

SPECIAL EVENT PERMIT APPLICATION

****Event Fees are due upon submission of application; refunds will be made if request is denied.****

**THE BOROUGH OF HANOVER
44 FREDERICK STREET
HANOVER, PA 17331**

**TELEPHONE # (717) 637-3877
FACSIMILE # (717) 637-2805**

PART 1 - SPECIAL EVENT REQUEST - for completion by applicant

COMPLETE PART 1

Name of Applicant _____ Phone No. _____

Street Address _____ City State Zip _____

Email Address _____

Name/Type of Event: _____

Date of Event _____ Time: _____ Duration _____

Park or Place of Event Requested _____

Description/estimated attendance: _____

If bathrooms are located on property, do you need access to them? _____

Does your event require an electric hook-up? _____

Certificate of Insurance attached? Yes or No Insurance Company Name _____

More than 50 vendors? _____ Less than 50 vendors? _____

Signature of Applicant: _____

PART 2 - CERTIFICATION - For Borough Office Use Only

All Events on Hanover Borough grounds or rights-of-way require formal approval by Hanover Borough Council.

Date of Hanover Borough Council Meeting _____

SPECIAL EVENT Approved [] Denied [] at above meeting of Hanover Borough Council

Comments: _____

Signature: _____ Hanover Borough Secretary

Receipts No. _____ Date: _____

* Refuse pick-up fees will be invoiced following the event

Fee for 50+ vendors is \$1,000 per event; Fee for under 50 vendors is \$500 per event including 5K/Walk Runs