

HIGHLAND TOWNSHIP
Board of Supervisors
Adams County, Pennsylvania

ORDINANCE No. 2019-002

AN ORDINANCE ESTABLISHING A SPECIAL EVENT PERMITTING PROCESS

WHEREAS, the Second-Class Township Code, Act of May 1, 1933, (P.L. 103, No.69) as amended, empowers Supervisors of second class townships with the authority, inter alia, to promote and protect the public safety and health of their citizens and to regulate the conduct of places and public business, entertainment, amusement and recreation; and

WHEREAS, Highland Township has in the past and may in the future be requested to permit special events, including the mass gathering of substantial numbers of people for the purposes of business, musical or other entertainment, education, and amusements of various designations that are not an integral part of routine, day-today activities in Highland township and which include, but are not limited to, festivals, carnivals, outdoor amusements, military re-enactments, craft fairs, music concerts, auto races and tours; and

WHEREAS, all functions and operations of these special events shall be in accordance and pursuant to the terms of Pennsylvania Emergency Management Services Code (35 Pa. C.S., 7101 et. seq health and Safety Act), as amended and as is embodied in Attachment 1.

WHEREAS, all functions and operations of these special events shall be in accordance and pursuant to the terms of the Pennsylvania Emergency Management Services code "Special Events Emergency Action Planning Guide", as amended; and

WHEREAS, pursuant to the terms of the Pennsylvania Emergency Management Services Code, the Adams County Emergency Management Agency has been designated as the coordinating agency for major emergencies and disaster operations.

Whereas, the Board of Supervisors of Highland Township takes public notice that gatherings of people for special events creates conditions which require regulation, including but not limited to traffic, solid waste disposal, public health concerns, noise and dust.

NOW THEREFORE, the Board of Supervisors of Highland Township finds and determines that this Ordinance, which prescribes the procedure and rules and regulations for conducting special events, is necessary to protect the health, safety and welfare of the citizens of and visitors to Highland Township, Adams County, Pennsylvania. This ordinance shall be liberally construed to accomplish these objectives, and

NOW THEREFORE IT BE ORDIANED by the Highland Township Supervisors, County of Adams, Commonwealth of Pennsylvania, as follows:

SECTION 1:

DEFINITIONS. As used in the Ordinance unless the context requires otherwise:

PERSON IN CHARGE OF PROPERTY: means the owner and/or an agent, occupant, lessee, contract purchaser, or person other than the owner, or organization, i.e.: corporation or other entity having possession or control of the property in Highland Township.

SPECIAL EVENT: means all assemblies of people for the purpose of business, amusement, entertainment, or education (including politics and religion), reasonably anticipated to number more than two hundred (200) for a continuous period of two (2) hours or more, and attendees at the special event will use public roads, or more than twenty five percent (25%) of attendees will assemble outdoors or in structures specifically constructed, erected, or assembled for the gathering whether or not an admission fee is charged. This does not include facilities and surrounding grounds that are intended and equipped for holding special events.

SPONSOR: means any natural person, association, partnership, firm, corporation, joint venture, or any other legal entity whatsoever, who initiates, organizes, promotes, permits, conducts, or causes to be advertised, a special event.

SECTION 2:

BASIC POLICY.

201. Permit is required. It shall be unlawful for any sponsor or person in charge of property to initiate, organize, promote, permit, conduct, or cause to be advertised a special event, unless a permit has been obtained pursuant to this ordinance.

202. Overall Goal. In planning and conducting special events, every reasonable effort shall be made to protect health, safety, and welfare of Highland Township residents and visitors, to preserve the peace and tranquility of the community, and to preserve and protect the natural environment. (See Attachment 2).

SECTION 3:

PERMIT REQUIREMENTS.

No special event may be held within the boundaries of Highland Township, Adams County, Pennsylvania unless the sponsor(s) and the person in charge of the property upon which the event will be conducted, jointly apply for and are granted a permit herein provided. If there are multiple sponsors, all sponsors must make application. See Attachment 1.

301. Permit Required for Each Event. A separate permit shall be required for each special event for the period designated by the permit. A determination will be made by the Highland Township Board of Supervisors whether various segments of a function or event constitute phases of a single event or are divisible events in and of themselves, thereby requiring separate permits.

