

SPECIAL EVENT PERMIT APPLICATION

Org/Entity/Business or Individual: _____

Name of Responsible Party: _____

Mailing Address: _____

24/7 Contact Telephone Number: _____ Email: _____

Name of Event: _____

Date of Event: _____

No less than thirty days advance notice for events

Start Time: _____ End Time: _____ Is this for each day? _____

Approximate # of Attendees: _____ # of Involved Vehicles: _____

Location of Event: _____

Will Event Be On Any Public Street, Borough Land, Parks, Parking Lots, and/or Borough facilities? YES NO

Which streets: _____ Park: _____ Parking Lot: _____

Have you held this event before? (please circle): YES NO YES, BUT DIFFERENT

Will your event need? (please circle):

Electrical Service?	YES	NO
Water Service?	YES	NO
Traffic Control by Special Event Monitors?	YES	NO
Police Assistance?	YES	NO
Fire Department Assistance?	YES	NO
Traffic Cones or Barricades?	YES	NO

Will your event have? (please circle):

Live Animals?	YES	NO
Banner(s)? (Which may not be permitted)	YES	NO
Fireworks? (Which may require an additional permit)	YES	NO
Food Service? (Which may require an additional permit)	YES	NO
Live Entertainment/Amplification?	YES	NO
Tent(s), Stage(s), or Temporary Structure(s)? (Which may require an additional permit)	YES	NO
Alcoholic Beverages? (Which requires additional permit)	YES	NO

Please describe your event in detail on the back of this form. You are required to include maps and a list of all food and alcohol vendors' names and addresses. By signing this Permit Application, applicant agrees to comply with the Borough of Chambersburg's Special Event Rules, Code of Ordinances Chapter 119, Special Events and/or Chapter 204, Parades & Public Gatherings & all application Federal, State, and Local Laws.

Responsible Applicant Signature

Date

ADDITIONAL REQUIREMENTS OF A SPECIAL EVENT PERMIT

If private property is used for event formation or disbanding, provide name, address, phone number of private property owner. Also, attach a letter of permission granted by the private property owner.

CERTIFICATE OF INSURANCE

Prior to issuance, you will need to provide a Certificate of Insurance evidencing that the responsible parties maintain insurance which will protect that person and the Borough of Chambersburg from claims for damages for personal injury, including accidental death, as well as claims for property damages which may arise from conduct of the event. Excluded from any claim for damages will be damages related to persons objected to the content of the proposed or actual message of the applicant. The amounts of such insurance shall be as follows:

Public liability insurance in an amount of not less than \$1,000,000 for injuries, including accidental death, to any one person and property damage insurance in an amount of not less than \$1,000,000. The Certificate of Insurance shall name the Borough of Chambersburg as an additional insured and shall be provided by an insurance company authorized to do business in the Commonwealth of Pennsylvania and acceptable to the Borough.

If the parade or public gathering will include the sale, service, or consumption of alcohol, proof of liquor liability insurance coverage in an amount of not less than \$1,000,000 per occurrence must also be provided, with such policy naming the Borough of Chambersburg as an additional insured with said policy being provided by an insurance company authorized to do business in the Commonwealth of Pennsylvania and acceptable to the Borough.

In certain cases, according to local law, for example, small block parties, where only residents of the area are invited, the Borough can require the assumption of liability by execution of a waiver of liability form in exchange for no need to obtain a Certificate of Insurance.

MANDATORY TRASH COLLECTION & RECYCLING

Proper Borough supervised trash collection and recycling is required at all community events, all parades, and any other Special Event or activities in the Borough. The sponsor will be responsible for arranging for trash collection and disposal and obtaining recycling containers from the Borough's Sanitation Department at 717-261-3213. The Borough will collect the containers at the conclusion of the event. Fees may apply. We ask the public to be diligent in properly disposing of all eligible recyclable materials.

PLACES TO CALL FOR...

FOOD DISTRIBUTION – Borough of Chambersburg Land Use and Development Department at 717-251-2465.

POLICE (PUBLIC SAFETY & TRAFFIC CONTROL) – The Chambersburg Police Department will have been notified of your event. If you have additional information or questions please contact them within 24 hours of your permitted event at 717-264-4131.

