HARRISBURG BUREAU OF POLICE

APPLICATION FOR SPECIAL EVENT PERMIT

123 Walnut St. Suite 215 Harrisburg, PA 17101

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK
Incomplete forms will be returned

Your Name: _____Date Submitted: _____
Address: _____ Telephone #: Home: _____
_____zip:_____ Work: _____
Organization: _____
Event Date: _____ Start Time (set up): _____ Ending Time: _____

STREETS NEEDED BLOCKED OFF
_____St: From: _____St TO: _____St
_____St: From: _____St TO: _____St

Barricades Needed? ____Yes ____ No

The Applicant/Organization must notify any business or residents of this event that will be in the event area. Applicant/Organization must have volunteers to assemble and disassemble the barricades. Barricades will be delivered by the end of the last business day prior to the event. For bagged meters and or "No Parking" signs; call Harrisburg Parking Enforcement 255 – 3141 only if permit has been approved.

Estimated number of persons that will attend: _____

Purpose: _____

****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**.**
*******Form must be received no later than 30 business days prior to Event date**. *********

Not valid unless signed by the Chief of Police or Uniformed Patrol Division Commander.

HAVE ALL AFFECTED NEIGHBORS/BUSINESSES BEEN NOTIFIED? _____

_____
Applicant Signature

Approved: _____Yes _____ No

_____
Chief of Police

_____
Uniformed Patrol Division Commander

FORM HBP 760004