

**SPECIAL EVENT PERMIT APPLICATION**

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

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

**The Code of Ordinances for the Borough of Hanover, York County, Pennsylvania requires a Permit Approved by the Borough Council for a Special Event to be held in the Borough. The process for obtaining an Event Permit begins with the submission of this Application.**

DUE DATE: This application shall be submitted to the Borough Office at least sixty (60) days and not more than one hundred eighty (180) days prior to the date proposed for the event. In the event that the permit involves the closing of a road under the jurisdiction of the Commonwealth of Pennsylvania, the application must be submitted not fewer than seventy-five (75) days before the event's proposed date of occurrence.

FEE: Upon approval of the application by the Borough Council of the Borough of Hanover, the applicant will be notified of the applicable cost recovery fee that will be due prior to the issuance of the permit and a minimum of ten (10) days prior to the date on which the event is to occur.

**NOTICE: Conducting an Event for which a Permit is required under the Special Event Ordinance of the Borough of Hanover without obtaining a Permit is a violation of the Ordinance and will subject a person to prosecution as provided for therein.**

**SECTION 1. APPLICANT**

Name: \_\_\_\_\_  
Daytime Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**SECTION 2. EVENT CHAIR (if different from Applicant)**

Name: \_\_\_\_\_  
Daytime Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_

SECTION 3. EVENT DETAILS

Name of the Event: \_\_\_\_\_

Proposed Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ Duration: \_\_\_\_\_

Description and Purpose of the Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Route to be Traveled (if the Event involves the use of public roads include a brief description; attach detailed map to application): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The portion of streets, sidewalks, or other public rights of way to be occupied (also include in attached detailed map): \_\_\_\_\_

\_\_\_\_\_

The location of assembly areas of such event (also include in attached detailed map): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Time at which units of event will begin to assemble/event set-up will commence: \_\_\_\_\_

Approximate number of persons participating: \_\_\_\_\_

Approximate number of animals and/or vehicles involved and a brief description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approximate number of Event vendors and a brief description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Brief description of any enticements such as candy, balloons, etc. to be given out to onlookers: \_\_\_\_\_

\_\_\_\_\_

SECTION 3 contd. EVENT DETAILS

Approximate number of persons in attendance: \_\_\_\_\_

Cost of Admission/Registration (if applicable): \_\_\_\_\_ Public/Private/Charity: \_\_\_\_\_

If bathrooms are located on property, do you need access to them?: \_\_\_\_\_

Does the event require portable toilet facilities? If so, how many? Where are they proposed to be located? \_\_\_\_\_  
\_\_\_\_\_

Does your event require an electrical hook-up?: \_\_\_\_\_

Event tear-down and clean-up dates and times: \_\_\_\_\_

Plan for the disposal of waste water: \_\_\_\_\_  
\_\_\_\_\_

Plan for the disposal of garbage and municipal waste: \_\_\_\_\_  
\_\_\_\_\_

SECTION 4. LIABILITY INSURANCE

The Applicant must supply proof of General Liability Insurance in the amount of One Million Dollars (\$1,000,000), naming the Borough of Hanover as an additional insured. In the event that the permit requires the closing of a road under the jurisdiction of the Commonwealth of Pennsylvania, the Applicant must also name the Pennsylvania Department of Transportation as an additional insured. Certificate of Insurance must be attached. Name of Insurance Company: \_\_\_\_\_

SECTION 5. ATTACHMENTS REQUIRED

- Detailed plan of the route to be traveled
- Maps detailing proposed site location with written descriptions of street closures, amplification devices, electrical requirements, emergency medical stations, equipment, fireworks or pyrotechnics, portable toilets, signage, structures, and vendors
- Certificate of General Liability Insurance

SECTION 6. INDEMNIFICATION STATEMENT

- Complete attached Indemnification statement, indemnifying and holding the Borough harmless, in the presence of a public Notary. (Page 6 hereof)

SECTION 7. OATH AND AGREEMENT

I hereby swear that the information set forth in this application is true and correct to the best of my knowledge under the penalty of law and I agree to comply with the provisions of the Ordinances of the Borough of Hanover of which this Permit is subject and any other applicable federal, state or municipal laws, rules, regulations, ordinances or requirements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name and Organization: \_\_\_\_\_

**SECTION 8. PERMIT CERTIFICATION  
FOR BOROUGH USE ONLY**

Date of Hanover Borough Council Meeting at which the Application for a Special Events Permit will be considered: \_\_\_\_\_

**Application:** Approved [  ] Denied [  ] at above stated meeting of the Borough Council

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Hanover Borough Secretary

Date by which the Borough's good faith estimate of costs will be provided to the Applicant (must be within 15 days following first meeting of the Council to occur after the Applicant's submission of a permit): \_\_\_\_\_

Date on which the Borough's good faith estimate of costs was issued to the Applicant for a Special Events Permit: \_\_\_\_\_  
Borough's estimate of costs (attach copy): \_\_\_\_\_

**Cost Recovery Fee:** Received [  ] on the following date: \_\_\_\_\_  
Payment type: \_\_\_\_\_ Check No.: \_\_\_\_\_

Date on which the Special Events Permit was issued: \_\_\_\_\_  
Signature of Borough Zoning Officer or designee: \_\_\_\_\_

HOLD HARMLESS/INDEMNIFICATION AGREEMENT FOR SPECIAL EVENTS WITHIN  
THE BOROUGH OF HANOVER, YORK COUNTY, PA.

For and in consideration of the Borough Council of the Borough of Hanover, York County, Pennsylvania issuing a permit for a Special Event, as defined in the Special Event Ordinance of the **Borough of Hanover**, I, \_\_\_\_\_ (Applicant), hereby agree to hold the Borough of Hanover, its agents and employees, harmless from any and all actions, causes of actions, claims, damages, costs, loss of services, attorney fees, expenses and compensation on account of, or in any way arising out of the Special Event known as \_\_\_\_\_ (Name of Event) held on \_\_\_\_\_ at \_\_\_\_\_; and further agree to indemnify the **Borough of Hanover, its Agents and Employees**, against any loss as a result of any and all claims of persons or entities of whatever nature arising from the conduct of said event.

I do hereby further remise, release and forever discharge the Borough of Hanover, its employees and agents, of and from any and all liability, claims, causes of action, damages, costs, expenses or demands of any kind whatsoever in law or in equity arising or which may arise out of or in any way connected and/or relating to the aforesaid event.

**IN WITNESS WHEREOF**, the above named, intending to be legally bound, has executed this Hold Harmless and Indemnification Agreement this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Applicant's Signature

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public