



# TOWNSHIP OF HARRIS

224 EAST MAIN STREET  
P.O. BOX 20  
BOALSBURG, PA 16827  
(814) 466-6228 / (814) 466-3396 FAX

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## APPLICATION FOR REGISTRATION - SPECIAL EVENTS

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### *SECTION A*

1. Sponsor Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ (daytime) \_\_\_\_\_ (emergency)

Email Address \_\_\_\_\_

2. Contact Person Information (if different from above):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ (daytime) \_\_\_\_\_ (emergency)

Email Address \_\_\_\_\_

3. Property Owner Information (if different from above):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ (daytime) \_\_\_\_\_ (emergency)

Email Address \_\_\_\_\_

4. Name / Type of Special Event:

\_\_\_\_\_

5. Date(s) and Time(s) of Special Event:

\_\_\_\_\_

6. Exact Location of Property to be Used for Special Event:

\_\_\_\_\_

7. Estimated Attendance:

Minimum: \_\_\_\_\_ Probable: \_\_\_\_\_ Maximum: \_\_\_\_\_

8. Agency Notification: *Check agencies that have been provided written notification of Special Event, and provide copies of such notification.*

State College Police Department

Pennsylvania State Police

Boalsburg Fire Company

Centre LifeLink Ambulance

Centre County Emergency Communications Center

Seven Mountains Emergency Medical Services Council

Other: \_\_\_\_\_

**SECTION B**

Separately, please provide the following information:

1. A detailed description of all activities being planned as part of the Special Event,
2. A schedule including the duration of the event, detailing periods when higher levels of traffic can be anticipated
3. A detailed description of any special services that the applicant would like Harris Township to provide. These special services may include, but are not limited to, police services, traffic control, crowd control, special parking / no parking signs or provisions, closure of streets or public ways for parades, etc.
4. Copy of agreement with Harris Township for payment of all special services needed or required for the Special Event to be provided by Harris Township (see attached form).

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TOWNSHIP USE ONLY

Registration Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Satisfactory

Registration Unsatisfactory

Reason(s), if Unsatisfactory: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RESPONSIBILITIES OF SPONSOR

- A. The sponsor of a special event shall provide facilities and personnel to provide adequately for the health, safety, and morals of participants and attendees of such Special Event; for neighbors, residents of the Township; and any other persons who will be affected by the event, including the traveling public.
- B. In the event that special services are requested of the Township, or, after evaluation of the registration, necessitated by the Township, sponsor shall be responsible for the reasonable costs and expenses incurred in providing such services.
- C. Sponsor shall provide adequate security or assurance that all costs for special services provided to the Special Event shall be paid within 30 days of said Special Event, or within 30 days after being billed or invoiced of said services, whichever is later.
- D. The sponsor of a Special Event shall execute an agreement with the Township, which shall provide for payment by sponsor of the total cost and expenses incurred by the Township in providing special services for such Special Event.

AGREEMENT FOR PAYMENT OF SPECIAL SERVICES

I/We, the undersigned, hereby agree to reimburse the Township of Harris for any expense directly incurred by the Township of Harris as a result of the Special Event described on an attached form. Special Services, which Harris Township may either provide, or be directly billed for, may include, but are not limited to:

Traffic control – crowd control – special parking – or no parking signs or provisions – closure of streets for parades or other activities on public right-of-way – police services – ambulance services – fire protection – sanitary facilities – waste disposal – clean up – illumination – food – water – camping or trailer facilities – communications – noise control and abatement – special services, other than those listed above, which a particular event may need, and for which Harris Township provides.

Event Sponsor or Authorized Agent: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

Subscribed and sworn to/affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_