

BOROUGH OF ELIZABETHTOWN

Special Event Permit Rules & Regulations

(Refer to Ordinance No. 950 for additional information)

1. Applications on the Borough's form must be submitted 60 days prior to the first day of public promotion/advertisement OR commencement of the event, whichever occurs first and 90 days prior if the event includes closure of a State highway.

NOTE: Completed applications, including all supporting documentation, are required for final approval. Pending applications (submitted and under review) that are still considered incomplete ten (10) calendar days prior to the proposed event will automatically be denied.

2. No applicant shall be under 21 years of age.
3. If entertainment is part of an event, the use of sound amplification equipment is permitted ONLY between the hours of 7:00 a.m. and 9:00 p.m.
4. The burden of event security, traffic control, and traffic detours during public gatherings is the sole responsibility of the applicant. Penalties apply if inadequate at the time of the event.
5. Any individual providing traffic control or in close proximity to traffic must be appropriately trained, must wear the required safety vest, and must use the required safety equipment. An executed copy of the Traffic Control Training & Safety Equipment Certification form must be attached to the application if working with or near vehicular traffic.
6. Throwing candy during parades is prohibited.
7. All drivers of floats or motorized vehicles must possess a valid PA Drivers' License.
8. At least one type ABC (2A20BC) fire extinguisher shall be located within easy access on each parade float that incorporates open flame or a heat source on the float; i.e., fire pit or electric heater.
9. A copy of notification materials to businesses and residents on any street proposed for closure must be submitted along with the method and date of proposed delivery.
10. A certificate of insurance listing the Borough as an additional insured must be submitted with the application. Certificate shall specify general liability coverage with a minimum of \$1million for each occurrence and \$2million aggregate.

11. The Borough is not liable for injuries incurred before, during or after events. A waiver of liability must be submitted with the application. In addition, the event organization must include the Borough as indemnified on any waiver required by event participants.
12. A sketch or map showing the area for the event or route for a parade, including traffic control and detour routes for vehicles and pedestrian traffic must be submitted along with the application.
13. The Borough reserves the right to alter parade routes at its sole discretion based upon traffic control, detour routes, number of participants, and other factors.
14. Trash and recycling maintenance services must be provided by the applicant during and immediately following an event.
15. Portable restrooms and trash/recycling containers to meet the anticipated attendance must be provided by the applicant/organizer no earlier than 48 hours prior to an event and must be picked up within 48 hours after an event.
16. No one is permitted to discard any form of waste material, paper or rubbish except in containers supplied for that purpose. Applicant is responsible for cleaning up after any animals used in the event. Any expenses incurred by the Borough to clean streets, dispose of debris or perform any other related post-event clean up shall be billed to the sponsoring organization.
17. When applicable, written confirmation of stand-by services for EMS and fire must be provided.
18. No person shall use profane language or conduct themselves in any lewd, immoral or commonly objectionable manner during the event.
19. No person shall injure, deface, remove or cut or damage any trees, plants or turf along the event route or on event property. Any vehicle such as a heavy or tireless one that may possibly damage roadways is prohibited.
20. Possession of alcoholic beverages and/or narcotics prior to, during, or following an event on public property is prohibited. Persons under the influence of intoxicating beverages or narcotics shall not be permitted on public event premises. Open alcoholic containers are not permitted on public property as per Elizabethtown Borough Code, Chapter 6, Part 4.
21. The Borough reserves the right to revoke any permit and assess the appropriate penalty should conditions or parameters outlined in the submitted application change following initial approval.
22. The Borough reserves the right to make additions and/or changes to these guidelines at any time without prior notice.