



# SPRING GARDEN TOWNSHIP SPECIAL EVENT PERMIT APPLICATION

This application must be fully completed, signed and forwarded to the Recreation Department at least **45 DAYS BEFORE** your event. See Chapter 262 of the Spring Garden Township (SGT) Code of Ordinances and the Special Event Regulations (“the Regulations”) (available on-line at the Township’s website at [www.springgardentwp.org](http://www.springgardentwp.org) or at the Township Administration Building. An exception is that permits for First Amendment activity as defined in Chapter 262 and the Regulations shall be evaluated no later than 3 business days from the receipt of a completed application **where such First Amendment Activity is intended to respond to current events and depends for its value on a timely response.**

Any misrepresentation in this application or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit. Please type or print the information clearly and attach additional sheets or maps as required below. **ANY CHANGES TO THE APPLICATION ONCE IT IS SUBMITTED MUST BE DONE SO IN WRITING NO LATER THAN 10 CALENDAR DAYS PRIOR TO THE DATE OF THE PLANNED EVENT AND MUST BE APPROVED IN ACCORDANCE WITH CHAPTER 262 AND THE REGULATIONS PROMULGATED THEREUNDER.**

Prior to returning this Application to 340 Tri Hill Road, Suite A, York, PA 17403, (you may return in person or mail), include a copy of your driver’s license or State ID and please attach a check or money order made out to “Spring Garden Township” in the amount of \$50.00, which is the application fee. **Additional fees may be applicable for cost recovery or other permits depending on your event. More information on fees, including the requirement to pay all fees due to Township prior to your event, can be found in the attached Regulations. Alternatively, you may qualify for a waiver of fees under the indigence exception. For more information on indigence, please see Chapter 262, Section 262-6 of the Township Code of Ordinances, Section VII of the Regulations.**

**(SEE PAGES 4-6 FOR RULES, REGULATIONS, ADDITIONAL FEES, CERTIFICATE OF INSURANCE ESTIMATES, AND INDIGENCY FORM)**

*All special events that take place within Spring Garden Township need to be preapproved to determine the impact, additional permit needs, considerations, and challenges in relation to each event for the safety of both the attendees and Township residents.*

Applicant & Sponsoring Organization Information	
<b>Organization (must match certificate of insurance)</b>	
<b>Contact Person (will be on site day of event)</b>	<b>Cell Number:</b>
<b>Emergency Contact (will be on site day of event)</b>	<b>Cell Number:</b>
<b>Street Address</b>	
<b>City, State, ZIP Code</b>	
<b>Organization’s Phone Number</b>	<b>Cell Number:</b>
<b>E-Mail Address</b>	
<b>Tax Exempt Number</b>	

Event Information				
<b>Event Title:</b>		<b>Event Date:</b>		
<b>Event Location:</b>				
<b>Type of Event (Check all that apply):</b>				
___ Run / Walk	___ Picnic	___ Sporting Event	___ Park Clean Up / Service Project	
___ Parade	___ Park Festival	___ Cultural Event	___ Other (specify):	
___ Street Fair	___ Private Party	___ Food Festival		
<b>Set-up</b>	Date:		Time:	
<b>Event Date</b>	Start:		End:	
<b>Break Down</b>	Date:		Time:	
<b>Event Attendance</b>	Participants:	Vendors:	Spectators:	Total:
<b>Is this event free to the public?</b> <input type="radio"/> Yes <input type="radio"/> No			Admission Cost:	
Overall Event Description				
Briefly explain event and activities. Please provide any attachments as needed to help us better understand the scope of the event, timeline of activities, requested services, and other specifics, such as vendors to help us determine impacts, additional permit needs, considerations, and challenges.				
Event Details - please attach additional sheets and information as necessary to answer questions				
Does your event involve the sale or consumption of food, and/or beverages? If yes, please describe. Vendors will need to submit Liability Insurance Certificate, see pg 4 <i>Note: Alcoholic beverages are not permitted in any Spring Garden Township Parks.</i>				
Will vendors be providing food to the public? If having more than two vendors, you may be asked to fill out an additional form.				
Will items or services be sold at the event? If yes, please describe. Vendor/concession fees apply.				
Will the event have amplified sound, construction of stages or other improvements, including any tents, fenced areas, or awnings? If yes, please describe and provide a map of the set up. Noise permits, building permits and inspections may be required.				
How many portable bathrooms and hand washing stations will be provided? _____ Please provide a map of their locations at the event site.				
What is your cleanup plan after the event?				
Security/Safety/Volunteers				
Please describe your procedures for both crowd control and internal security. Have you hired a Security company to handle Security arrangements for this event? Please describe the guards' schedule and the number of guards to be used:				
<b>Security Company Name:</b> _____			<b>Phone Number:</b> _____	

