



OFFICE USE ONLY

Fee (excluding deposit): _____

Date Deposit Received: _____

Date Fees Received: _____

Date Application Received: _____

Special Event Permit Application

NOTE: Return this application and applicable fees to Borough of Hummelstown. Applications must be submitted a minimum of 90 days in advance of the start date. All special event applications must be approved by Borough Council. This application is per person or organization requesting approval to hold a Special Event in the Borough of Hummelstown, consisting of 100 attendees or greater.

SECTION 1: Applicant Information

The primary contact is the person who is to be contacted regarding the special event

Primary Contact:

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Purpose of Use:

Organization Name (if applicable):

Type of Organization (select one):

Non-Profit (Please attach a copy of 501(c)(3)) For-Profit/Business Other

SECTION 2: General Information

Please see Appendix B for all rates.

Location Requested: Schaffner Park Mehaffie Park Shope Field Hummel Nature Trail Alexander Park

Use: _____ Single-Day Rental: ____ / ____
Multi-Date Rental: Start ____ / ____ / ____ End ____ / ____ / ____

Will you have any of the following at your event? Yes No

If yes, you must complete all applicable sections of Appendix A.

Vendors (Food or Merchandise) Portable Restrooms & Trash/Recycle Motorized Vehicles

SECTION 3: Tickets & Charities

Will this be a ticketed event? Yes No Sold at the Event Sold in Advance

Ticket Price: _____ Percentage of proceeds donated to a non-profit charity: _____

Beneficiary charity & contact person (please attach proof of Beneficiary Charity's non-profit status):

Phone: _____ Email: _____

Special Event Agreement and Signature

CERTIFICATE OF INSURANCE

Once approved, the applicant must provide a Certificate of Insurance evidencing general liability coverage in an amount of not less than \$1,000,000 to the Borough and shall name the "Borough of Hummelstown" as an additional insured and certificate holder. Coverage is required for those operating motorized vehicles and major equipment, and those providing assistance with maintenance and upkeep of the fields. Proof of coverage is required in advance, and a copy must be provided to the Borough for recordkeeping.

SUBMISSION CHECKLIST: Submit via email at borough@hummelstown.gov, in person, or by mail to Borough of Hummelstown, 261 Quarry Rd, Hummelstown, PA 17036.

- Certificate of Insurance Umbrella Policy (COI)
- "Appendix C" Checklist
- All Required Plans
- Applicable Fees

HOLD HARMLESS

I, being *duly authorized by the organization to submit this application on its behalf*, certify that the information I have provided on this application is true and correct to the best of my knowledge. The undersigned agrees to comply with and be bound by all Borough of Hummelstown rules and regulations, which are expressly made part of the current Special Event Rules and Regulations and this application, and accepts full responsibility for use of fields, property, and persons involved in the special event. The undersigned agrees to indemnify and hold harmless the Borough of Hummelstown, its agents, officers, officials and employees and volunteers from any and all liability, claims, actions, demands, damages and expenses, including, without limitation, reasonable attorney's fees incurred by or on behalf of them, arising out of injury or damage of any kind, to persons or property, in any way connected with participation as a special event on Borough property.

I HAVE READ THE BOROUGH OF HUMMELSTOWN RULES AND REGULATIONS FOR SPECIAL EVENTS AND AGREE TO ABIDE BY THEM IN THEIR ENTIRETY. (APPENDIX B)

All information contained in this application is subject to public disclosure in accordance with the Pennsylvania State Public Disclosure Act.

Name of Individual/Officer of Organization/Group:

Signature:

Date:

APPENDIX A

Event Site Map:

All events require a clear, detailed Borough-provided map template depicting the event site setup, including start/finish lines, stages, performance platforms, portable toilets, tents, vendors, food trucks, activities, first aid stations, emergency access points, and other relevant features.

PennDOT Approvals: State roadways closures require a PennDOT Permit. Local roadway closures require detours and equipment (barricades, cones, etc.). If applicable, all approvals must be submitted at the time of application and within 90 days of the event date.

Parking Plan for Attendees, Vendors, etc.: [\(Insert Quick Link to Appropriate Map\)](#)

Parking/Fire Police (Traffic)/Crowd Control:

Provide your plan for parking, traffic, and crowd control at the time of application and 90 days prior to the event. The size and type of event dictate the plan required. Every event plan is subject to the approval of the Borough Manager or Chief of Police. These plans must include the following:

- 1) Parking/Fire Police (Traffic) –
 - Site map of all parking and the location of each Fire Police station.
 - Location and Number of cones, barricades, signs, etc.
- 2) Crowd Control – What is your crowd control plan? Does this plan provide outside security? If applicable, provide contact person, phone number, and name/address of security firm.
Please note that all outside security will be approved or denied at the sole discretion of the Hummelstown Chief of Police.

First Aid/EMS Plan:

The size and type of event dictate the plan required. Every event plan is subject to the approval of the Borough Manager or Chief of Police. All First Aid/EMS Plans **MUST** include the following:

- 1) Location of First Aid and Medical Services in your event site map/route plan.
- 2) Describe your medical plan and types of resources that will be at your event, and how they will be managed and deployed.
- 3) Will your event require support from the Hummelstown Police Department, Hummelstown Fire Department, and/or Emergency Medical Services?
 - If so, specify what kind of support you anticipate, and the type and number of personnel you will need for the event.
- 4) Local emergency services must be notified of your event, and a copy of the notice must be provided to the Borough.
- 5) On-site Emergency Services may be required to attend the event. The Police and/or Fire Department will advise if on-site emergency medical services are required. *Please note that the number of police, fire, and/or EMS personnel is at the discretion of the Borough and shall be at the Applicant's sole expense.*

Alcohol:

Alcohol is not permitted in our Parks without proper approval from the Borough Council at a monthly legislative meeting. If your event includes alcohol, please provide the following information:

- 1) Vendor Name(s), Contact Person, Phone Number & Email

- 2) A Copy of the State Liquor License, Proof of certification or Server/Seller training from a Pennsylvania alcohol service program (e.g., RAMP) for all individuals serving/selling alcoholic beverages and individuals checking IDs at the Special Event submitted with the application.
- 3) Will this be a “tasting event” only?
- 4) Will sealed alcoholic beverage containers, such as bottles, cans, cartons, or other original packaging, be sold at the event for consumption in Schaffner Park?
- 5) What safeguards do you intend to implement to ensure that attendees under 21 years of age will not have access to alcohol?

Please note that the final decision regarding the security presence needed at any event with alcohol will be approved or denied at the sole discretion of the Hummelstown Police Department.

- 6) Do you plan to serve alcohol free of charge?
 - If so, the following applies:
 - a) See the notice of insurance requirements for liquor liability insurance
 - b) If you intend to serve alcohol free of charge at your event, the provision of alcohol shall not be conditioned upon (i) the purchase of a ticket for admission to the event; (ii) in exchange for a donation or other fee; (iii) a required purchase or payment that would constitute a sale of alcohol under Pennsylvania State Code.

Merchandise/Food (Food Truck) Vendors:

Provide a complete list of all merchandise, food (food truck) vendors to the Borough must be submitted at the time of application and within 7 days of the event date. All merchandise and food (food truck) vendors must be included in the applicant's Insurance Umbrella Policy.

Portable Restrooms:

It is recommended to have two (2) chemical or portable toilets for every 100 people attending the event. Federal guidelines require 5% of these facilities to be ADA accessible. If the event is especially large or lasts more than one day, the restrooms will need to be serviced and additional toilet paper/consumables restocked, or additional units must be provided.

How many? _____ Vendor providing service? _____

Date of placement: _____ Date of pick-up: _____

(Provide the Vendor contract to the Borough at the time of application. If the contract is not received at the time of application, the Borough will utilize its own Vendor at the applicant’s expense.)

Live Music/Amplified Music:

If live music or amplified music is played at the event, you must provide the following information:

PLAN:

- 1) Band(s) or DJ(s) Name, Contact Person, Phone Number & Email
- 2) The start time and end time for the music.
- 3) Note the location of the stage or music stations, including the direction of the speaker placement

Utilities:

Electricity and water are limited and only available in certain locations. *Please see Appendix B for the Utility Fee.* If you will need access to the Borough’s electricity and water, please provide the following information:

- 1) Indicate on the site map the areas that will require access to the type of utility needed. Existing borough-maintained lighting and outlet circuits may not be used for event power use unless approval is obtained before the event date and time. It is suggested you supply your own power source, i.e., a generator. You will be billed for all Borough electrical and water usage on an hourly basis.

