Hellam Township
44 Walnut Springs Rd., York, PA 17406
Phone: 717-434-1300
Fax: 717-434-1300
www.hellamtownship.com

Special Event Permit Application

A special event permit is required for any special event, festival, entertainment, public function or gathering conducted outside the confines of a building at one location for a period of 10 days or less. Permits should be requested 30 days prior to the event. To obtain a permit, submit a complete application along with the $50 fee to the Township. Please print legibly, in black or blue pen.

Name of Event: _____

Proposed Dates: From _____ (Month/Day/Year) To _____ (Month/Day/Year)

Rain Dates: From _____ (Month/Day/Year) To _____ (Month/Day/Year)

Proposed Times: *(No event shall be conducted before 7:00 a.m. and after 1:00 a.m.)*

Begin Set-up at: _____ a.m. or p.m. (circle one) Event start time: _____ a.m. or p.m. (circle one)

Event End Time: _____ a.m. or p.m. (circle one) Clean-up ends: _____ a.m. or p.m. (circle one)

Applicant Information:

Contact Name: _____

Name of Organization: _____

Address: _____

Telephone: _____ (daytime) _____ (emergency)

Email Address: _____

Property Owner Information:

Name: _____

Address: _____

Telephone: _____ (daytime) _____ (emergency)

Email Address: _____

Event Details:

Estimated Attendance: Min: _____ Max: _____

Estimated Parking Requirements *(1 space/2 people)*: _____

# of Vehicles Expected: _____ # of Parking Spaces available: _____

Will alcohol be served? ☐ No ☐ Yes *(Provide copy of PLCB Permit)*

Will there be fireworks? ☐ No ☐ Yes *(Provide dates, time, location, and vendor)*

Will there be road closures? ☐ No ☐ Yes *(Indicate road(s) and ownership. If a state or private road is to be closed, please provide appropriate paperwork).*

**** Ordinance Section 126-11.G and H both state it is the promoter/owner of the premises responsibility to provide traffic control and security****

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Event Narrative: Attach a narrative with specific details in relation to the following factors:

- **Sanitary Facilities:** Include name(s) of sanitary contractors, number and location of toilets and dumpsters, frequency of emptying toilets and dumpsters, and post-- event cleanup.
- **Security & Protection of Surrounding Areas:** Include information on traffic control points, emergency phone list, control of noise and nuisances, and supervision of attendees.
- **Emergency Management Plans:** Include any onsite medical facilities, routes to and from offsite medical facilities, and plans for communication.
- **Food and Drink:** Include a list of vendors and contact information
- **Transportation and Parking**
- **Portable Water Supply**
- **Signage:** Include proposed signs used prior to and during the event. Include dimensions of signs, locations, and installation and removal dates.
- **Camping or RV locations:** Include the location and size of the area to be used for camping or as a campground by persons and/or recreation vehicles.
- **Site Plan:** Attach a diagram of the site showing the locations and dimensions, where appropriate, of the proposed: service roads, entrances and exits to/from public roads, portable water facilities, sanitary facilities, sewage disposal facilities, medical service facilities, signs, security personnel sites, food storage facilities, camping facilities and plan for enclosure, if necessary, of the proposed site. **If the event is a parade or run/walk, attach a map of the route.**

By signing this application, I agree to the following:

1. No amusement shall be conducted before 7:00 a.m. and after 1:00 a.m.
2. The premises may be inspected by any police official or other persons authorized by the Board.
3. The premises shall not constitute a nuisance or menace to the health of the community or residents nearby.
4. To provide adequate and suitable containers for garbage, refuse and waste. To remove such containers within 72 hours of the conclusion of the event. To provide for the cleanup and proper disposal of refuse on the premises as well as refuse that may be deposited the public right-of-way or on any adjacent premises, upon the owner's request, within 24 hours after the conclusion of the event.
5. To provide adequate equipment for minimizing fire hazards and adequate medical care and/or facilities on the premises at all times during the event.
6. To provide adequate traffic control to insure safe and orderly flow of traffic entering upon or exiting from the premises, from or onto all public roads abutting the premises. To provide adequate parking facilities either on the premises of on adjacent property. No vehicles shall be parked upon any part of the traveled portion of any public roadway or upon the property of any other person without prior written consent.
7. To provide adequate security to insure protection of persons and property of persons attending the event; as well as persons and property in the vicinity of the premises from acts of trespassing, theft, mischief, vandalism, riot, rowdyism and destruction of property arising out of the conduct of persons attending the event. The type of security measures and the number of personnel so employed shall be subject to the review and approval of the Board and/or the Township Police Chief subject to such standards as may reasonably be adopted under the particular circumstance.

APPLICATION IN NOT VALID UNLESS FULLY COMPLETED AND SIGNED:

Print Name	Signature	Date
_____	_____	_____

(THE PORTION BELOW THIS LINE IS FOR TOWNSHIP USE ONLY)

Completed Application Received: _____ PLCB Permit: Yes - No - N/A
Permit Denied / Approved on: _____ Proof of Insurance: Yes - No - N/A

Date sent to: Police _____ Fire _____ Public Works _____

Conditions of Approval: _____