



## GREENE TOWNSHIP SPECIAL EVENTS PERMIT APPLICATION

### Use of this Form:

Complete this application if the proposed assemblage, procession, or other special event will require the closure of Township roads, sidewalks, and/or bikeways. Each application must be completed by an authorized agent of the sponsoring organization. Please complete this form in its entirety and submit it to Greene Township staff in accordance with the conditions enumerated in this application. For your convenience, this application also includes instructions and timelines for securing Pennsylvania Department of Transportation (PennDOT) approval should the event require closure of state roads. Nothing in this application or associated policy shall supersede or override PennDOT or other Greene Township permit requirements.

### Definitions:

**Assemblage** – An organized group of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations, and other recreational activities. An assemblage is a special event.

**Authorized Agent** – An individual or legal entity that has obtained authorization to act on behalf of the organization responsible for conducting the assemblage, procession, or special event for the purposes of completing all required parts of this application.

**Procession** – An organized group of people, or people with vehicles (including bicycles), animals, or objects, moving along a roadway, or the berm or shoulder of a roadway or bikeway in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to walks, foot races, parades, and marches. A procession shall not include a funeral caravan, military convoy or emergency service convoy. Other processions shall be considered a special event.

**Special Event** – A procession, assemblage, or special activity held within the public right-of-way.

**State Road** – A highway or bridge on the system of highways and bridges over which the Pennsylvania Department of Transportation has assumed or has been legislatively given jurisdiction.

*Any change in this application, regardless of progress in the approval process, must be resubmitted and routed through the same channels as if it were a new application.*

**Applicant Information:**

Name of Applicant/Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization (if any): \_\_\_\_\_

Address of Agent or Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Date and time of Activity: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rain Date (if applicable): \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**Activity Detail:**

Describe your event in detail using additional sheets, if necessary:

---

---

Will this event be held solely on sidewalks and/or bikeways?  No  Yes

Does your event require a street closure?  No  Yes

If yes, select the type of road that will be closed: (For more information, see attached map and list)

- Local Road(s) Only
- State Road(s) Only (Additional Form Required: PennDOT TE-300 Form)
- State Road(s) and Local Road(s) (Additional Form Required: PennDOT TE-300 Form)

Listed in order of route, what street(s) would you like closed for this event? (Use additional sheets, if necessary)

---

---

How long will the street closure be in effect? From: \_\_\_\_\_ To: \_\_\_\_\_

Will the event cross any municipal or state roads?  Yes  No

If yes, please indicate which roads the procession will cross: \_\_\_\_\_

Will the event procession cross any state roads?  Yes  No  
(If yes, submit PennDOT TE-300 Form)

**Charitable Cause:**

Is the Sponsor an organization with 501(c)(3) tax exempt status?  Yes  No

If this event is to benefit a charitable organization, please identify that organization:

**Insurance coverage is required for events taking place on township roads and public property. Proof of insurance, listing Greene Township as an additional insured shall be provided to the Township with this application form. The applicant must provide proof of general liability insurance coverage with the following minimum limits: \$500,000 for each bodily injury, \$1,000,000 for each occurrence of bodily injury, and \$250,000 for each occurrence of property damage; OR \$1,000,000 for each occurrence of combined single bodily injury and property damage.**

APPLICATION FEE: \$50.00

DAMAGE ESCROW: \$500.00 (If no damage, will be returned after event is completed.)

TOTAL DUE WITH APPLICATION: \$550.00

---

The Applicant recognizes and AGREES that Greene Township requires the proposed event to be conducted in such a manner that minimizes disruption to township residents and be within the limits established by existing ordinances. By signing below, the Applicant AGREES to protect, defend, indemnify and hold Greene Township and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs or other expenses or liabilities of every kind and character arising directly or indirectly from this event, including reasonable attorney fees and costs. The Applicant further AGREES to investigate, handle, respond to, provide defense for and defend any such claims, etc., at the Applicant's sole expense and AGREES to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY: ROUTING FOR APPROVAL

Zoning Dept. \_\_\_\_\_ Office Manager \_\_\_\_\_

Twp. Engineer \_\_\_\_\_ Roadmaster \_\_\_\_\_

**THIS SERVES AS YOUR PERMIT**

The Greene Township Board of Supervisors **approved** your application on:

Conditions (if any) are as follows:

Signature of Chairperson or  
authorized representative: