

Manheim Borough Non-Street Special Event Application

A “Non-Street Special Event” is defined as any event held within the Borough of Manheim that will NOT affect a public roadway owned or maintained by the Borough of Manheim/Commonwealth of Pennsylvania and to which the general public is invited or advertised to be invited. This includes, but is not limited to, events and charitable organization fundraising activities held in Market Square and at borough parks. For events that will affect a public roadway, please use the Public Streets Special Event application.

- Applications must be submitted at least thirty (30) days prior to the event.
- Application must be completed in its entirety. Applications received without the above noted requirements will be returned. Attach any additional information if needed.

NAME OF ACTIVITY EVENT:			
DATE OF ACTIVITY EVENT:	RAIN DATE:	START TIME:	END TIME:
LOCATION:			
NAME OF ORGANIZATON OR GROUP HOSTING:		ADDRESS OF ORAGNIZATION OR GROUP:	
ARE ROAD CLOSURES NEEDED: Yes No		IF YES, THIS FORM MAY NOT BE USED – PLEASE COMPLETE THE MAJOR SPECIAL EVENT APPLICATION:	
HAS APPLICANT NOTIFIED LOCAL BUSINESSES AND RESIDENTS IN AREAS THAT WILL BE IMPACTED BY THE EVENT? Yes No			
If not, notifications to all businesses and residents in the area affected by the event will be required to be provided at least 14 days prior to the event, and/or at such other advance time as determined by the borough.			
CONTACT PERSON NAME:		PHONE NUMBER:	EMAIL
ADDRESS:			
EXPECTED ATTENDANCE:			
GENERAL INFORMATION ABOUT ACTIVITY EVENT:			

OFFICIAL USE ONLY			
DATE RECEIVED:	DATE APPROVED:	APPROVED BY:	
EVENT STAFF NEEDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER NEEDED:	BARRICADES NEEDED: <input type="checkbox"/> YES <input type="checkbox"/> NO	NUMBER NEEDED:
TOTAL COSTS:			
Police:	Public Works:	Office Staff:	

Mail completed applications to: Manheim Borough
 15 East High Street, Manheim, PA 17545
 Or email to BoroughManager@ManheimBoro.org

The following information must be provided for processing of the application:

A detailed description of activity/event must be attached to this form. This includes times, locations, maps (map should include location of vendors, rest rooms, trash cans, parking and shuttle bus). Special requests and an agenda/schedule of event activities; if not already stated in the application. If this is not attached, your application will not be processed. This applies to all new and previous applicants.

1. Will you be distributing any literature or printed material?

If yes, please include samples.

2. Does your event include vendors, concession food sales or giveaways?

If yes, provide a list of vendors, locations, map of food vendors and any special requirements. Attach a copy of their Mercantile/Health License.

3. Were local businesses/vendors asked to participate in the event?

If yes, provide a list of local businesses that are participating.

4. Does your event involve entertainment?

If yes, provide a description of entertaining, arrival/departure time(s), performance location(s) and contact information including name and phone number for each booked act.

5. Does your event involve the use of a public address system?

If yes, provide sound company contact information including name and phone number.

6. Borough of Manheim will determine if street cleaning is required and will notify the applicant before the event.

7. Does your event involve the erection of tents, signs or banners?

If yes, provide a description of each.

8. Each event will require one (1) toilet facility per 250 participants.

List number of toilet facilities available or ordered.

9. Does your event require trash clean-up?

Each applicant is required to provide trash clean-up and disposal after the event. This includes clean-up of affected areas not limited to streets, sidewalks and other public use areas. Event sponsors must provide for recyclables containers (cans, plastic bottles). The Borough reserves the right to charge the applicant for trash left in the right-of-way at \$25.00 per 15 minute increments.

11. Please list other special activities not covered above:

Guidelines for Activities/Events:

1. Fundraising/vendor sales activities on public space are permitted only for the support of non-profit organizations with a current section 501(c)(3) exemption issued by the Internal Revenue Service (IRS).
2. Any activity involving food sales or giveaways will be subject to all Health Code regulations.
3. All Borough Ordinances and Zoning Ordinances apply to all activities/events, unless a temporary exception has been issued by the Borough Council. This includes event advertising signs – please contact the borough codes officer for sign information.
4. Attachment of poster, signs, placards, etc. to any public property is prohibited. Any distribution of flyers, leaflets, brochures, printed literature and materials must have prior approval from the Borough Council. Also, no person(s) shall deface, disfigure, damage or tamper with any Borough property or Public property.
5. Any person found in possession of a controlled substance or alcoholic beverage(s) on Borough owned property or public property will be prosecuted to the fullest extent of the law.
6. If your event must be cancelled due to uncontrollable circumstances, i.e. weather or disaster, the Borough of Manheim will allow the event to be re-scheduled without any additional permit needed. The Borough of Manheim reserves the right to cancel an activity/event for any reason. In the event the Borough of Manheim cancels your event for any reason, you will be provided with an alternate date or refund of your permit fee(s). The Borough of Manheim bears no obligation to provide reimbursement for any out-of-pocket expenses that the permit holder may have incurred related to organizing or promoting your event.
7. All costs for the event are the responsibility of the event coordinator. If the Manheim Borough Police Department event staff is required, costs will be paid by the sponsoring organization.

Manheim Borough Release & Waiver Agreement

I hereby apply to the Borough of Manheim to rent and use the public facility(s) / location(s) as stated in the attached Activity Permit Application for _____, from _____ am/pm to _____ am/pm. I understand that by utilizing these facilities, I will engage in activities that expose myself and my guests to normal risks of injury or harm associated with nature, sporting events, activities, picnics, social gatherings, music events and recreational activities.

I agree that I am responsible for my own safety and the safety of my guests. I further agree to produce a safe event or activity as permitted pursuant to an approved Activity Permit Application. I assume all risk and responsibility of damage to the property of the Borough of Manheim as it relates to my activity and my use/misuse.

I agree to defend, indemnify and hold harmless the Borough of Manheim, its agents and representatives from any and all liability whatsoever, either known or unknown, including by way of illustration only and not limitation, death, personal injury and/or property damage arising from my activity.

I agree fully and forever release, discharge and agree not to sue the Borough of Manheim, any of its officials, elected or appointed, employees, past or present and contractors, past or present, sponsors or their officers, directors, agents, employee representatives, and successors for any loss, damage or expense brought onto me, anyone acting on my behalf, or anyone else because of conduct attributed to me. I agree that this release and waiver shall be construed and interpreted according to the law of the Commonwealth of Pennsylvania. I understand and agree that this release and waiver shall be binding upon my heirs, successors, assigns and any personal representatives acting on my behalf.

I have read the above items of the release and waiver, understand them, agree to abide by them and hereby acknowledge that I understand the release and waiver. I am at least 18 years of age and legally authorized to sign this document.

Signature:

Printed Name:

Date: