



Borough of Hatboro  
Special Event Application

414 South York Road Hatboro, PA 19040

215-443-9100

[www.hatborogov.org](http://www.hatborogov.org)

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**A. Event Information**

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

Description of Event: \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ End Date and Time: \_\_\_\_\_

Event Setup (start): \_\_\_\_\_ Event Teardown (end): \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

**Event Location:** (See Park Rental Fee Schedule Attached)

\_\_\_\_ Memorial Park

\_\_\_\_ Eaton Park

\_\_\_\_ Tanner Park

\_\_\_\_ Miller Meadow

\_\_\_\_ Swimming Pool

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

**B. Applicant Information**

Organization Name and Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

**C. Insurance**

Special Events require sufficient public liability and bodily injury insurance provided by the applicant, at a minimum amount of \$1,000,000 (combined single limit for general occurrence), with the Borough of Hatboro named as additional insured. Certificate of insurance must be submitted with this application.

## **D. Public Works and Police Overtime Reimbursement**

Special Events that require Public Works or Police overtime are subject to the following fee schedule:

### Public Works

- Basic charge for one truck and two employees and any cones or barricades needed: \$140.00 per hour.
- Additional charge per employee: \$45.00 per hour.
- Additional truck (per truck): \$30.00 per hour.
- Bucket truck: \$40.00 per hour.
- Street sweeper: \$65.00 per hour.

### Police

- Police Officer: \$85.00 per hour (per officer).
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### For Borough Use Only

Park Rental Fee – Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

### Police Department Review

- Police Overtime Required:     \_\_\_ Yes                     \_\_\_ No
- Type Event:                     \_\_\_ Reimbursable     \_\_\_ Non-Reimbursable
- Number of Police Officers Required: \_\_\_\_\_
- Estimated Cost to Applicant/Organization: \_\_\_\_\_
- Chief of Police of Designee: \_\_\_\_\_

### Public Works Review

- Public Works Overtime Required:     \_\_\_ Yes                     \_\_\_ No
- Type Event:                     \_\_\_ Reimbursable     \_\_\_ Non-Reimbursable
- Trucks/Employees Required: \_\_\_\_\_
- Estimated Cost to Applicant/Organization: \_\_\_\_\_
- Public Works Superintendent or Designee: \_\_\_\_\_

### Other Resources Required

- Fire Company:     \_\_\_ Yes             \_\_\_ No             \_\_\_\_\_ Date Contacted
  - EMS:             \_\_\_ Yes             \_\_\_ No             \_\_\_\_\_ Date Contacted
  - Fire Police:     \_\_\_ Yes             \_\_\_ No             \_\_\_\_\_ Date Contacted
- (additional fees may apply for fire police)*

### Administration Review

- Borough Manager: \_\_\_\_\_

### Borough Council Review

- Borough Council:     \_\_\_ Approval             \_\_\_ Denial             \_\_\_\_\_ Meeting Date
- Conditions/Waivers: \_\_\_\_\_  
\_\_\_\_\_



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**Fire Police Assignment Form**

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**A. Event Information**

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

Description of Event: \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ End Date and Time: \_\_\_\_\_

**Event Location:**

\_\_\_\_ Memorial Park

\_\_\_\_ Eaton Park

\_\_\_\_ Tanner Park

\_\_\_\_ Miller Meadow

\_\_\_\_ Swimming Pool

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

**B. Applicant Billing Information**

Organization Name and Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

**C. Fire Police Assigned**

Fire Police Required: \_\_\_\_ Yes \_\_\_\_ No Chief of Police or Designee: \_\_\_\_\_

Fire Chief Notified: \_\_\_\_ Yes \_\_\_\_ No

Number of Fire Police Requested Per Day: \_\_\_\_\_

Number of Hours Fire Police Requested and Date(s): \_\_\_\_\_