302. Duration of Event. No permit shall be available for a time of more than forty-eight (48) hours duration unless the application requests and the permit specifically allows for the extension of that period.

303. Transfer of Permits. No permit may be transferred or assigned.

304. Attendance Estimate. In case of a dispute over the number of people reasonably anticipated to attend the special event, the decision of the Board of Supervisors of Highland Township shall control.

305. Zoning Officer. The Township Zoning Officer will work with sponsor(s) and or person in charge prior to the event and at any time during the event to ensure adherence to the provisions of the ordinance. Therefore, it is implied that the Zoning Officer will have access to the property prior to and during the event.

SECTION 4:

Application Schedule. Written application, as shown in Attachment 2 to this Ordinance, for each special event shall be made to the Highland Township Board of Supervisors according to the following schedule:

- A. For an event to attract 200-500 persons, at least ninety (90) days prior to the first day upon which the event is to commence.
- B. For an event expected to attract 501-3,000 persons, at least ninety (90) days prior to the first day upon which the event is to commence.
- C. For an event expected to attract 3,001 or more persons, at least one hundred twenty 120 days prior to the first day upon which the event is to commence.

402. Application Contents. Applications shall contain at least the following information:

- A. Sponsors. The full legal name, street address, e-mail address, and telephone numbers of the sponsors.
- B. Property Owners(s)/Person in Charge. The full legal name and address of the owner and person in charge of the property to be utilized for the special event. If the sponsor-applicant is a partnership or joint venture, then all parties thereto shall be shown and sign as applicants. If the sponsor-applicant is a corporation, copies of the articles of incorporation, by-laws, and corporate resolution authorizing the application may be required as part of the application process.
- C. Location. The location and address of the property to be utilized for the special event.
- D. Program. The program for the special event, or if no program is prepared, a detailed narrative statement as to the extent and the purpose for which the event is to be conducted.
- E. Plot Plan. A diagram of the proposed site of the special event showing the locations, and dimensions, where appropriate, of the proposed: service roads, entrances and exits to/from public roads, potable water facilities, sanitary facilities, sewage disposal facilities, medical service facilities, security personnel sites, and food storage facilities, as well as camping facilities and projected plans for enclosure, if necessary, of the proposed site. The plan shall be drawn at an appropriate scale to provide ease of review, but at no less than one (1) inch equals one hundred (100) feet. The plan shall show property lines

of adjacent properties, together with the land use of such adjacent properties and the name of the property owners.

F. Expected Attendance. A statement of the number of persons expected to attend such event and the duration of such attendance, and whether attendees will be turned away above any specified attendance upper limit.

G. Plan of Actions. The specific details of arrangements relating to:

(1) Hours of operation including beginning and ending hours for site preparation/set-up and tear-down, times the event commences and terminates each day, time at which the property must be vacated by attendees and by participants (including their equipment, stands, vehicles, livestock), and time after which water and sanitary facilities are permitted to be delivered and by which time they, along with refuse, must be removed.

(2) Sanitary facilities including:

a) name(s) of sanitary/refuse contractors,

b) number and location of temporary toilets and dumpsters, and

c) frequency of emptying toilets and dumpsters.

The agreement with the contractor(s) stipulating this information may be required by Highland Township.

(3) Security and protection for surrounding areas, including specific reference to the number of marshals assisting control of traffic and supervision of those attending.

(4) On site medical facilities.

(5) Emergency management plans including routes to and from off-site medical facilities, crowd control, traffic control, and site lighting; such plans to be approved by county and township EMS officials.

(6) Control of noise and other nuisances that would disturb the peace.

(7) Food and drink. Specify the types of food and beverages to be offered, the means by which it will be prepared and safely maintained, and the health and other certifications of those providing the food and drink.

(8) Transportation and parking facilities and provisions for certified traffic control.

(9) Janitorial services and post-gathering trash removal and site restoration.

(10) Water supply.

H. Permits and Licenses. Evidence that all permits and licenses as required by Federal, State and County statutes and rules and regulations enacted thereunder have been obtained or will be obtained.

