

Guidelines for Special Events Held Within Millheim Borough

February 10, 2015

1. The sponsoring organization should notify the Borough Council in writing at least 3 months prior to the event. The letter must include:
 - A. The name of the contact person from the organization and a phone number and email address of the contact.
 - B. A brief description of the event and the exact location within the Borough where the event will be held.
 - C. Details of what is requested (i.e. use of or closure of a street, need for fire police for traffic control).
2. The sponsoring organization must provide the Borough with a Certificate of Liability Insurance naming Millheim Borough as an additional insured for the event. The amount of the insurance is a minimum of \$1 million. This is based upon the advice of the Borough Solicitor and the Borough's insurance broker.
3. If the event involves any PennDOT road for a parade, biking/running events, hanging banners, etc., an application must be submitted to PennDOT. This application must be submitted to PennDOT at least 8 weeks prior to the event. The application must include a letter from the Borough approving the event. Similar approval letters must be obtained from surrounding townships if the event involves roads in those townships. Because this application can take 2 months, this is why the Borough needs a 3 month notice to approve the event and provide the approval letter for PennDOT.
4. Questions about the PennDOT process should be directed to: Matthew Briggs, Manager of Work Zone, Pavement Markings and Regulations Unit, at 717-783-6268.
5. PennDOT requires State Police notification as part of their permitting process. As a courtesy, your organization may also want to notify the State Police, the Penns Valley Emergency Medical Services, and the Millheim Fire Company.