FIRE POLICE (TRAFFIC CONTROL) – If you are utilizing Franklin Fire Department Fire Police for traffic control, you must contact the Franklin Fire Department Fire Police directly 30 days in advance of your permitted event to confirm your participation and any request may require Chambersburg Borough Council approval. Call 717-263-5874 for more information.

ALCOHOL USE/CONSUMPTION – You will need to secure a LCB Liquor License. Information for the license can be found at www.lcb.pa.gov.

Pursuant to local law, the Borough of Chambersburg reserves the right to withdraw your permit for your event if any rule, policy, law or permit is not properly obtained and followed. Also, the Chambersburg Police Department is authorized to cancel any event, at any time, should the Officer in Charge, determine that the event is unsafe, causing a public safety issue, blocking traffic, or in the event of a weather condition or other circumstance that requires the event to be cancelled.

PAYMENT OF FEES

All food health license inspection fees will be invoiced to the event sponsor after the event along with other Borough of Chambersburg fees, if applicable.

SPECIAL EVENT RULES & POLICIES
Revised January 1, 2020

Effective immediately, this permit is required for all special events on public or private property.

DOES MY EVENT REQUIRE A PERMIT? In all cases, it is best to complete the paperwork and allow the Borough the opportunity to review your application and make a determination. All events on public or Borough-owned property require a permit. Those events on private property that, in the opinion of the Borough, meet the definition of a special event, will also require a permit. Those events on private property or on public property not typically used for such events, may also require a **Land Use Permit Application** (separate form and review process). In addition, if the use and/or consumption of alcohol is included in the application, an **Events Including Alcohol Application** will be required.

A Special Event on private property shall mean a temporary event, gathering, or activity, including but not limited to events, farmers markets, flea markets, commercial parties with admission or the sale of merchandise, concerts with or without admission fees, carnivals, circuses, or other types of festivals with or without admission or sale of merchandise, political or public speaking events, and seasonal celebration, all of which are a temporary use on private property, not typically permitted or utilized as the site of such events, which involve one or more of the following activities:

1. Temporary sale of merchandise, food, or beverages
2. Temporary site of amplified music, entertainment, or information
3. Temporary erection of a tent equal to or greater than two hundred (200) square feet
4. Temporary installation of a stage, band-shell, trailer, van, grandstand, bleachers or other portable building or structure
5. Temporary placement of portable toilets
6. Temporary placement of carnival rides, pony rides or similar, traveling or temporary animal exhibits, or a midway
7. Temporary events reasonably expected to have more than 300 visitors in a calendar day.
8. Placement of temporary no-parking signs in parking lots or driveways usually accessible to the general public; or
9. Placement of temporary pedestrian boundary markers or barricades to prohibit public access to spaces usually accessible to the general public.

A Special Event on Borough-owned property shall mean any parade, march, ceremony, show, exhibition, block party, carnival, pageant or procession of any kind or any similar display in or upon any street, park or other public place in the Borough; any gathering in or upon which the streets are occupied for the purpose of a march, procession or demonstration. Gatherings on sidewalks that do not block the sidewalk are not parades.

A Land Use Permit may be required for any project or event that includes the following:

The building, remodeling, demolition, erection of any structure, permanent or temporary, or includes any electrical, plumbing, or structural work, or any change of use, temporary or permanent, or any project or event that requires a Uniform Construction Code review pursuant to the Code of Ordinances of the Borough of Chambersburg.

What is a change in use? A change in use is when a property, typically permitted for one type of activity is permanently or temporarily changed to a different activity for which it is not previously permitted. In addition, some uses, although not primary and considered accessory uses, are sometimes associated with other primary uses and are therefore not a change in use. For example, a church is a use whereas a parking lot at the church is an accessory use. For example, a store is a use whereas a storage shed behind the store might be an accessory use. Only the Zoning Officer of the Borough or the Zoning Hearing Board can make such determinations.

Zoning Code contains rules: The local law regulating land use in the Borough contains rules as to what can be done and when it can be done. No matter where your event is planned, zoning rules apply.