- I. Bonding. A certified copy of the bond or verified evidence of other suitable financial arrangements, as required in Section 5, must be attached to the application.
- J. Insurance. Evidence of general liability insurance naming the Township as an insured in the amount of \$1,000,000.00 and a copy of the insurance policy covering the special event.
- K. Ticket Sales. A statement containing the names and addresses of licensed ticket printers to be used, if applicable, and the plans for assuring the return of monies upon the premature termination or cancellation of the event as well as the means of providing public notice to potential and existing ticket holders of such cancellation.
- L. Advertising. Examples of proposed advertising of the event, if any.
- M. Certification. Applicant's statement, signed by the parties defined in paragraphs 402A and 402B above, that they shall abide by the terms and provisions of this ordinance, and all laws, rules and regulations of the Commonwealth of Pennsylvania, and Highland Township.

403. Fee Schedule. Each application shall be accompanied with an application fee in an amount previously established by the Board of Supervisors by resolution. No part of the fee is refundable.

404. Review of Application. The Board of Supervisors may conduct or cause an investigation or inspection to be made to secure facts needed by it to determine whether to reject or grant the application in accordance with the requirements of this Ordinance.

405. Permit Processing. The Board of Supervisors, or their agent, shall either grant/or deny the application for the permit within forty-five (45) days following submission of a complete application.

SECTION 5:

BOND OF INDEMNITY.

501. Bond of Indemnity. The applicants shall submit with their application a cash deposit, or a corporate bond of indemnity in a form approved by the Township Solicitor to save and protect Township streets, pavements, bridges, road signs, and all other Township property from any and all damage that might be caused by vehicles, employees, or participants in the special event, and to be used if necessary, to restore the premises where such a special event is held to a sanitary condition and pay all charges and losses to the township for damages to the streets, pavements, bridges, and all other Township property.

- A. Should the permitted special event necessitate that the Township deploy or employ additional personnel as a direct result of the special event, such added expense shall be recoverable from applicant. The cash deposit or its balance will be returned to the applicants upon final audit of the Township as to what damages, if any, occurred and what deployment of personnel, if any, was necessitated.

- B. The corporate bond of indemnity or cash deposit shall be in the following amounts:

<u>Persons reasonably anticipated:</u>	<u>Cash Deposit or Bond</u>
200-500	\$1,000.00
501-5,000	\$2,000.00
Over 5,000	\$4,000.00

- C. The property owner or person in charge of the property making application shall sign as an additional indemnitor, to insure against damage to streets, pavements, bridges, road signs, and all other Township property, to meet costs of the township for deploying or employing personnel directly attributable to the conduct of the public gathering, and to insure that the property will be restored to a sanitary condition.

SECTION 6:

CONDITIONS OF APPROVAL.

No permits shall be issued by the Board of Supervisors or their agent, unless all the requirements recited herein have been satisfactorily completed or the Board of Supervisors has, in its judgment, waived certain requirements (those enumerated in Section 1, potentially, annual periodic events held at the township's campgrounds).

601. Sanitary Facilities: The applicants shall submit written documentation from the Pennsylvania Department of Environmental Resources, indicating that applicants' plan for water supply, toilet and sewage facilities, washing facilities, and food preparation and service, if applicable, the type of food preparation and food facilities to be provided, conform with applicable state laws, rules, and regulations relating to public health.

602. Set Backs: No special event shall take place within 30 feet of a public right-of-way or property line. Additionally, no camping site shall be located within one hundred (100) feet of a public right-of-way or within thirty-five (35) feet of any property line or within three hundred (300) feet of a non-affiliated residence. Military re-enactments will be at least 300 feet from public rights-of-way and property lines and 600 feet from unaffiliated residences.

603. Streets and Roads: Each special event site shall front upon a public street or road.

- A. All driveways and internal streets within a special event shall be privately owned and maintained.
- B. The entrance and exit driveways connecting special event areas with a public road shall be a minimum of (20) twenty feet wide and shall be at approximately a right angle to the public street. In no event shall streets intersect at less than a seventy-five-degree (75) angle.
- C. All entrance and exit driveways shall comply with PennDot and Township standards, particularly site distances and culverts, and shall be maintained in mud-free condition.
- D. The planning and operation of special events will provide adequate, clearly designated driveways and internal streets for EMS vehicles including medical and firefighting vehicles.

604. Environment Protection. The planning and operation of special events shall meet all Federal, State and local standards about protection of wetlands, waterways, and other sensitive environmental resources.

