



Borough of Gettysburg Special Event Permit Application

The Code of Ordinances of the Borough of Gettysburg Chapter 6, Part 9 states that “It shall be unlawful for any person to hold or participate in any special event unless the person(s) organizing or conducting the special event first obtains a permit for the conduct of the same from the Borough. A special event permit issued by the Borough may not be assigned to another sponsor, person or organization.” A Special event is defined as one that “Includes but is not limited to an assemblage, procession, parade, public gathering, athletic competition, race, reenactment or spontaneously planned event, which is held on a public street, sidewalk, or recreational facility; or on any other property, but which requires coordination of public services to a degree over and above that which the Borough of Gettysburg routinely provides.” Please refer to the code of ordinances for a more comprehensive listing of definitions, requirements, types of events and exceptions at www.ecode360.com

Application Deadline:

1. No Closure of State-Designated Highway.
 - a. The application for a permit must be submitted to the Borough at least 30 days prior to the proposed date and time of the special event. The Borough may, for good cause shown, authorize permits filed fewer than 30 days in advance where doing so will not significantly disrupt Borough business.
 - b. An application for a spontaneously planned event shall be filed as far in advance as possible, but not fewer than 48 hours before the event.
 - c. An application shall be deemed submitted on the date it is received by the Borough or, if received on a holiday or after normal business hours, on the next business day of the Borough.
 - d. The Borough may request additional information if it is reasonably necessary to determine whether the proposed special event is reasonably feasible without undue obstruction of traffic or undue risk to health or safety and is reasonably necessary in the planning for such special event.
2. Closure of State-Designated Highway. An application for a permit for a special event which requests the closure or partial closure of any state-designated highway must be submitted to the Borough at least 90 days prior to the proposed date and time of the special event in order to allow the Borough to provide the required notice to PennDOT for the approval of that agency for the closure or partial closure of such state-designate highway.

Fees and Expenses:

No special event permit shall be issued until the applicant pays a reasonable fee, which shall be for the use of the Borough, in an amount to be established from time to time by resolution of the Borough Council. The amount of such fee shall reflect as closely as possible the actual costs to the Borough of processing the permit and the recovery of costs to the Borough in providing public services for the special event. An applicant for a First Amendment activity who is unable, due to indigency, to pay the fee, may seek a waiver by submitting an affidavit attesting to the sponsor's inability to afford the fee and proof of indigency. The current permit application fee is \$30.00. In addition, the applicant is responsible to reimburse the direct costs and expenses incurred by the Borough to control traffic or crowds or to provide other additional public services to accommodate the conduct of a special event.

Fees and Expenses continued:

Estimated costs will be provided and must be paid in advance of the event. After the event, the Borough staff will total the actual costs incurred and will either 1. issue an additional invoice if the costs exceed the estimate, or will 2. issue a refund in the event actual costs are lower than the original estimate.

Application:

In accordance with the Code of Ordinances of the Borough of Gettysburg Chapter 6, Part 9 I am requesting permission to conduct a special event as follows:

Organization Sponsoring the Event

Street Address Apt or Suite

City State Zip

Telephone Fax

Contact/Responsible Person

Street Address Apt or Suite

City State Zip

Telephone Alt Phone

Email

Purpose or nature of Event:

Certificate of General Liability Insurance with the "Borough of Gettysburg" named as additional insured and as certificate holder at 59 East High Street Gettysburg, PA 17325 with coverage of \$1 million must be submitted.

Date of event Expected number of persons attending

Event Start Time: Time and duration including all setup and disassembly time

If march, parade, or race, list starting point, route, and ending point

List any vehicles, floats or equipment being used

Application continued:

List specific details related to 1. transportation and parking, 2. food, beverages and providers thereof, 3. Security requirements for control of traffic and persons attending, 4. sanitary facilities and 5. plans for post-gathering trash removal and site restoration:

Duties of Permittee:

1. The permittee shall comply with all sections of the Pennsylvania Crimes Code, the Pennsylvania Motor Vehicle Code, the Gettysburg Borough ordinances, the rules and regulations for the Rec Park, and any other applicable laws.
2. The permittee shall comply with all permit directions, restrictions and conditions made a part of the permit by the Borough or by PennDOT, if applicable.
3. The permittee shall comply with all terms, conditions and requirements of its liability insurance policy and its insurance carrier if liability insurance is in effect at the time of the special event and agrees to save and hold harmless the Borough of Gettysburg, its agents and employees, from any and all claims, damages, suits at law for damages to or loss of property or injury or death to persons resulting directly or indirectly from or attributable to the permittee or its employees in connection with the event or gathering authorized by this permit.
4. The person in charge on site of the special event shall carry the permit upon his or her person during the conduct of the event.
5. The permittee shall ensure that all signs, postings, structures, any other temporarily placed items, and any debris or solid waste, trash, or droppings used or deposited by the participants during the special event are removed and properly disposed of at the conclusion of the event.
6. The permittee shall collect and remove all recyclable materials and dispose of the same consistent with Borough Ordinance No. 1240-00, as amended by Borough Ordinance No. 1357-08 (Chapter 20, Part 2, of the Code of Ordinances of the Borough of Gettysburg) and any amendments thereto.
7. Unless otherwise authorized by this permit, all sidewalks, walkways and roadways must remain unobstructed to allow for the reasonable use of these area by pedestrians and vehicles
8. Any vendors associated with the special event will obtain the required transient retail sales permits
9. No special event (with the exception of a Borough-sponsored New Year's Eve event) using sound amplification equipment shall be permitted between the hours of 11:00 p.m. and 7:00 a.m., prevailing time.

Penalties:

Any person, firm or corporation who shall violate any provision of this Part shall, upon conviction thereof, be sentenced to pay a fine not more than \$600 plus costs. Each day that a violation of this Part continues shall constitute a separate offense.

Signature:

I have read and agree to comply with the conditions set forth in this permit

Signature of Permittee _____ Date _____

THIS SECTION FOR BOROUGH USE ONLY

Estimate of departmental expenses:

Department	Estimated Expense	Actual Expense
Police	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Public Works	\$ _____	\$ _____
Other	\$ _____	\$ _____
Total	\$ _____	\$ _____

Departmental Review	Signature	Date
Planning Department – Intake	_____	_____
Police Department	_____	_____
Parking Department	_____	_____
Public Works Department	_____	_____
Finance Department – Estimate Y N	_____	_____
Borough Manager - APPROVAL	_____	_____
Planning Department-Issuance	_____	_____
Finance Department – Final Bill	_____	_____