**Fire Department/Fire Police- York Area United Fire and Rescue (YAUFRR)**

**NOTE:** Spring Garden Township does not provide fire or traffic services through York Area United Regional Fire & Rescue (YAUFRR). It is the applicant's responsibility to obtain fire services for the event. YAUFRR may require certain public safety standards to be met by the event organizer. YAUFRR Office Phone- 717-718-2383

Are you requesting Fire Services?  Yes  No      Are you having fireworks?  Yes  No

Please contact YAUFRR and include information here: \_\_\_\_\_

**Emergency Medical Services (EMS)**

**NOTE:** Spring Garden Township does not provide EMS for special events. It is the applicant's responsibility to obtain EMS for the event.

\*EMS is required for walks/runs with over 100 participants. EMS Office Phone- 717-843-4112

Are you requesting Emergency Medical Services?  Yes  No

Please contact EMS and include information here: \_\_\_\_\_

**Request Township Police**

Are you requesting Police Department Services?  Yes  No

Service(s), Location(s), & Time(s) Police are requested (*police services are not guaranteed for your event*):

\_\_\_\_\_

**What is your parking plan for the event?**

Assembly area: \_\_\_\_\_ Disbanding area: \_\_\_\_\_

**Request Township Public Works**

**NOTE:** Spring Garden Township no longer provides traffic control services or barricade services for large special events\*. Prior to large events, the applicant must find licensed and certified traffic control, roadway barricades, and submit a traffic plan to SGT.

Are you requesting Public Works Services?  Yes  No

Barricades:  Yes  No      Quantity: \_\_\_\_\_ Include \$3/barricade with application fee

Road Closures:  Yes  No      Quantity: \_\_\_\_\_

Other: \_\_\_\_\_

**If not SGT Public Works, what traffic control group are you using?**

**Road names to be closed and/or shared - please attach additional sheets for road closures as necessary**

Street:	Between	And
Street:	Between	And
Street:	Between	And
<i>Time of Street Closure</i>	Start:	End:

**Parade/Walk/Run Route (map must be included with your application):** A free website for map routing is [www.usatf.org/routes](http://www.usatf.org/routes)  
 - Your event's traffic control plan will be reviewed by the Township Police and Public Works Departments before approval. A copy will also be submitted to YAUFRR for informational purposes only. Once all signatures are obtained for final approval, your completed form will be returned to you through the Recreation Department.

