

SPECIAL EVENT PERMIT APPLICATION

Borough of Harveys Lake
4875 Memorial Highway, Suite 101
Harveys Lake, PA 18618

Telephone (570) 639-2113
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The Code of Ordinances and Resolutions for the Borough of Harveys Lake, Luzerne County, Pennsylvania requires a Permit approved by the Borough for a Special Event to be held within the Borough. The process for obtaining a Special Event Permit begins with the submission of this application.

Application Due Date: At least 60 days prior to the date of the proposed special event. If requesting the full or partial closing of a street or roadway the application must be submitted at least 90 days prior to the date of the proposed event.

Fee: \$100 non-refundable payment per application plus a refundable cleanup fee not exceeding \$2,000.00 to be placed in escrow. The Borough will inform applicant as to the amount to be placed in escrow at the time the application is granted.

NOTICE: CONDUCTING ANY EVENT FOR WHICH A PERMIT IS REQUIRED UNDER THE SPECIAL EVENT RESOLUTION OF THE BOROUGH OF HARVEYS LAKE WITHOUT THE ACQUISITION OF SUCH PERMIT WILL SUBJECT A PERSON OR ORGANIZATION TO PROSECUTION.

SECTION 1. APPLICANT

Name: _____

Phone Number: _____ Email address: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

SECTION 2. EVENT DESCRIPTION

Name of Event: _____

Proposed Date: _____ Start Time: _____ Finish Time: _____

Description of Event: _____

Meeting! Assembly Area: _____

Approximate # of Attendants (participants, organizers, spectators, volunteers): _____

Proposed Route (attach Map of route if using roadways): _____

Are you requesting to close/partially close any roadway or street? _____

If you are planning to close any roadway or street, provide an explanation of traffic control, and attach a plan, if available: _____

Description of any vendors that will be present, including number, locations, purpose, and times

They will arrive and depart: _____

Description of sanitation for the event, including type and number of facilities, locations, dates and times of installation/removal: _____

Description of first aid services on hand, including description and locations: _____

SECTION 3. LIABILITY INSURANCE

Applicant will provide proof of General Liability Insurance in the amount of \$1,000,000.00 naming the Borough of Harveys Lake as an additional insured. In the event the permit requires the closing of a road under the jurisdiction of the Commonwealth of Pennsylvania, Applicant will also name the Pennsylvania Department of Transportation as an additional insured. A certificate of insurance must be attached to the' application.

SECTION 4. ATTACHMENTS REQUIRED

- A. Check for \$100 made payable to Harveys Lake Borough.
- B. Detailed map or plan of proposed assembly areas, route, roadway or street closures, sanitation locations, first aid locations, vendor locations, signage, and structures.
- C. Certificate of General Liability Insurance.
- D. Signed Indemnification Agreement.

SECTION 5. AGREEMENT

I hereby swear that the information contained in this application is true and correct to the best of my knowledge under penalty of law and I agree to comply with all provisions within the Special Permit Resolution of the Borough of Harveys Lake to which this application is subject, along with all local, state, and federal rules, regulations, ordinances, and laws.

Signature of Applicant: _____

Printed Name: _____ Date: _____

FOR BOROUGH USE ONLY

Application:

Approved _____ Denied _____ Date: _____

Comments: _____

Signature of Harveys Lake Borough Secretary: _____

Borough's Estimate of Cost Cleanup for Escrow: _____