- A. Drainage. The ground surface on all parts of the special event area shall drain surface water in a safe, efficient manner. Where necessary, storm sewers, culverts, and related facilities shall be provided to permit the flow of natural water courses and to ensure the adequate drainage of all locations to be used for the special event. All storm water facilities shall be kept separate from sanitary facilities.
- B. Flood Plains. No campsites or gathering areas for attendees will be permitted within the area designated as a hundred (100) year flood on the National Flood Plain Insurance Map.

605. Parking Facilities: Parking shall be available within or adjacent to the premises upon which the special event is to be conducted as herein provided:

- A. Such parking facilities shall provide a parking space for one vehicle for every three persons reasonably anticipated to attend the special event as well as one parking space per employee and participant in the event.
- B. Adequate ingress and egress shall be provided from such a parking area to facilitate the movement of any vehicle at any time to or from the parking area provided, however, that should buses be used to transport the public to the special event, it shall be shown that public parking, as described above, is available at any site from which buses are scheduled to pick up persons to transport them to the special event.
- C. Parking along public roads and rights-of-way and in flood plains or wetland areas is prohibited, and the sponsor of the special event is responsible for placing appropriate signs notifying attendees of this prohibition.
- D. The minimum parking area shall be a per vehicle space of 10'x 20' with 25' aisles.

606. Public Safety. The applicants shall submit written concurrence by the Adams County and Highland Township EMA officials and applicable law enforcement agency(ies) indicating that plans have been made to provide for adequate traffic control, crowd control, and lighting of the site.

607. Medical Services. The applicants shall submit written concurrence by the Adams County EMS director indicating that plans have been made to provide adequate medical service.

608. Review and Concurrence. The formal review and approval of each application shall be recorded on an Event Certificate as shown in Attachment 2 to this Ordinance.

SECTION 7: FIRES AND BURNING.

701. Open Burning. Campfires shall be permitted only in specifically designated areas with appropriate fire pits and in an appropriate ring(s) encircled by non-combustible materials.

- A. No open fires shall be allowed when the wind velocity in the area exceeds ten (10) miles per hour and/or when a local fire official has declared a “red flag” or other dangerous outside burning condition.
- B. When the wind velocity exceeds ten (10) miles per hour, the sponsor shall post notices that no campfires are allowed.
- C. The sponsor of the special event shall check all fire pits daily to ensure that they are free and clear of brush or debris or any other fire safety hazards.

703. **Liability.** The sponsor(s) or person in charge shall be strictly liable for any damage caused to neighboring property because of permitting open fires on the premises.

SECTION 8: SITE MARKING

801. **Site Marking.** The site shall be adequately marked out with stakes, signs, ribbons, ropes, and flags to ensure the event follows the plans. Restricted areas will be clearly marked, and emergency access lanes clearly identified and kept open.

SECTION 9: CONDUCT OF SPECIAL EVENT.

901. **Responsibilities.** Any applicant with more than ten (10) percent proprietary interest, if any, in the special event, and the owner of the property or person in charge of the property, or their designated agents or representatives shall be required to be in attendance at the special event and shall be responsible for insuring that no person shall be allowed to remain on the premises who is violating any state, county, or township laws, rules or regulations.

902. **Preserving Order.** The burden of preserving order during the special event is upon the permittees of the special events. Any violations of the laws of the Commonwealth of Pennsylvania, or its rules and regulations, or the terms and conditions of this ordinance, or other ordinances of Adams County or of Highland Township, of the permit granted hereunder may be cause of immediate revocation of the permit by the Board of Supervisors of Highland Township or by the Pennsylvania Department of Environmental Resources. Upon revocation of any permit, the permittees of the special event shall immediately terminate the assembly and provide for the orderly dispersal of those in attendance. Revocation of a permit is sufficient grounds for the Board of Supervisors to deny future application for permits.

903. **Controlled Substances.** No permittee, or persons having control of the special event, shall condone the presence or consumption of illegal drugs on the property or at the event. No person during the special event shall take or carry illegal drugs onto the property or consume them thereon. The presence or consumption of alcohol is prohibited at military reenactments or any event which involves firearms or munitions.

904. **Noise Control.** No firearms, pyrotechnics, or noisy items shall be discharged and no entertainment, either live or recorded utilizing sound amplification equipment, shall be operated in a location which is less than five hundred (500) feet from any school house, church, dwelling unit, or any other place of permanent human habitation. There should be no discharge of firearms, pyrotechnics, or noisy devices, or programmed entertainment provided between the hours of eleven o'clock p.m. and eight o'clock a.m.