## Rules & Regulations – *please check off each item as you read through*

- **A non-refundable processing fee of \$50 is required at the time the application is submitted** to Spring Garden Township. Include a copy of your State issued Driver’s License or ID. If applicable, please include the barricade rental cost with your application fee (\$3 per barricade). Please keep in mind that additional fees may be charged for other services as needed.
- **Additional fees may apply after review of the Special Event Permit application by Spring Garden Township.** If additional fees are expected, the Township will provide an estimated cost 10 days prior to the Special Event date. Estimated fee’s must be paid in full at least 4 days prior to the Special Event date or the permit will not be issued. If the actual charges exceed the estimated fee’s the sponsor will be invoiced within 60 days of the Special Event.
- **Indigency:** In accordance with Chapter 262 of the Spring Garden Township Code of Ordinances, no application fee or cost recovery charges shall be assessed to an individual group or organization holding a First Amendment Activity as defined in Chapter 262 and the regulations promulgated thereunder, if a notarized indigency affidavit is submitted. The affidavit can be requested and should be submitted after you receive your invoice from the Township to determine recovery costs. If you are unable to submit the original application fee, you can submit the affidavit at the time of your application.
- Reservations may be made a maximum of 2 years in advance and must be made a minimum of 45 days in advance of requested event date to ensure that the location is available, and no other events or activities are scheduled at the location.
- A site plan map of your event must be included with your Special Event Permit Application identifying the location of stages, vendor booths, portable toilets, registration area, etc. For runs, walks, and parades, the site plan map must also outline your proposed route. If your event will generate additional traffic, or interrupt existing traffic on any Township street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued.
- Special Event Permit Applications may require review by the Spring Garden Township Board of Commissioners for approval or denial. Need for review by the Board of Commissioners is based on size, scope, and impact of event.
- For events that will take place in parks, please remember that alcohol is not permitted in any Township parks. Dogs and other pets are not permitted in parks unless otherwise noted. Please refer to the posted signs listing the park rules and regulations for what is permitted in Township parks.
- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the Township to call upon the Public Works Department. The applicant is required to provide recycling receptacles at the event. All expenses incurred for trash and recycling services will be the responsibility of the event applicant. You will be billed if you fail to remove the trash and recycling from your event location.
- Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. We encourage you to locate a local provider to bring in portable bathrooms and/or hand washing stations during your event. Contact your vendor for an estimate of how many people one chemical restroom will serve.
- A Certificate of Liability Insurance naming ‘Spring Garden Township’ 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 the 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 SGT. An endorsement naming “Spring Garden Township, 340 Tri Hill Rd., Suite A., York, PA 17403” as additional insured must be stated on the certificate of insurance and filed with SGT at least 10 days prior to the event.

General Liability	Individual Occurrence	Aggregate
• Bodily injury, including death	• \$500,000.00	• \$1,000,000.00
• Property damage	• \$50,000.00	• \$ 100,000.00

- **IF ALCOHOL WILL BE SERVED,** a liquor liability endorsement is also required and must be stated on the Certificate of Insurance (COI). Where the Applicant, on behalf of any other persons, organizations, firms or corporations on whose behalf application is made, seeks to hold a Special Event involving the sale of alcoholic beverages and has otherwise been granted all necessary permits for such purpose, including but not limited to permission pursuant to Chapter 104-3 of the Spring Garden Township Code of Ordinances, the Applicant shall maintain a policy or policies of Liquor Liability Protection with limits proscribed and approved by the Township Solicitor at the time of the Application. Such insurance shall be evidenced on the COI provided to the Manager.

- IF THERE WILL BE VENDORS OR CONTRACTED ACTIVITIES at the event, Spring Garden Township must also have a copy of their General Liability Insurance on file no later than 10 days prior to the event with the Township listed as the additional insured.
- You must receive approval for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. Acceptance of your Special Event Permit Application by the Township is not a guarantee of the date, location, or an automatic approval of your event.
- Please contact the Zoning Officer (717-848-2858) to determine additional permits and/or fees that may be required for certain types of signage, multiple vendors, and temporary site furnishings. Outdoor signage may only be posted one day prior to the event and must be immediately removed once the event is over.
- In some cases, the need for police detail from the Spring Garden Township Police Department, a professional security company, or a combination of both may be required by Spring Garden Township in order to obtain a Special Event Permit. The Spring Garden Township Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
- Only readily removable barricades may be used for street closures; and lane of clearance is required for emergency vehicle access at all times. You may be required to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.
- EMS in conjunction with YAUFR must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. YAUFR may require an inspection at your cost before and/or during the event.
- The applicant shall assume and reimburse Spring Garden Township for any and all costs and expenses determined by the Township to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:
  - a. The cost of providing, erecting, and moving barricades and/or signs;
  - b. The cost of providing and moving garbage or waste receptacles;
  - c. The cost of Township personnel and/or Spring Garden Township Police who are required to work overtime hours;
  - d. The cost of Township personnel or third-party agencies to perform required inspections.

