



SPECIAL EVENT APPLICATION
EAST HEMPFIELD TOWNSHIP
 1700 Nissley Road - PO Box 128 - Landisville, PA 17538
 Office: 717-898-3100 - www.easthempfield.org

Please print and fill out application **completely**. Failure to do so may delay approval.
 If a question is not applicable to your request, simply put N/A.
This application must be submitted at least sixty (60) days prior to the event.

SPONSORING ORGANIZATION: _____

APPLICANT/CONTACT: (Name) _____ E-mail _____

ADDRESS: _____ Ph/Cell: _____

Please identify the contact person "on-site" the day of event. (Note: This person must be in attendance for the duration of the event and immediately available to East Hempfield Township Police of staff as needed).

NAME: _____ Cell: _____

EVENT TITLE: _____

TYPE OF EVENT: Run/Walk * Bike Race * Sporting Event/Tournament * Fair/Festival * Fundraiser

Other (Specify) _____

EVENT DESCRIPTION: _____

DATE(S) REQUESTED: _____ ALTERNATE/RAIN DATE: _____

FIELD/COURT/PARK AREA REQUESTED: _____ (designate on map)

I hereby agree to abide by the rules and regulations as posted and attached for the use of Amos Herr Park facilities and agree to be responsible for the conduct and use of said facilities for the individuals I represent with my signature. I understand that future use of the facilities may be denied if my group or I fail to abide by said rules and regulations. I also agree to indemnify and hold harmless East Hempfield Township for any bodily injury and/or property damage resulting from the negligent actions of me and/or my organization or invited guests.

Signature: _____ Date: _____

An application fee of \$50 is required to cover staff request processing. Make Check Payable to "EAST HEMPFIELD TOWNSHIP" & submit with application. Any additional costs incurred by East Hempfield Township to provide services for an event (police coverage, set-up, clean-up, etc.) will be billed to the sponsoring organization.

OFFICE USE ONLY

Received By: _____ Date Received: _____

50\$ Application Fee: PAID ---- WAIVED ---- NOT INCLUDED Reservation Number _____

Event Set-up: Date: _____ Day of Week: _____ Time: _____

Township Assistance requested (cones, barricades, trash cans, etc.): _____

Event Opens: Date: _____ Day of Week _____ Time: _____

Street Closing: Date: _____ Day of Week: _____ Time: _____

Street(s) to be Closed: (Submit Route Map with application) _____

****Utilization of Twp roads requires completion of an Indemnification Form****

****Utilization of State Roads requires a PennDOT permit****

Traffic Control/Escort Start Time: _____ Type: EHTPD Fire Police Constables Other

Traffic Control provider: _____ Cell: _____

Road Race Service: _____ Cell: _____

Expected Attendance: _____ Number of Vehicles Expected: _____

****Parking for more than 200 people requires a parking plan including ingress/egress and traffic control****

Food/Beverage Service: Y N - Must comply with all PA Dept of Ag regulations.

Public address system/amplified music: Y N Time restrictions may apply. Neighborhood notification is required.

Describe notification of the affected neighborhood(s): _____

Event Closes: Date: _____ Day of Week: _____ Time: _____

Street Opening: Date: _____ Day of Week: _____ Time: _____

Event Dismantle: Date: _____ Day of Week: _____ Time: _____

ACTIVITY FEES (calculated by Township staff):

(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.)

Police coverage fee: _____ hour(s) @ \$ _____ per hour Police fee \$ _____

Township Personnel: _____ hour(s) @ \$ _____ per hour Personnel fee \$ _____

Facilities fee (if applicable): _____ hours(s) @ \$ _____ per hour Facility fee \$ _____

Equipment/Supplies (to be determined per event) \$ _____ Equipment fee \$ _____

Combined Total fee \$ _____

APPROVAL CONDITIONS: _____

Approved By: _____ Date: _____