905. Inspection. The Board of Supervisors of Highland Township, its authorized agents and representatives, and the representatives of the State, County and Township departments having responsibility for approval of enforcement under this ordinance shall always be granted access to the special event for the purpose of inspection and enforcement of the terms and conditions imposed herein. In addition to the penalties outlined in Section 13 below, if inspection discloses that the terms and conditions imposed by this ordinance are not being followed during the event, the Board of Supervisors of Highland Township may, based on the severity of the unsanitary, hazardous or other conditions, suspend or revoke the permit. Revocation of the permit is sufficient grounds for the Board of Supervisors to deny future applications for permits.

906. Attendance Exceeds Permit. If at any time during the conduct of the special event the number of persons in attendance exceeds by ten percent (10%) the number of persons represented by the applicants for the permit anticipated to be in attendance, the Board of Supervisors of Highland Township, the Pennsylvania Department of Environmental Resources, or the Adams county EMA director, or the Pennsylvania State Police shall have the authority to require the applicants to limit further admissions until all conditions and provisions recited herein are met.

907. Events for less than 200 persons. Special events operating without a permit under this ordinance based on a reasonable anticipation of less than two hundred (200) persons in attendance, shall limit attendance therein to one hundred ninety-nine (199) persons, and printed tickets, if utilized, cannot number more than one hundred ninety-nine (199).

908. Firearms and Pyrotechnics. Except where firearms and/or pyrotechnics are an integral part of the special event, such as a civil war battle re-enactment, firearms and pyrotechnics are prohibited except for firearms carried by duly authorized law enforcement and security personnel.

909. Refuse Handling. The storage, collection and disposal of refuse at the special event site shall be the responsibility of the event sponsor(s) and/or person in charge and shall be so conducted as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards, or air pollution, and shall comply with all applicable state and township regulations.

SECTION 10: ADDITIONAL REQUIREMENTS. In addition to compliance with the standards and regulations set forth in this Ordinance, the Township Supervisors may make additional requirements as deemed necessary to protect the health, safety, morals and general welfare of the public. Such additional requirements shall be included in the plan for the special event and shall be complied with prior to issuance of a permit or renewal of a permit, as well as during the event.

SECTION 11: RECORDS. Each special event shall have a designated central on-site office for managing and supervising the special event. During the event, this office shall be occupied by the sponsor(s), designated representative, and/or person in charge and this office will be equipped with appropriate communications capability and a copy of the operations and emergency plans for the special event. Such equipment, plans, and records shall be available for inspection by the authorized officers of the State, County and Township. The permit from the Township shall be on display in a conspicuous place at the office.

SECTION 12: VARIANCES. Upon receipt of evidence that compliance with the requirements and standards of this Ordinance would render undue hardship, the Supervisors may grant a variance to these requirements and standards provided that such variance does not violate the intent of this Ordinance and/or endanger the health, safety, morals or general welfare of the public.

SECTION 13: PENALTIES. Any person who initiates, organizes, promotes, permits, conducts or causes to be advertised a special event without obtaining the permit provided in this ordinance, or who knowingly conducts, permits or allows a public gathering with a permit but in violation of the terms and provisions of this ordinance and of the permit granted, or who shall counsel, aid or abet such violation or failure to comply, shall upon conviction thereof by any District Justice, be subject to a fine of not less than Five Hundred (\$500.00) dollars, together with costs. In default of the payment of any fine, the defendant shall be sentenced to jail for a period not exceeding ninety (90) days. A failure from day-to-day to comply with this ordinance shall be a separate offense for each day. Conviction under this Section is sufficient grounds for the Board of Supervisors to deny future applications for permits.

SECTION 14: CONFORMANCE WITH OTHER LAW. This ordinance in no way be a substitute for, nor eliminate the necessity of, complying with all state laws, rules and regulations, county and township ordinances which are now, or may be in the future, in effect which pertain to the conduct of special events.

SECTION 15: SEPARABILITY. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portion thereof.

SECTION 16: ADMISSIONS TAX. As soon as practicable after the event, the sponsor(s) and/or person in charge, shall provide Highland Township with an executed Admissions Tax Report (Attachment 3) along with the indicated tax payment.