COSTS ASSOCIATED WITH SPECIAL EVENTS IN CHAMBERSBURG

Special Event, Parade or Public Gathering Permit Fee:

The Permit Fee for a Special Event, Parade or Public Gathering is as follows: A fee in the amount of \$20.00 shall be charged for a Special Event Permit for all special events open to the public at which open containers of alcoholic beverages will be distributed, possessed, or consumed. A fee in the amount of \$10.00 shall be charged for a Special Event Permit for all other special events open to the public.

All vendors will be inspected on the day of the event. It is mandatory that you include each vendor so they are issued a License prior to the event.

Fees for Food and Alcohol Vendors are as follows:

- Per Event – Retail Food Health License Holder \$15.00
- Per event – Non-Retail Food Health License Holder \$25.00

Town Council will contribute a per-event credit of \$300.00 towards certain Police, Fire, EMS, or their barricades or vehicle expenses at your event (details below).

Other Permit Fees:

Your event may be required to obtain from the Borough or from the Borough's third party code enforcement agent, a variety of permits and approvals including but not limited to construction permits, fire code and safety permits, health licenses and food handling permits, etc. Permit fees are the responsibility of the event organizer. Plan approvals and fee payments must be made in a timely manner in order for your Special Event or Parade Permit to be issued and valid.

Police:

The number of Police Officers assigned to each event is an operational public safety decision of the Chambersburg Police Department. Staff will total the cost of police services for your event. The aforementioned per-event credit of \$300.00 may be applied for expenses related to the staff of uniform police officers (time and equipment if applicable) for each Special Event Permit issued, effective October 10, 2001. All expenses in excess of the \$300.00 are to be invoiced to the Special Event Organizer and are due and owing within ten (10) business days after receipt.

Fire of Emergency Medical Service:

The number of Borough employees assigned to each event is an operational public safety decision of the Chambersburg Fire Chief or his designee. Staff will total the cost of Fire/EMS services for your event. The aforementioned per-event credit of \$300.00 may be applied for expenses related to the Chambersburg Emergency Services Department if they determine that fire fighters, fire inspectors, or emergency medical personnel must be present at your event, effective October 10, 2001. All expenses in excess of the \$300.00 are to be invoiced to the Special Event Organizer and are due and owing within ten (10) business days after receipt.

Traffic Control and Special Event Monitors

If the Chambersburg Police Department determines that your event requires the closing of streets to vehicular traffic or if your event requires vehicular or pedestrian traffic to be regulated, or if your event impacts public parking, then the Chambersburg Police Department may assign civilian Special Event Monitors to monitor and regulate vehicular and pedestrian traffic during your event.

Closing Borough Streets requires the permission, in advance, of the Chambersburg Police Department, the Mayor; and, may be denied if such closure is dangerous, disruptive or requires excessive public safety personnel to accomplish. Please consider alternatives.

Closing State Owned Streets requires the permission, in advance, of the Chambersburg Police Department, the Mayor, and the Pennsylvania Department of Transportation. A detour plan must be filed with and approved by the State and failure to comply with the detour plan may result in fines and penalties. Please consider alternatives.

PENNSYLVANIA STATE LAW DOES NOT PERMIT CIVILIANS TO CONTROL OR DIRECT TRAFFIC.

If the Chambersburg Police Department determines that Special Event Monitors must be present at your event, effective April 22, 2013, all expenses for these costs, shall be invoiced to the Parade or Special Event Organizer and are due and owing within ten (10) business days of the Event. The aforementioned \$300.00 credit DO NOT apply to these expenses. The number of Borough employees assigned to each event is an operational public safety decision of the Chambersburg Police Chief or his designee.

