

**SPECIAL EVENT PERMIT APPLICATION**

Application Fee: **\$30.00**  
(non-refundable)

THE BOROUGH OF HANOVER  
44 FREDERICK STREET  
HANOVER, PA 17331  
(717) 637-3877  
FAX (717) 637-2805  
www.hanoverboroughpa.gov

(All information & event approval based on standards of  
Hanover Borough Ordinance No. 2295 passed 3-25-20)

**PART I. APPLICANT INFORMATION & EVENT DETAILS**

NAME OF EVENT: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

CONTACT NAME/ORGANIZATION NAME: \_\_\_\_\_

CONTACT ADDRESS \_\_\_\_\_ CITY, STATE/ZIP: \_\_\_\_\_

CONTACT PHONE # \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OR PURPOSE  
OF EVENT: \_\_\_\_\_  
\_\_\_\_\_

ROUTE TO BE TRAVELED  
(PLEASE PROVIDE MAP  
IF APPLICABLE) \_\_\_\_\_  
\_\_\_\_\_

APPROXIMATE NUMBER  
OF ATTENDEES: \_\_\_\_\_ APPROXIMATE  
NUMBER VENDORS: \_\_\_\_\_

APPROXIMATE NUMBER OF  
ANIMALS: \_\_\_\_\_ APPROXIMATE NUMBER  
OF VEHICLES: \_\_\_\_\_

WILL BATHROOMS BE NEEDED  
IF ON PROPERTY OR WILL  
BATHROOMS BE PROVIDED: \_\_\_\_\_ EVENT SET UP TIME: \_\_\_\_\_  
TEAR DOWN TIME: \_\_\_\_\_

COST OF ADMISSION TO EVENT: \_\_\_\_\_ ELECTRICITY NEEDED?  
(IF AVAILABLE ON PROPERTY) \_\_\_\_\_

PLAN FOR WASTEWATER DISPOSAL: \_\_\_\_\_ REFUSE REMOVAL: \_\_\_\_\_  
IS APPLICANT TO PROVIDE OR BOROUGH?

LIABILITY INSURANCE COMPANY: \_\_\_\_\_  
(General Liability Insurance is required in the amount of \$1,000,000,000 naming the Borough of Hanover  
as additional insured for the event - please attach)

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**PART II. OATH, INDEMNIFICATION AND HOLD HARMLESS STATEMENT**

I hereby swear that the information set forth in this application is true and correct to the best of my knowledge under penalty of law and I agree to comply with the provision of Ordinance No. 2295 of The Borough of Hanover of which this permit is subject and any other applicable Federal, State or Municipal laws, rules, regulations or requirements.

For and in consideration of the Council of the Borough of Hanover, York County, Pennsylvania issuing a permit for a special event as defined in Ordinance No. 2295, I, \_\_\_\_\_, applicant, hereby agree to hold the Borough of Hanover harmless from any and all actions, causes of actions, claims, damages, costs, loss of service, attorney fees, expenses, compensation on account of, or in any arising out of the special event known as \_\_\_\_\_, to be held on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, and further agree to indemnify the Borough of Hanover, York County, Pennsylvania, its agents and employees against my loss as a result of any and all claims of persons or entities of whatever nature arising from the conduct of said event.

I do hereby further remise, release and forever discharge the Borough of Hanover, its employees and agents, of and from any and all liability, claims, causes of actions, damages, costs, expenses or demands of any kind whatsoever in law or in equity arising or which may arise out of in any way connected and/or relating to the aforesaid event.

IN WITNESS WHEREOF, the above-named, intending be legally bound, has executed this hold harmless and indemnification agreement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Applicant's signature*

SWORN AND SUBSCRIBED BEFORE ME, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature, Notary Public*

**PART III. COSTS, APPROVAL AND PERMIT CERTIFICATION**

Borough's Estimate of Costs: \$ \_\_\_\_\_ (attach copy) Payment Date: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_  
\_\_\_\_\_  
*Signature of Borough Manager*

- ATTACHMENTS REQUIRED:
- 1.) Detailed map of route to be traveled if applicable
  - 2.) Map of site location with description of all placement details
  - 3.) Certificate of liability insurance
  - 4.) Application Fee of \$30.00 (non-refundable)