lemoyne Event Permit Rules & Regulations, the Borough Special Events Ordinance, and the conditions of the approved application. It is the responsibility of the applicant (identified on page 2 of the permit) to acquire approval from the owner(s) of private property that may be used during the event described in the application. Special Event Permit approval is limited to the approval for conducting certain activities on public property, which includes, but is not limited to, streets, alleys, public parking lots, park lands, and other public facilities as described and approved in the Special Event Permit.

☐ I have attached the required Certificate of Comprehensive General Liability Insurance in the amount of at least \$1million for each occurrence and \$2 million aggregate for property damage, which policy names the Borough as an additional insured (contact any insurance provider to secure this policy).

☐ I have attached the required Hold Harmless and Indemnification Waiver form (*see Special Permit Waiver of Liability Form*).

☐ I have attached all appropriate permits and applications to support this application as per Section 17 herein.

☐ I have attached a detailed traffic control and detour plan, if applicable, as per Section 18 herein.

☐ I have attached the Traffic Control Training and Safety Certification Form, if applicable, as per Section 19 herein.

☐ I have read, understand, and agree to terms and conditions contained in this application.

☐ I attest that all information in this application is accurate to the best of my knowledge.

Signature

Date

● ————— ●

DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY

Chief of Police: _____ Date: _____
(Signature)

Recommend Approval: _____ Recommend Denial: _____

Borough Manager: _____ Date: _____
(Signature)

Recommend Approval: _____ Recommend Denial: _____

Reason(s) application should be denied: _____

Notes: _____

Borough Council Vote: Date _____ Approved: _____ Denied: _____

Conditions of approval: _____



Special Event Permit Waiver of Liability and Agreement

_____ (applicant) stipulates that Lemoyne Borough, its agents, employees, and/or representatives have made no representation, promises or guarantees regarding parade positions or preferential treatment of any kind. All motorized vehicles, whether individually or organizationally owned, must possess proof of current insurance at the time of the event. I/we have read, understand, and will comply with rules and regulations outlined on Penn DOT Form TE-300 relative to special events. All licenses/permits for this event required by the Pennsylvania Department of Agriculture for food preparation, sale, and distribution will be secured and any required inspections will be arranged by the Permittee at their/its sole expense.

In consideration of inclusion as a participant in _____
_____ (event), participant agrees to indemnify and hold harmless the Borough of Lemoyne and the Borough Councilmembers, agents, employees, representatives and assigns from and against any and all liability, loss, costs, demands, claims, fines, debts or judgments that participant or participant's members, performers, employees, independent contractors and/or volunteers may sustain or incur as a result of or arising from participant's involvement in _____ (event), such indemnification shall include reasonable attorney fees and costs of defense.

● _____ ●

BY SIGNING THIS WAIVER OF LIABILITY AND AGREEMENT, I/WE AGREE THAT I/WE HAVE READ AND UNDERSTAND ALL THE FOREGOING. I/WE ALSO AGREE TO COMPLY WITH THE RULES AND REGULATIONS ASSOCIATED WITH SPECIAL EVENT PERMITS IN LEMOYNE BOROUGH AS WELL AS WITH ALL APPLICABLE LAWS, ORDINANCES, AND STATUTES.

● _____ ●

Applicant (please print)

Title

Signature

Date