ADDITIONAL RULES FOR ALL SPECIAL EVENTS & PARADES

Alcoholic Beverages:

Whether on private or public property, your event can include the sale or distribution of alcoholic beverages. However, the disbursement of such beverages requires a permit from the Pennsylvania Liquor Control Board and additional requirements from the Borough of Chambersburg. First, you must submit a map delineating the location of alcoholic beverage dispensing and consumption. A mandatory pre-event meeting with the Borough Code Office and Police Department may amend your proposal. Further, other requirements, such as fencing, signs, and private civilian security (age identification), may be added to your permit request. In addition to the LCB Special Event Liquor License permit requirement, the Borough has an additional requirement for either event organizer or server to obtain Liquor Liability Insurance (naming the Borough as an additional insured). In addition, there are limitations on what may be served, when it may be served, and a requirement that all beverages be put in event-specific cups for consumption (to prevent attendees from bringing their own beverages to the event). Finally, those serving the alcoholic beverages must represent a business in the Commonwealth of Pennsylvania with a liquor license at another location (servers must be from a pub, tavern, restaurant, distillery, brewery, caterer, or similar with a valid liquor license at that location as well). This indicates that they are [RAMP](#) certified professional servers.

Animals:

No person shall own, possess, harbor or control any animal or bird which howls, meows, squawks, or makes other sounds continuously and/or incessantly for a period of 10 minutes or makes such noise intermittently for ½ hour or more to the disturbance of any person at any time of the day or night, regardless of whether the animal or bird is situated in or upon private property. All feces must be removed and properly disposed.

Building or Erecting Any Structure, Permanent or Temporary:

Any erection, construction, reconstruction, alteration or moving of a building or other structure, including a sign authorized by a permit, shall be commenced, and any change in use of a building or land so authorized shall not be undertaken with a Land Use Permit. Applications can be obtained at the Borough Office.

Carnivals and Circuses:

Effective May 13, 2019, these types of Special Events are permitted. A carnival is defined as a traveling amusement enterprise, festival, event, or other similar form of entertainment that typically includes rides, games and/or sideshows. A fair is permitted: a gathering held at a specified time and place for the buying and selling of goods; such as a market; or an exhibition, such as of farm products or manufactures goods, usually accompanied by various competitions and entertainments; such as a state fair; or an exhibition intended to inform people about a product or business opportunity; such as a computer fair or a job fair; or an event, usually for the benefit of a charity or public institution, including entertainment and the sale of goods; such as a bazaar or a church fair. All events on property not owned by the Borough of Chambersburg will need to receive Permission from the land owner, in the form of writing, in addition to a Special Event Permit. Zoning rules apply.

Curfew:

It shall be unlawful for any child more than 11 years old and under the age of 18 years to loiter or remain, either on foot or in or on a vehicle, in or upon any of the public streets, highways, alleys, parks or other public places, as well as private property posted with a "no loitering" warning, of the Borough of Chambersburg, Franklin County Pennsylvania, between the hours beginning at 10:30 PM and continuing until 5:00 AM on the following day on any Sunday, Monday Tuesday, Wednesday or Thursday night, or between the hours beginning at 11:30 PM and continuing until 5:00 AM on the following day on a Friday or a Saturday night unless such child shall be accompanied by a parent, guardian or other person having the legal care or custody of such child.

Therefore, any Special Event that attracts children as attendees must be mindful of these limitations.

Electrical Work:

The installing, repairing, or removing any electric wiring, electric wiring device(s), or electric appliance(s) shall not be undertaken without proper permits and inspection. Call Pennsylvania Municipal Codes Alliance (PMCA) at 717-496-4996.

Firearms:

State laws apply. Private property owners may enforce regulations related to the carrying or use of firearms.

If decorative or celebratory use of firearms is included in your event, please contact the Chambersburg Police Department within 24 hours of your permitted event to confirm the use of firearms. Call 717-264-4131 for more information.

Food Distribution to the Public or Attendees (Sale or Otherwise):

No food may be sold or distributed without a Health license, proper facilities, and training. Contact Jody Mayer at 717-251-2465 for more information.

In addition, the manner of keeping food for sale is subject to inspection. It shall be the duty of the keepers of stores, shops, stand and wagons from which articles of food are vended or sold to keep such places clean and in a sanitary condition, free from offensive odors or any accumulation of decomposed or decomposing animal or vegetable matter. Such stores, shops, stands and wagons shall be inspected by the Food Inspection Technician within the Land Use and Development Department of the Borough of Chambersburg, or other authorized agent of the Board of Health.