Animals:

Special events with live animals must provide the following: *(All animals are subject to Borough Manager or Chief of Police Approval)*

PLAN:

- 1) Please provide a complete list of all animal owner operators that must be submitted at the time of application. All animal owner-operators must be included in the applicant's Insurance Umbrella Policy.
- 2) Site Map of the area designated for the animals.
- 3) Please provide a list of the animal types and quantities that will be on site.

Signs & Banners:

Please complete the [Banner/Arch Advertisement Application](#) at the time of application.

APPENDIX B

BOROUGH OF HUMMELSTOWN - Special Event Fee Schedule	
OFFICE SERVICE FEES	
Returned Check / ACH	\$30.00
PARK RENTAL & SPECIAL EVENT FEES	
State Road Closure Permit Application - Major (1st time road closure event)	\$800.00
Local / State Road Closure Permit Application - Minor (additional requests after initial event)	\$100.00
Special Event Application	\$250.00
Special Event Application - documented nonprofit - forms still required	\$2,000.00
Temporary Alley/Street Closure	\$10.00 /day
Damages & Cleaning - Up to \$2,000.00 plus damages	
BOROUGH LABOR/EQUIPMENT FEES	
BOROUGH PERSONNEL - Minimum 1 Hour	
Food Truck - Per Event	\$50.00
Regular Police rate	\$55.00 /hour
Specialized Duty Assignment - <i>TBD by Chief of Police based on role</i>	
Police Overtime Rate	\$67.00 /hour
Crossing Guard as approved by Police Chief	\$25.00 /hour
Fire Police	\$50.00 /hour
Borough Building Code Official (BCO)	\$50.00 /hour
Code Enforcement Officer	\$50.00/hour
Public Works Labor Rate	\$50.00 /hour
Public Works Labor Overtime Rate	\$61.00 /hour
BOROUGH OWNED EQUIPMENT OPERATED BY BOROUGH PERSONNEL	
Cone per unit	\$5.00 /day
Bike Rack <i>per unit</i>	\$10.00 /day
Barricade Fee <i>per unit</i>	\$8.00 /day
Police Vehicle (operator charge not included)	\$50.00 /hour

Backhoe (operator charge not included)	\$85.00 /hour
Dump Truck (26,000 lb.) (operator charge not included)	\$80.00 /hour
Dump Truck (16,500 lb.) (operator charge not included)	\$65.00 /hour
Street Sweeper (operator charge not included)	\$75.00 /hour
Skid Loader (operator charge not included)	\$75.00 /hour
Pick-up Truck (operator charge not included)	\$50.00 /hour
Utility Terrain Vehicle (operator charge not included)	\$25.00 /hour
Light Tower (per day)	\$275.00 /day
Generator	\$250.00/day
No Parking Signs Up to 25	\$1.00/sign
Flat Rate for 26 - 50 Signs	\$40.00
Flat Rate for 51 - 100 Signs	\$70.00
Flat Rate for 101 or Greater Signs	\$150.00
Utility Usage (Electric & Water Only)	\$20.00/hour
Arch Signs	\$25.00
Banner	\$25.00
Portable Restrooms - (<i>Borough's Preferred Vendor Rate</i>)	

APPENDIX C

BOROUGH OF HUMMELSTOWN - Special Event Checklist			
PRIOR APPROVAL NEEDED FOR ALL PLANS LISTED BELOW			
Yes	N/A	ITEMS	
		Applicant Checklist	
		Complete Application	
		Certificate of Insurance	
		Application Fee	
		Special Event Map	
		Live Animal Plan	
		Live Music/Amplified Music Plan	
		Parking/Fire Police (Traffic)/Crowd Control Plan	
		First Aid/EMA Plan	
		Alcohol:	
		Vendor Point of Contact(s)	
		Proof of certification or Server/Seller training from a Pennsylvania alcohol service program (e.g. RAMP) for all individuals serving/selling alcoholic beverages and individuals checking IDs.	
		Answers to questions 4 - 6 under the Alcohol section of the application	
MUST BE SUBMITTED TO THE BOROUGH OFFICE WITHIN THE TIMELINES SPECIFIED IN APPENDIX A			
Yes	N/A	ITEMS	TIMETABLE
		PennDOT Approvals	90 Days Prior to Event
		Merchandise/Food Vendor List	7 days Prior to Event
		Portable Restroom Company Info	At the time of Application
		Live Music/Amplified Music Plan	At the time of Application
		Signs & Banners Form	At the time of Application

