

SPECIAL EVENT PERMIT APPLICATION

Application Fee: **\$40.00**
(non-refundable)

THE BOROUGH OF HANOVER
44 FREDERICK STREET
HANOVER, PA 17331
(717) 637-3877
FAX (717) 637-2805
www.hanoverboroughpa.gov

(All information & event approval based on standards of Hanover Borough Ordinance No. 2295 passed 3-25-20)

PART I. APPLICANT INFORMATION & EVENT DETAILS

NAME OF EVENT: _____ DATE OF EVENT: _____

EVENT LOCATION: _____ TIME OF EVENT: _____

CONTACT NAME/ORGANIZATION NAME: _____

CONTACT ADDRESS _____ CITY, STATE/ZIP: _____

CONTACT PHONE # _____ EMAIL ADDRESS: _____

DESCRIPTION OR PURPOSE OF EVENT: _____

ROUTE TO BE TRAVELED
(PLEASE PROVIDE MAP IF APPLICABLE)

APPROXIMATE NUMBER OF ATTENDEES: _____ APPROXIMATE NUMBER VENDORS: _____

APPROXIMATE NUMBER OF ANIMALS: _____ APPROXIMATE NUMBER OF VEHICLES: _____

WILL BATHROOMS BE NEEDED IF ON PROPERTY OR WILL BATHROOMS BE PROVIDED: _____ EVENT SET UP TIME: _____

TEAR DOWN TIME: _____

COST OF ADMISSION TO EVENT: _____ ELECTRICITY NEEDED?
(IF AVAILABLE ON PROPERTY) _____

PLAN FOR WASTEWATER DISPOSAL: _____ REFUSE REMOVAL: _____
IS APPLICANT TO PROVIDE OR BOROUGH?

LIABILITY INSURANCE COMPANY: _____
(General Liability Insurance is required in the amount of \$1,000,000 naming the Borough of Hanover as additional insured for the event - please attach)

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PART II. OATH, INDEMNIFICATION AND HOLD HARMLESS STATEMENT

I hereby swear that the information set forth in this application is true and correct to the best of my knowledge under penalty of law and I agree to comply with the provision of Ordinance No. 2295 of The Borough of Hanover of which this permit is subject and any other applicable Federal, State or Municipal laws, rules, regulations or requirements.

For and in consideration of the Council of the Borough of Hanover, York County, Pennsylvania issuing a permit for a special event as defined in Ordinance No. 2295, I, _____, applicant, hereby agree to hold the Borough of Hanover harmless from any and all actions, causes of actions, claims, damages, costs, loss of service, attorney fees, expenses, compensation on account of, or in any arising out of the special event known as _____, to be held on _____ day of _____, 20____ at _____, and further agree to indemnify the Borough of Hanover, York County, Pennsylvania, its agents and employees against my 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 actions, damages, costs, expenses or demands of any kind whatsoever in law or in equity arising or which may arise out of in any way connected and/or relating to the aforesaid event.

IN WITNESS WHEREOF, the above-named, intending be legally bound, has executed this hold harmless and indemnification agreement this _____ day of _____, 20_____.

Applicant's signature

SWORN AND SUBSCRIBED BEFORE ME, this _____ day of _____, 20_____.

Signature, Notary Public

PART III. COSTS, APPROVAL AND PERMIT CERTIFICATION

Borough's Estimate of Costs: \$ _____ (attach copy) Payment Date: _____

Date Permit Issued: _____

Signature of Borough Manager

- ATTACHMENTS REQUIRED:
- 1.) Detailed map of route to be traveled if applicable
 - 2.) Map of site location with description of all placement details
 - 3.) Certificate of liability insurance
 - 4.) Application Fee of \$40.00 (non-refundable)