Games of Chance/Gambling:

In Pennsylvania all games of chance (including bingo and raffles) must be licensed by the State. For more information, please refer to Pennsylvania Department of Revenue website www.revenue.pa.gov.

Loitering:

It shall be unlawful for any person to linger on Chambersburg municipal parking lots within the Borough of Chambersburg or in vehicles parked thereon, between the hours of 10:00 PM and 8:00 AM, prevailing time, for a purpose unconnected with lawful activity related to the use and purpose for which such parking lots were established.

In addition, the Mayor and Town Council own the street and public sidewalk areas within the Borough. The public has the right to travel on the streets and travel over and assemble on public sidewalks. It is a burden on the public's use of the sidewalk and street for persons to hang around for commercial purposes given the readily available alternate methods of handling commercial transactions, such as a shop or office, mail, door-to-door sales, brochures, newspapers, internet, television and radio. It is in the best interest of the public that a license be required to prevent restricted areas from being burdened by commercial hanging around. In addition to freeing up the sidewalk and street areas for the purpose of travel and assembly, the purpose of this rule is to reduce the noise, air pollution and congestion resulting from vehicles being stopped or slowing down because of commercial hanging around and to

ensure access for safety vehicles to and through said designated areas by limiting commercial hanging around in certain areas.

Noise:

No person shall operate or permit the operation of the sounding of any horn or signaling device on any truck, automobile, motorcycle, emergency vehicle or other vehicle on any street or public place within the Borough except for an emergency or to avert danger.

No person shall engage in or allow motor vehicle racing on any street or in public rights-of-way.

No person shall sell anything by outcry within any area of the Borough zoned primarily for residential uses. The provisions of this section shall not be construed to prohibit the selling by outcry of merchandise, food and beverages at licensed sporting events, parades, fairs, circuses, public auctions and other similar licensed public entertainment events.

No person shall play or permit the operation or playing of any radio, music player, sound amplifier, sound equipment or similar device from a motor vehicle which produces, reproduces or amplifies sound in such a manner as to be plainly audible or felt at a distance of 100 feet from the vehicle.

The following actions are specially prohibited between the hours of 10:00 PM of one day and 6:00 AM of the following day on Sundays and weekdays (except Friday evening the quiet period begins at 11:00 PM) and between 11:00 PM of Saturday and 8:00 AM Sunday morning (the quiet periods), regardless of the sound level which is emitted:

- a. Play or permit the operation or playing of any radio, television, drum, musical instrument, music player, sound amplifier, phonograph or similar device which produces, reproduces or amplifies sound in such a manner as to be plainly audible or felt across a property line (if the abutting use is residential in nature) or from within another dwelling unit.
- b. In residential zoned districts, load or unload trucks or other motor vehicles or open, close or otherwise handle boxes, crates, containers, building materials, garbage cans or other objects in such a manner as to be plainly audible across a property line.
- c. Rebuild or test or otherwise work on any motorcycle, motor vehicle, motor boat or aircraft in such a manner as to be plainly audible across a property line.
- d. Operate or permit the operation of any equipment used in construction, repair, alteration or demolition work on buildings, structures, streets, alleys or appurtenances thereto.
- e. In residential zoned districts, except when necessary to provide access to and from a property, operate or permit the operation of any power equipment used for home or building repair or grounds maintenance, including, but not limited to, power saw, power generator, sander, lawn mower, and garden equipment.
- f. Operate or permit the operation of any power equipment, including, but not limited to, chain saws, pavement breakers, log chippers, power generators, and powered hand tools.
- g. Operate or permit the operation of any model aircraft powered by internal combustion engines, whether tethered or not, or the firing or operating of model rocket vehicles or other similar noise-producing devices.
- h. Yell, shout, whistle, sing, or otherwise create noise in public areas in such a way that disturbs the quiet, comfort, or repose of persons in any dwelling, hotel, or other type of residence.

Parks and Recreation Areas of the Borough:

The Borough maintains separate Standardized Rules and Regulations for parks and recreation areas.

Parking Regulations:

Parking meters, parking spaces, and parking requirements under zoning still apply. Call 717-264-4131 for more information.