DATE	INITIAL	OFFICIAL USE BY BOROUGH STAFF ONLY
		Complete Application
		Council Meeting Consideration Date:
		Certificate of Insurance
		Application Fee
		Special Event Map
		PennDOT approvals
		Parking/Fire Police (Traffic)/Crowd Control Plan
		Police Personnel
		Fire/EMS Personnel
		First Aid/EMA Plan
		Alcohol:
		Vendor Point of Contact(s)
		Proof of certification or Server/Seller training from a Pennsylvania alcohol service program (e.g. RAMP) for all individuals serving/selling alcoholic beverages and individuals checking IDs.
		Answers to questions 4 - 6 under the Alcohol section of application
		Merchandise/Food Vendor List
		Portable Restroom Company Information
		Live Music/Amplified Music Plan
		Live Animal Plan
		Signs & Banners Form

I now certify Borough Council moved to approve the above Special Event on the following date: ___/___/___

Borough Manager

I now certify that the above Special Event Application checklist has been completed and the attached Special Event Permit has been issued on the following date: ___/___/___

Borough Manager

APPENDIX D

BOROUGH OF HUMMELSTOWN

RULES AND REGULATIONS FOR SPECIAL EVENTS

A Special Event consisting of 100 persons or greater ("Special Event"), wherein alcoholic beverages may be available for public consumption and consumed from an open container, may be authorized and approved at the discretion of Borough Council, upon submission of a Special Event Permit Application to Borough Council. Borough Council is a public body that must formally approve Special Event Permit Applications at its regularly scheduled public meetings. Therefore, applicants must seek approval of a Special Event Permit Application substantially in advance of the event. Applications received that do not conform to the submission requirements set forth in the Special Event Permit Application shall be denied.

1. Payment of a Special Event permit fee in the amount of \$250.00, payable to the Borough of Hummelstown, is required at the time of application. This fee does not include Borough services for Special Events.
2. Special Event permits are not transferable. Changes in ownership, operation or responsible party for the Special Event require reapplication for a permit.
3. Ticket sales/fundraising/vendor sales activities on public space for the Special Event are permitted only for the support of non-profit organizations with a current 501(c)(3) exemption issued by the Internal Revenue Service (IRS).
4. Any activity involving food sales or giveaways will be subject to all Health Code regulations. All vendors may be subject to inspection on the day of the event.
5. Applicant shall have a copy of the approved permit available for inspection at the Special Event.
6. No person, vendor or object may block the emergency access lane. Person(s) found in violation will result in permit revocation.
7. All Borough Ordinances and Resolutions apply to all Special Events, unless a temporary exception has been issued by Borough Council.
8. Attachment of posters, signs, placards, etc. to any public property is prohibited. -In addition, no person(s) shall deface, disfigure, damage or tamper with any Borough property or public property
9. Any person found in possession of an illegal controlled substance or alcoholic beverage, in the case of non-permitted alcoholic beverages, on Borough-owned property or public property will be prosecuted to the fullest extent of the law.
10. If Applicant cancels its event prior to thirty (30) days before its scheduled date, Applicant will receive a partial refund of the Special Event permit fee. If the Special Event must be cancelled due to uncontrollable circumstances, i.e. weather, pandemic, epidemic, public health emergency, or any other Act of God, the Borough will allow the event to be rescheduled. Applicant must contact the Borough to establish a new event date.

