



The Borough of Waynesboro

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TO: Special Event Coordinators
FROM: Borough of Waynesboro
SUBJECT: Special Event Request for Races, Parades, Assemblies & Special Activities

The following items are a list of checklist requirements which must be complied with to attain approval for the Special Event to be held using streets, state highways and parks in the Borough of Waynesboro.

- Completion of Special Event Request Form with required attachments must be received **three (3) months** prior to the event
- Meet with the Borough of Waynesboro Street Committee. All meetings are held on the fourth (4th) Thursday of each month at 6:30 p.m. in the second floor conference room of Borough Hall.
- Street closures, detours and temporary removal of parking on borough streets shall be approved by Borough Council.
- Pedestrians shall walk or run against the flow of traffic, and as far left as possible, with no more than two pedestrians abreast on the route. Bicycles would still have to travel with the flow of traffic, obeying all traffic laws.
- Where appropriate, the placement of "Pedestrian Ahead" signs at every possible public entrance to the proposed route of travel. These signs can be on poster board attached to wooden stakes and then removed after the event. The signs should indicate the event name (Example: "Firecracker 5K Run", "Mad Anthony Half Mile Run", etc.).
- Placement of Fire Police at all major intersections, preferably at all intersections.
- All traffic control personnel shall have completed a Certified Flagger Training Course.
- Volunteers monitoring progress and needs of participants.
- A Contact List including names and phone numbers shall be provided to the Borough of Waynesboro Engineering Department **10-days** prior to the date of the event as follows:
 - Event Coordinator and any authorized Representatives.
 - All Volunteers assisting with the event.
 - All Certified Flaggers responsible for Traffic Control (Include a copy of the Certification Card for each one, except for Fire Police Personnel).

BOROUGH OF WAYNESBORO SPECIAL EVENTS FORM

Event Coordinator

Name: _____ Address: _____

Phone: (H) _____ (C) _____ E-mail: _____

Organization

Name: _____ Address: _____

Phone: _____ E-mail: _____

Event

Race Parade Assemblage Special Activity

Event Date: ____ / ____ / ____ Start Time: _____ (am/pm) End Time: _____ (am/pm)

Rain Date: ____ / ____ / ____ Will event require the closing of a State Highway? Yes No

Will event require the use of a Borough Park? Yes No

Memorial Park Northside Park Rotary Park Renfrew Park

Will event require the use of barricades? (\$300.00 refundable deposit is required) Yes No

Route of Travel & Length of Route

Length of Event Route: 5K 10K Other _____

Route of Travel: (Attach copy of detailed map)

Number of Participants Expected

Runners _____ Walkers _____ Bicycles _____ Other _____

Certificate of Insurance: (Attach copy)

