



Borough of Greencastle

60 NORTH WASHINGTON STREET · GREENCASTLE, PENNSYLVANIA 17225
PHONE (717) 597-7143 · EMAIL office@greencastlepa.gov

TO: Special Event Coordinators
FROM: Borough of Greencastle
SUBJECT: Special Event & Street Closure Application Packet

Since Borough streets are public property, the closure of Borough streets will only be approved for special events that are open to the public. Completed applications for special events involving Borough street closures must be submitted to the Borough of Greencastle no later than ninety (90) days prior to the requested event date. If the requested street closure includes a Pennsylvania Department of Transportation (PennDOT) roadway, the completed application must be submitted at least one hundred twenty (120) days prior to the requested event date to allow the applicant sufficient time for coordination with the PennDOT after Borough approval.

To request approval for a special event utilizing Borough streets and/or state highways within the Borough of Greencastle, applicants must submit the following:

- ☐ Completed Special Event Request Form including all required attachments
- ☐ Letter addressed to Borough Council requesting permission to hold the event. The letter shall include the following information:
 - Name of Event
 - Description of Event including estimated number of attendees/participants
 - Event Date and Time
 - Rain Date and Time (if applicable)
 - List of all streets, residences, and/or business that may be impacted
 - List of all streets requested to be closed, including the requested closure times
- ☐ Detailed map including the following information:
 - Event area and/or route
 - Proposed street closures
 - Detour routes
 - Temporary "No Parking" areas
 - Traffic control devices and personnel
- ☐ Certificate of Insurance including the following information:
 - Minimum general liability coverage of one million dollars (\$1,000,000.00)
 - Policy effective dates that include the event date(s)
 - The Borough of Greencastle named as an Additional Insured for the event
 - Certificate Holder information:
 - Borough of Greencastle, 60 N. Washington Street, Greencastle, PA 17225
- ☐ Signed Special Event Terms and Conditions Acknowledgement Form

Please Note: Submission of a completed application does not guarantee approval. Applications will be reviewed by Borough staff and Borough Council, as applicable. Additional information may be requested during the review process.



SPECIAL EVENT & STREET CLOSURE REQUEST FORM

BOROUGH OF GREENCASTLE
OFFICE USE ONLY

DATE SUBMITTED _____

DATE APPROVED _____

EVENT INFORMATION

NAME OF EVENT/ORGANIZATION	DATE OF EVENT	RAIN DATE	TIME OF EVENT
START LOCATION	END LOCATION	CLOSURE START TIME	CLOSURE END TIME
STAGING AREA		LOCATION	
YES	NO		
NO PARKING START LOCATION		NO PARKING END LOCATION	IS THIS A PENNDOT STREET?
			YES NO IF YES, ALLOW 6 WEEKS FOR PENNDOT REVIEW.

SERVICES REQUESTED

Please note there may be a charge for and services/items needed. *Applicant is responsible for the placement and return of these items.

*NO PARKING SIGNS	YES	NO	IF YES, QTY
*NO PARKING METER BAGS	YES	NO	IF YES, QTY
ELECTRICITY (CENTER SQUARE)	YES	NO	IF YES, SPECIFY NEEDS

CONTACT INFORMATION

NAME OF COORDINATOR	ADDRESS/EMAIL	PHONE NUMBER
EMERGENCY CONTACT AT EVENT (If not the same as coordinator)	ADDRESS/EMAIL	PHONE NUMBER

REQUIRED ATTACHMENTS

- ☐ REQUEST LETTER – provide name, date, time of event, all impacted streets, residences, and/or businesses
- ☐ DETAILED MAP – clearly identifying event area/route, detours, street closures, no parking, traffic control
- ☐ CERTIFICATE OF INSURANCE – \$1,000,000.00 coverage, listing Borough of Greencastle as Certificate Holder

By signing this Application on behalf of the Applicant, the undersigned certifies that he or she is authorized to submit this Application and bind the Applicant to the terms, conditions, and requirements set forth in the Special Event & Street Closure Application Packet.