11. The Borough expressly reserves the right to cancel a Special Event for any reason. In the event the Borough cancels a Special Event, Applicant will either receive a refund of the Special Event permit fee or will be moved to an alternate date. The Borough bears no obligation to provide reimbursement for any obligation or expense that Applicant may have incurred related to organizing or promoting the Special Event.
12. A Special Event operating pursuant to a Special Event Permit shall only operate between the hours of 8:00 a.m. and 10:00 p.m. unless another time is specifically authorized by the Borough.
13. Applicant shall be responsible for all costs related to the Special Event, including but not limited to, police coverage, emergency services, trash pickup/disposal, traffic control, portable restroom facilities, health inspections, insurance coverage and other measures or Borough services required or requested for the health and safety of persons attending the Special Event. Removal of trash/recycling receptacles, portable restroom facilities, and any other temporary object or structure related to the Special Event shall be removed from the premises as soon as practicable after the Special Event.
14. The number of police officers assigned to each Special Event is an operational public safety decision of the Borough in consultation with the Hummelstown Police Chief or his designee. Borough staff will total the cost of police services for the Special Event. All police personnel expenses will be invoiced per the current fee schedule to the Applicant.
15. The number of Fire/EMS personnel assigned to each Special Event is an operational public safety decision of the Borough in consultation with the Hummelstown Fire Chief or his designee. Staff will total the cost of Fire/EMS services for the Special Event. All fire/EMS expenses will be invoiced to the Applicant.
16. Applicant agrees to comply with all [Federal, State and Local laws](#), rules and regulations adopted by and requirements as it relates to the Special Event, including but not limited to, the sale and service of alcoholic beverages, receipt of applicable permits related to the sale and service of alcohol, access and admission to the Special Event, and admission charges/ticketing in the case of nonprofit organizations.
17. No alcoholic beverage shall be consumed directly from its original bottle, can, carton or other original packaging.
18. Applicant and all its agents, contractors, and employees serving/selling alcoholic beverages or checking IDs at the Special Event must be certified by or have received training from a Pennsylvania alcohol service program (e.g., RAMP).
19. Applicant and all its agents, contractors, and employees working at the Special Event shall be responsible for ensuring that no individual under the age of 21 partakes in the consumption of alcoholic beverages at the Special Event, and all violators shall be removed and barred from the Special Event.
20. Applicant shall control the crowd and noise created by the operation of the Special Event, including but not limited to, the conduct of patrons, or any other disturbances prohibited by Federal, State and Local laws.
21. The Borough reserves the right to pursue legal and/or other appropriate action against Applicant for abuse of the Special Event permit. Any person, association, organization, firm or corporation

who or which shall violate any provision of this permit shall, upon conviction thereof, be sentenced to pay a fine of not more than \$300 and costs of prosecution and, in default of payment of such fine and costs, to imprisonment for not more than 90 days.

22. The Chief of Police, or his designee, shall have the authority to withdraw permission to conduct the event if he feels that, due to public safety concerns, severe adverse weather and/or traffic conditions, the event would be unsafe.
23. The Borough Manager or Chief of Police, or their designees, may at any time revoke any permit for any breach of the terms and conditions under which the permit was issued or a violation of the federal, state, or local laws, upon giving notice to the Applicant of such revocation.
24. All expenses incurred by Applicant in connection with the Special Event permit application process, Special Event, or withdrawal of a Special Event permit for violation of federal, state, or local laws in connection with the use of the Special Event permit are the sole responsibility of Applicant, regardless of whether the Special Event occurs.
25. A Certificate of Liability Insurance naming "Borough of Hummelstown" as an additional insured must be acquired before an event and maintained for the duration of the event, including set-up and break-down periods. The name of the insured, the insurance carrier, the policy number, and coverage of the limits must be stated on the certificate of insurance, as well as the effective dates and expiration dates for the coverage. The name on the insurance form **MUST BE THE SAME ON THE PERMIT** issued by the Borough. An endorsement naming "Borough of Hummelstown, 261 Quarry Rd, Hummelstown, PA 17036" as additional insured must be stated on the certificate of insurance and filed with the Borough at least 90 days prior to the event.

¹ A Special Event Permit issued for a Special Event at which alcoholic beverages shall be served, shall not be subject to the prohibition on open containers of alcoholic beverages under the Park Rules and Regulations set forth in Resolution No. 3, dated October 18, 2001.

State Roads Requiring PennDOT Approval & Permits for Closure

All other roads are "Local Roads"

