

SPECIAL EVENT PERMIT APPLICATION

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

Telephone (570) 639-2113
Fax (570) 639-3063

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 of 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. The Borough reserves the right to condition a Special Event Permit on the Applicant placing a refundable cleanup deposit in escrow (not to exceed \$2,000.00). The refundable cleanup deposit will be required on a case-by-case basis as determined by Borough Council based on the nature of the event.

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 number of Attendants (this includes but not limited to 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, the applicant will also name the Pennsylvania Department of Transportation (PennDOT) as an additional insured. A certificate of insurance must be attached to the application.

SECTION 4. ATTACHMENTS REQUIRED

1. Check for \$100 made payable to Harveys Lake Borough.
2. Detailed map or plan of proposed assembly areas, route, roadway or street closures, sanitation locations, first aid locations, vendor locations, signage, and structures.
3. Certificate of General Liability Insurance.
4. Signed Indemnification Agreement.
5. *If applicable* Escrow cleanup check as determined by Borough Council.

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 Ordinance 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: _____

SECTION 6. SIGNATURE OF APPROVAL

Effective April 15, 2025, Signatures from the Harveys Lake Police Chief and Harveys Lake Fire Department Fire Chief are now required.

Harveys Lake Police Chief _____ Date _____

Harveys Lake Fire Chief _____ Date _____

FOR BOROUGH USE ONLY

Approved: _____ Denied: _____ Cleanup Escrow Required by Council? __Y__N – Amount _____

Comments:

Signature of Harveys Lake Borough Secretary: _____

Date: _____

INDEMNIFICATION AGREEMENT

Applicant jointly and severally agrees to indemnify and hold harmless Harveys Lake Borough, its officers, directors, members, employees and agents, and its successors and assigns from any claim, action, liability, loss, damage, or suit arising from Applicant's Special Event (as described in the Special Event Permit Application).

Where any claim is asserted, Applicant shall provide Harveys Lake Borough with notice of the same in writing within 3 days of receiving such claim. Thereafter, Applicant shall, at its own expense, defend, protect, and hold harmless Harveys Lake Borough against said claim or any loss or liability resulting therefrom.

Should Applicant fail to so defend and/or indemnify and hold harmless, then, in such case, Harveys Lake Borough shall have full rights to defend, pay, or settle said claim on their own behalf without notice to Applicant for all fees, costs, and payments made or agreed to be paid to discharge said claim. The applicant shall be responsible for the reimbursement to Harveys Lake Borough for all fees, costs, and payments made to discharge any such claim.

Applicant agrees to pay all reasonable attorney fees necessary to enforce said indemnification in the event Harveys Lake Borough defends itself in any claim or action arising from Applicant's Special Event.

This agreement shall be unlimited as to amount or duration, and it shall be binding upon and ensure the benefit of the parties, their successors, assigns, and personal agents and representatives.

Applicant Signature: _____ Date: _____

Printed Name: _____ Title: _____