Public Property:

The Borough defines public property as property owned, under the supervision or control, or upon which a real estate interest exists (i.e. easements) of the Borough of Chambersburg, its subsidiaries or agents. Property owned by other governmental units, for the purpose of these rules, is considered private property, as the Borough is not the property owner of record.

No person or person shall willfully or maliciously destroy or remove or deface or obliterate or cover up any lamp, warning sign or barricade erected by the authorities of the Borough or by any person, firm or corporation doing work by permission of the authorities of the borough on any of the streets, alleys, sidewalks or bridges in the Borough or on any public grounds of the Borough, within or without the Borough, as a warning of danger.

It shall be unlawful for any person, firm, association or corporation to nail, staple, tie, paste or in any way attached any placard, sign, banner, advertising material, or printed or written material of any kind, or to permit others to do so in his or its behalf, upon any utility poles owned by the Borough, any light standards, trees or refuse receptacles erected or located on any of the streets, sidewalks or public grounds of the Borough of Chambersburg.

It shall be unlawful for any person, firm, association or corporation to paint or place markings of any type on the streets, curbs, or sidewalks of the Borough. Temporary removable signs will be allowed for the duration of the event. All temporary signage will be the responsibility of the event sponsor.

The surface of, and the space above and below, any public street, unopened right of way, highway, turnpike, bridge, land path, alley, court, boulevard, sidewalk, parkway, way, lane, public way, drive, circle, or other public right of way held by the Borough in the service area. "Public way" shall also mean any easement now or hereafter held by the Borough within the service area for the purpose of public travel and/or for utility and/or public service use dedicated for compatible uses.

It shall be unlawful to occupy any fixed location upon any of the streets, alleys, sidewalks or Borough parking lots of the Borough of Chambersburg or any other property owned, leased to, or controlled by the Borough of Chambersburg for the purpose of selling any goods, wares or merchandise of any type whatsoever, with or without any stand, counter or vending machine. Exceptions for sidewalk café and sidewalk sales apply.

Signs and Banners, Temporary or Permanent:

One cannot place a sign or banner across a street, unless permitted in advance as a location for such a sign or banner, by the Borough of Chambersburg. Such locations may require additional approval including permits, insurance, and reimbursement of personnel. Avoid signs and banners in or across the street right-of-way.

Zoning rules apply to signs and banners.

Signs affixed to a vehicle may be permitted; rules apply. Signs, banner signs, or pennants intended to announce a special occasion and posted for less than thirty (30) days on private property, not in the right-of-way, may be permitted if the sign is less than four (4) square feet; rules apply. Temporary signs, banner signs, or free standing signs, announcing a borough permitted or recreation department event or parade may be displayed on private property or within a Recreation Department public space if the sign is posted for less than thirty (30) days is less than sixteen (16) square feet; rules apply. Council may permit by special exception other temporary sign installations.

Solid Waste Collection and Recycling:

All refuse accumulated in the Borough of Chambersburg shall be collected, transported and disposed of by the Borough, either by its own employees or by a contractor or contractors approved by the Borough. All refuse receptacles shall be provided by the owner, tenant, lessee or permittee of an event. All refuse receptacles shall be equipped with suitable handles. All refuse receptacles shall be maintained in good condition. The Borough may require the organizers of an event to arrange for refuse collection with the Borough. Call 717-261-3213 for more information.

Street Closings:

Closing Borough Streets requires the permission, in advance, of the Chambersburg Police Department and Mayor; and, may be denied if such closure is dangerous, disruptive or requires excessive public safety personnel to accomplish. Please consider alternatives.

Closing State Owned Streets requires the permission, in advance, of the Chambersburg Police Department, the Mayor, and the Pennsylvania Department of Transportation. A detour plan must be filed with and approved by the State and failure to comply with the detour plan may result in fines and penalties. Please consider alternatives.

Traffic Rules:

Traffic rules (i.e. State and Local Law related to vehicles and streets) apply during civic events. A permit does not, in any way, waive any applicable laws and offenders may still receive summons/violations.

Nothing in the issuance of a Special Event, Parades & Public Gatherings Permit in any way waives or voids any Federal, State or Local Law. All event organizers are personally responsible for compliance with the law.