



## **SPECIAL EVENT APPLICATION & INSTRUCTIONS**

- 1) File the completed application with the Township at least 30 days prior to the event.
  - Provide proof of certificate of insurance liability coverage naming Penn Township as an additional insured
  - Include a route map, detour map and traffic control plan (if applicable)
  - Attach signed Indemnification Agreement ONLY if requesting Township road closures
  - Attach approved Penn DOT Special Event permit if using any state road (see below)
- 2) 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 regulations
  - 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
- 3) Board of Supervisors must approve use of Township roads, parks and major events.
- 4) Once a decision regarding the application is formalized, applicant will be notified by Township staff.
- 1) **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 Township may provide a letter of acknowledgement to PennDOT for the State permit.

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 PennDOT 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 and 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 PennDOT 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.



**PENN**  
**TOWNSHIP**  
LANCASTER COUNTY, PA

|               |
|---------------|
| Date Received |
|---------------|

**SPECIAL EVENT APPLICATION**

SPONSORING ORGANIZATION: \_\_\_\_\_

APPLICANT/CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Email: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

**Please identify the contact person "on-site" the day of the event. (Note: This person must be in attendance for the duration of the event and immediately available to Northern Lancaster County Police Department or staff as needed.**

NAME: \_\_\_\_\_ Cell: \_\_\_\_\_

EVENT TITLE: 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 Penn Township roadways and/or facilities and agree to be responsible for the conduct and use of said roadways and/or facilities for the individuals I represent with my signature. I understand that future use of the roadways and/or 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 Penn 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: \_\_\_\_\_

Any additional costs incurred by Penn Township to provide services for an event (police coverage, set-up, clean-up, etc) will be billed to the sponsoring organization.

**OFFICE USE ONLY**

Date of Completed Application \_\_\_\_\_ Received by \_\_\_\_\_

Application Fee Amount Received \_\_\_\_\_ Reservation # \_\_\_\_\_

**SPECIAL EVENT APPLICATION (continued)**

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 & detour map** with application) \_\_\_\_\_

\*\* Utilization of Township roads requires completion of an Indemnification Form\*\*

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

Traffic Control/Escort Start Time: \_\_\_\_\_ Type: NLCRPD 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: \_\_\_\_\_

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**ACTIVITY FEES (calculated by Township staff):**

(Personnel costs: Police costs are per NLCRPD, Public Works costs are in the Township fee schedule. Constables may be billed dependent on size of event.)

Police coverage fee: \_\_\_\_\_ hour(s) at \$ \_\_\_\_\_ per hour Police fee \$ \_\_\_\_\_

Township Personnel: \_\_\_\_\_ hour(s) at \$ \_\_\_\_\_ per hour Personnel fee \$ \_\_\_\_\_

Facilities Fee (if applicable): \_\_\_\_\_ hour(s) at \$ \_\_\_\_\_ per hour Facility fee \$ \_\_\_\_\_

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

Combined Total fee \$ \_\_\_\_\_

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**APPROVAL**

Approval Conditions: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## INDEMNIFICATION AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the TOWNSHIP OF PENN TOWNSHIP, a political subdivision with its offices located at 97 North Penryn Road (the "Township"), and \_\_\_\_\_ (the "applicant").  
(name) (address)

WITNESSETH:

WHEREAS, the applicant plans to hold \_\_\_\_\_ (the "Event")  
(event/type)  
at \_\_\_\_\_  
(event location)

WHEREAS, the Event will be conducted on \_\_\_\_\_; and  
(date)

WHEREAS, applicant desires to close the following roadway section:

\_\_\_\_\_ a roadway under the jurisdiction of the Township, on the day of the Event between the hours of \_\_\_\_\_; and

WHEREAS, the Township is willing to authorize the closure of the referenced roadway between the referenced locations as described above if the applicant agrees to bear certain costs, if applicable, indemnify the Township for any damages which might arise and/or claims or costs the Township might incur, and provide a Detour Plan for review and approval by the Township prior to the date of the event.

NOW, THEREFORE, with the following background incorporated herein by reference and intending to be legally bound the parties agree as follows:

1. Applicant agrees to defend, indemnify and hold harmless the Township and its officers, agents and employees from and against all claims, damages, liability, losses and expenses, including attorneys' fees and cost of investigation and defense, arising out of or resulting from the closing of the referenced roadway in the Township to enable conduct of the Event. Applicant assumes all risks and shall bear all losses resulting from any injury to property or persons occasioned by neglect or accident relating in any manner to the closing of the referenced roadway, the detouring of traffic as a result of the referenced roadway or the conduct of the Event.

2. Applicant agrees to prepare and submit a Detour/Traffic Control Plan for review and approval by Township staff. Such plan shall be submitted with sufficient detail as applicable, noting areas that will be used for the stacking of vehicles accessing and leaving the event site, traffic control points and contact information for traffic control personnel, location of barricades/signs/cones. Such plan shall be submitted at least 15 days prior to the scheduled date of the Event. Applicant shall at all times comply with and adhere to the approved Detour/Traffic Control Plan.

3. In the case of run/walk events the closure shall be manned by trained Special Fire Police or certified traffic control personnel at all affected intersections, areas where participants will be crossing the flow of vehicular traffic, and areas where participants will be occupying a travel lane intended for vehicular traffic.

4. Applicant shall obtain and maintain at all times during the course of the closing of the referenced roadway comprehensive general liability insurance and shall present evidence of such insurance coverage to the Township. The Township shall be named as an additional insured on such policy.

