



MANHEIM TOWNSHIP COMMUNITY/ROAD EVENT REVIEW APPLICATION

A. GENERAL:

Applicants requesting a public road closure to host 5K runs, bicycle races or similar events for fundraising or other purposes must submit this application with related information for review to the Manheim Township Police Department (MTPD) prior to any action by the Board of Commissioners to authorize a road closure for the event. Any or all conditions required by Manheim Township shall apply to a Road Event, and the Applicant/Sponsor agrees to work with the MTPD to develop and implement operational or safety plans and prior to any action by the Board of Commissioners to close public streets for the road event.

Applicant understands that the Township may **refuse any application received less than forty-five (45) business days before the scheduled date of the event or lacking requested information. NO application will be accepted LESS THAN 30 business days prior to the proposed event.** Application and documents must be completed and attached upon submittal to the Township. Incomplete applications may be denied any review. When a completed application is received, it will be subject to review and approval by the MTPD and any other related Township departments. See "CHECK LIST" guide below:

- Application Filing Fee:** A (\$50.00) check made payable to Township of Manheim (with submission).
- Certificate of Liability Insurance:** a certificate of liability insurance form naming the Township of Manheim, 1840 Municipal Drive, Lancaster, PA 17601 as additionally insured prior to the event.
- Map/Site Plan:** a site plan defining the race route, placement of portable restrooms, parking, planned barricade locations, traffic control cones, food sales location, exit location(s), crossing locations, trash receptacles, signage, etc. (with submission).
- Police and Security Service Requirements:** MTPD event police coverage recommendations; security and safety plans for event including hiring of certified law enforcement officers, number of barricades for traffic/pedestrian control required for the duration of the event (security control should be shown on Map/Site Plan). Orders for barricades shall be placed directly with Public Works Department.
- Recreation Department Comment:** If the event will be using a public park for any purpose, comments from the Recreation and Park Planning Department shall be obtained.
- Sample Notification Letter:** If applicable, sample of letter for impacted neighbors sent one (1) week prior to the event (with submission).
- Vendor List:** If applicable, applicant shall supply a list of vendors/contact information (with submission).
- Other Charges:** Applicant agrees to pay all other related costs for police/security services required.

B. APPLICATION SUBMISSION DATE: _____

C. APPLICANT/SPONSOR NAME/Address/Contact Information: _____

D. EVENT TITLE: _____

E. EVENT DATES(S)/ TIME: _____

F. TYPE OF EVENT (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> 5K Walk, Run | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Bicycle Race/Fun Ride | <input type="checkbox"/> Live Entertainment |
| <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Concert/Dance | <input type="checkbox"/> Temporary Amusement Rides |
| <input type="checkbox"/> Other _____ | |

G. PARTICIPATION TYPE (Check one)

_____ Public or _____ Private/Invitation Only

H. PARTICIPATION ATTENDANCE:

Number of participants? _____ Number of participants previous year? (If applicable):
_____, _____, _____

I. REGISTRATION AND FEES:

Will admission be charged? (Circle One): YES or NO (If yes, what amount?) _____
Is the event a fundraiser? (Circle One): YES or NO (If yes, for what organization?)

J. STREET CLOSURE REQUESTED (Circle One): YES or NO

Date(s)/Time/Location of Street Closures (or attached information/map):

K. REQUIRED POLICE COVERAGE and SECURITY SERVICES (To be completed by MTPD):

Number of police officers required for this event? _____; Anticipated time period of police officer coverage of this event? (If applicable): _____,
Security Requirements for barricades and cones # _____

L. AGREEMENT

By signing below, I represent that I am authorized to execute this Application on behalf of and to bind the Applicant/Sponsor, and the Applicant/Sponsor hereby agrees to hold harmless and indemnify the Township of Manheim, its officers, agents and employees, from any and all claims, causes of action, suits and damages, of any nature, including personal injury and property damage, which arise or are asserted to arise from the closure of public roads, the event, and all other activities and conditions arising and/or resulting from such closure and event.

I also acknowledge that I have read and understand the contents of this application and that all information I have provided herein and/or attached is complete and true. I also agree comply with the MTPD recommendations and all of the laws of the Commonwealth of PA and Manheim Township, and I consent to the immediate revocation of any license or approval of this event or road closure, by proper Township officials, for any violation of such recommendations, laws, rules, or regulations.

Signature of Event Applicant/Sponsor: _____ **Date:** _____