NAME OF APPLICANT/RESPONSIBLE PARTY (PLEASE PRINT)	PREFERRED CONTACT INFORMATION
SIGNATURE OF APPLICANT/RESPONSIBLE PARTY	DATE



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Special Event & Street Closure Terms and Conditions

1. The Applicant shall ensure that candy, promotional items, or other materials are distributed in a safe manner. Candy or other materials shall not be thrown from moving vehicles, trailers, or floats. Distribution shall occur only by walking participants or from stationary vehicles. All items distributed during the event shall be safe and appropriate for public distribution.
2. The Applicant shall be responsible for the complete removal of all litter, debris, signs, and other event-related materials from the event area and route. Cleanup shall be completed within two (2) hours following the conclusion of the event unless otherwise approved by the Borough. The Borough reserves the right to require a refundable cleanup deposit. If Borough personnel are required to perform cleanup or restore public property due to the Applicant's failure to do so, the Applicant shall reimburse the Borough for all associated costs.
3. It is the policy of the Borough of Greencastle that taxpayers shall not bear the costs associated with special events that are not sponsored by Borough Council. Therefore, the Applicant shall be responsible for reimbursing the Borough for all direct costs incurred in connection with the event. Such costs may include, but are not limited to, wages paid to Borough employees, equipment usage, traffic control devices, materials, and any other direct out-of-pocket expenses incurred by the Borough.
4. Approval granted pursuant to this application does not authorize or excuse any violation of federal, state, or local law, nor does it authorize any trespass upon the rights of others. Approval shall not render the Borough of Greencastle liable for any act, omission, injury, loss, or damage arising from the approved event.
5. Applicant hereby indemnifies and holds the Borough of Greencastle, its elected officials, appointed officials, officers, employees, and volunteers harmless from and against any and all claims and liability for personal injury, property damage, death, loss, deficiency, claim or other expense (including reasonable attorney's fees and other costs and expenses incident to any claim, suit, action, or proceeding) asserted by or on behalf of anyone, in any manner either directly or indirectly arising out of the activity for which this approval is granted.
6. Applicant agrees to conduct the Special Event in compliance with all applicable ordinances, statutes, rules, and regulations of the Borough of Greencastle, the Commonwealth of Pennsylvania, and the United States of America.
7. Approval is granted solely for the event and activities described in the approved application. Any substantial changes to the event, including but not limited to the route, date, time, street closures, or event activities, must receive prior approval from the Borough.
8. The Applicant shall conduct the Special Event in a manner that does not create a public nuisance or unreasonably interfere with the peace, safety, or welfare of the Borough or surrounding neighborhood.

9. The Applicant agrees to conclude the Special Event at the approved time and shall promptly reopen public streets and restore all public property to its pre-event condition.
10. Emergency vehicles shall be provided immediate access through or around the event area at all times. The Applicant shall cooperate with emergency responders and Borough personnel as necessary.
11. The Borough reserves the right to revoke or suspend approval of the event at any time if the Applicant fails to comply with these Terms and Conditions, if conditions create a threat to public health or safety, or if directed by emergency personnel.
12. The Applicant shall be responsible for ensuring that all event volunteers, participants, contractors, and vendors comply with these Terms and Conditions and any additional conditions imposed by the Borough.
13. The Applicant shall be responsible for the repair or replacement of any Borough-owned property damaged as a result of the Special Event.

SPECIAL EVENT & STREET CLOSURE TERMS AND CONDITIONS ACKNOWLEDGEMENT

By signing below, the undersigned certifies that he or she is authorized to act on behalf of the Applicant, has read and understands these Terms and Conditions, and agrees that the Applicant will comply with all requirements contained herein. The undersigned further acknowledges that failure to comply with these Terms and Conditions may result in revocation of event approval and reimbursement of costs incurred by the Borough.

NAME OF APPLICANT/RESPONSIBLE PARTY (PLEASE PRINT)

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SIGNATURE

DATE

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