• I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS:  Yes  No

## Agreement and Signature

*I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate. I recognize that Spring Garden Township reserves the right to deny any individual's or group's request as necessary to protect the rights of the residents and the integrity of the Township. Spring Garden Township may supersede any of the stated rules and regulations or institute new ones as it sees fit. I further certify that I, on behalf of myself and/or the Organization/Sponsor (for which I have submitted a letter indicating I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to Spring Garden Township that are incurred by the Township or on behalf of the event subject to the provisions of Chapter 262 of the Spring Garden Township Code of Ordinances and the regulations promulgated thereunder.*

*In consideration of permission to use the requested Spring Garden Township owned field, facility, or other property, I, individually and in my representative capacity for the specified organization/group (if any), for myself, for the aforesaid organization, and for our successors, representatives, insurers, and do:*

1. *release and discharge Spring Garden Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, from any and all claims of liability and causes of action in law and in equity, arising in any way from my/our use of the above listed Township owned field, facility, or other property;*
2. *release and discharge any and all right of and claims for contribution, indemnification, and subrogation, by whatever term called, against Spring Garden Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, arising in any way from my/our use of the above listed Township owned field, facility, or other property; and*
3. *agree to indemnify, defend, and hold harmless Spring Garden Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, for any and all losses, claims, demands or causes of action, and any damages, judgments, fees, expenses, costs (including interest) of any nature whatsoever arising in any way from my/our use of the above listed Township owned field, facility, or other property.*

<b>Name of Individual/Officer of Organization/Group (printed):</b>	
<b>Signature:</b>	<b>Date:</b>

## Exhibit A Special Event Permitting Fee Schedule

**1). APPLICATION FEE:**

The Application fee for a special events permit shall be \$50.00.

**2). COST RECOVERY FEES:**

Overtime will be added where applicable

Police Rates: (Updated as necessary on the Township fee schedule)

- a. \$80.00 per hour is billed for all Police Officers. Four (4) hour minimum per officer may apply.
- b. \$10.00 is charged for each police vehicle required.

Public Works rates as established in the Fee schedule are subject to most recent compensation rates. Please note, there is a three-hour minimum overtime rate for any work performed outside of normal business hours, Mon-Fri 7AM-3:30PM. Township observed holidays have a three-hour minimum at double time rates.

Barricades needed for community or other small parades, block parties, etc. shall cost: \$3.00 per barricade. Any lost, damaged and/or stolen barricades shall be the sole responsibility of the Applicant and shall be replaced at a cost of \$62.00 per barricade

YAUFR rates are as follows:

- a. \$100.00 per hour for each Pumper Truck
- b. \$150.00 per hour for each Ladder Truck
- c. \$30.00 per hour for each Firefighter/EMT
- d. \$45.00 per hour for each Fire Officer

Special Event Permit Application (OFFICE USE ONLY)				Received	Date
<b>\$50 Non-Refundable Processing Fee</b> (submitted with application)					
Estimated Cost recovery sent to sponsor (10 days prior) and payment received (4 days prior)					
Barricade Fee received					
Traffic Plan (marked with street closure and crossing areas)					
List of vendors/contracted activities, services/items, or goods being sold					
Permit(s) Needed? LIST:					
INSURANCE: Copy of Applicant's / requesting organization's General Liability Insurance Coverage					
INSURANCE: Copy of Vendors' / contracted activities General Liability Insurance Coverage					
Department Signatures			Fee	Confirmation & Date	
<b>Fire Department (YAUFR)</b>	Needed?	<b>Y</b>	<b>N</b>		
<b>Police Department</b>	Needed?	<b>Y</b>	<b>N</b>		
<b>Public Works</b>	Needed?	<b>Y</b>	<b>N</b>		
Payment Information (UPON APPROVAL)					
Amount Due: \$ _____		Payment Method (Check all that apply): ___ Cash ___ Check or Money Order # _____			
Authorized Township Signature: _____					