Location of Check Points/Rest Stops: _____

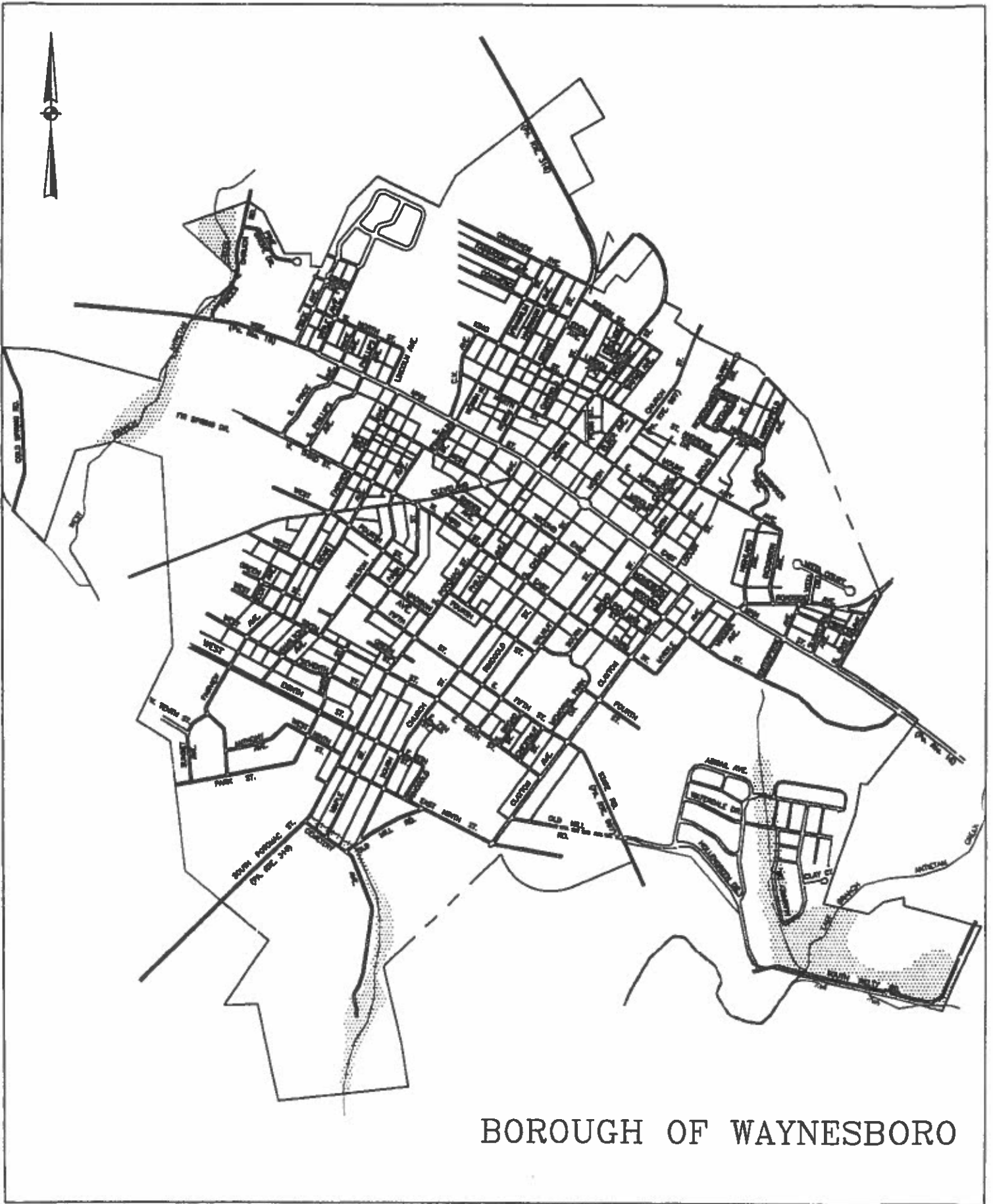
Participation of any other Organizations and their responsibilities during the event; i.e. React or CB Clubs who may provide communications and monitor check points: _____

*Signature: _____ Date: ____ / ____ / ____

*Name (Please Print Legibly): _____

*Indicates receipt and acknowledgement to Event Coordinator of requirements as set forth herein.

- ❑ Whenever possible Radio Advertisements or Public Service Announcements during the week prior to the event are strongly encouraged.
- ❑ Newspaper Ads/Notices at least one time prior to event, indicating the course of the event and cautioning motorists; no more than three (3) days prior to the event, preferably the day before. (We suggest as many newspaper stories as possible). The Newspaper Ad or Notice can be in the form of a news release or feature article providing information about the event, obtaining publicity for your organization.
- ❑ Letter from Event Coordinator addressed to Borough Council requesting permission to hold the event and shall include the following information:
 - Date & Time of Event.
 - Rain Date & Time (if applicable).
 - List of all streets that will be affected.
 - List of all street to be closed.
- ❑ Detailed Map shall include the following information:
 - Event Route.
 - Alternate Routes (Detours).
 - Street Closures.
 - Traffic Control (Location of Certified Personnel at each intersection).
- ❑ Certificate of Insurance shall include the following information:
 - Standard One-Million Dollar (\$1,000,000.00) Insurance Coverage.
 - List the Pennsylvania Department of Transportation and the Borough of Waynesboro as an Additional Insurer.
 - Effective date of policy shall cover the date of the event.
- ❑ If event involves other townships, (i.e. Washington or Quincy Township), include approval letters from each one to hold the event in their jurisdiction.
- ❑ All parades and race events shall require an escort and trail vehicle.
- ❑ A three-hundred dollar (\$300.00) deposit shall be required for the use of all barricades.
- ❑ If required by the Street Committee and/or Borough Council a meeting will be scheduled with the Borough Manager, Administrative Services Coordinator, Mayor, Head of Borough Engineering Services, Maintenance Department Foreman, Chief of Police and Fire Police.
- ❑ All documents shall be submitted to the Borough of Waynesboro Engineering Department ten (10) weeks prior to the event.



BOROUGH OF WAYNESBORO