

Status:

Permit #:

CITY OF HARRISBURG
APPLICATION FOR SPECIAL EVENT PERMIT
Traffic Safety, 1820 Paxton St, PA 17104

PLEASE PRINT CLEARLY
Incomplete forms will be returned

Your Name: _____ Date Submitted: _____
Organization: _____
Address: _____ Phone Primary: _____
City: _____ State: _____ zip: _____ Phone Secondary: _____
Email: _____ Organization: _____
Event Date: _____ Start Time (set up): _____ Ending Time: _____
Number of estimated attendees: _____

STREETS NEEDED BLOCKED OFF

_____ St: From: _____ St TO: _____ St
_____ St: From: _____ St TO: _____ St

I have contracted: City of Hbg _____ Other: _____ to provide MUTCD and PennDOT approved traffic control to close the street.

The Applicant **MUST** notify any business and or residents of this event that will be in the event area. For bag meters call STANDARD PARKING 234-2274. For "NO Parking" signs call 255-3141. Payments are made through Traffic Engineering

Event Name: _____

****REQUESTING PARTY IS RESPONSIBLE FOR CLEAN-UP FOLLOWING THE EVENT****

By acceptance of this permit, the holder of it shall be bound by all applicable laws and ordinances. The person or persons to whom this permit is issued shall carry this permit on their person during the effective date(s), times, and shall be liable for any loss, damage, or injury sustained by any person or by the City resulting from the activity for which this permit has been issued for this purpose.

- * **Must be received no later than 30 business days prior to Event date.**
- * **Certificate of Insurance (COI) must be attached.**
- * **Approved PennDOT TE-300 Permit must be attached if on State roads.**
- * **All required fees must be paid prior to City Staff being scheduled for event**

HAVE ALL NEIGHBORS/BUSINESSES BEEN NOTIFIED? _____

Applicant Signature

or

City Engineer

Traffic Manager