DULY ENACTED AND ORDAINED this 12th day of February, 2019
by the Board of Supervisors of Highland Township, Adams County, Pennsylvania.

Attest:




Mary Sherman
Highland Township Secretary

By:



Craig Rockey
Highland Township, Supervisor – Chairman



Edward Steinour, Supervisor



Gary Dingle, Supervisor



SPECIAL EVENTS EMERGENCY ACTION PLAN
REVIEW, CONCURRENCE AND APPROVAL CERTIFICATE

Development, maintenance and implementation of this Special Events Emergency Action Plan shall be the responsibility of the events sponsor(s) and will be in accordance with and under the auspices of all ordinances of Highland Township, developed in consonance with the Adams County Emergency Operations Plan, and the Commonwealth of Pennsylvania Special Emergency Action Planning guide, which is in conformance with Pennsylvania Emergency Management Services Code, as amended.

IN WITNESS WHEREOF, we the undersigned have reviewed this plan and concur with the provisions of the Pennsylvania Special Events Emergency Action plan and other related directives and ordinances have been satisfied, indicating plan approval:

Fire Departments

Fire Company/Chief

_____ Date: _____

Fire Company/Chief

_____ Date: _____

Highland Twp. Engineer

_____ Date: _____

Highland Township Chairman, BOS

_____ Date: _____

AREMS

_____ Date: _____

HIGHLAND TOWNSHIP APPLICATION FOR SPECIAL EVENT PERMIT

Event Name		Proposed start date and time:		Proposed end date and time:		Date of Application	
Location of proposed event							
Name of contact person				Address		Phone	
PROPERTY OWNER(S)							
List full legal name and address of property owners. Attach additional sheets if necessary.							
Name	Address	City	State	Zip	Phone	Email	
PERSON(S) IN CHARGE							
List full legal name and address of person(s) in charge. Attach additional sheets if necessary.							
Name	Address	City	State	Zip	Phone	Email	

EVENT SPONSOR(S)

If the event is sponsored by a partnership or joint venture, all parties must be listed. List full legal name, address, phone numbers and email addresses. Attach additional sheets if necessary. For corporations, copies of articles of incorporation, by-laws, and corporate resolution authorizing application may be required.

Name	Address	City	State/Zip	Phone	Email

Program: Attach a copy of the program for the event. If no program is prepared, attach a detailed narrative statement as to the purpose and extent for which the event is to be conducted.

Plot Plan: Attach a diagram of the site of the special event showing locations and dimensions, where appropriate, of the proposed: service roads, entrances and exits to/from public roads, portable water facilities, sanitary facilities, sewage disposal facilities, medical service facilities, security personnel sites, food storage facilities, camping facilities, and the projected plan for enclosure of the proposed site (if necessary). The plan shall be drawn at appropriate scale to provide ease of review, but no less than one (1) inch equals one hundred feet. The plan shall show property lines of adjacent properties, together with the land use of such adjacent properties, and names of such property owners.

NEIGHBORING PROPERTY OWNERS

Name	Address	City	State/Zip	Phone	Email



ADMISSIONS TAX REPORT

Date: _____ BUSINESS _____

TYPE OF ACTIVITY	NUMBER OF ADMISSIONS	ADMISSION CHARGE	TOTAL COLLECTED	TAX RATE	TAX DUE
				0.05	
				0.05	
				0.05	
				0.05	
				0.05	
				0.05	
				0.05	

TOTAL TAX: Sum of the above taxes due.

\$ _____

LESS: A discount of 5% of the Total Tax may be taken if payment is made within 15 days after the end of the month for which the tax is due.

\$ _____

PLUS: A penalty of 6% of the Total Tax is due if payment is made more than 30 days after the end of the month for which the tax is due.

\$ _____

TAX SUBMITTED:

\$ _____

I hereby declare that this report has been examined by me and to the best of my knowledge and belief is true, correct, and complete in accordance with Highland Township Admissions Ordinance No. 16 of November 30, 1978.

Date

Signature of Authorized Representative

**HIGHLAND TOWNSHIP
BOARD OF SUPERVISORS
Adams County, Pennsylvania**

Owner's Special Event Attestation

I/we, _____ and _____, attest that I
am/we are the owner/owners of the property located at _____
(provide street address) in Highland Township, Adams County, Pennsylvania, and do hereby
grant permission to _____ (provide person in charge of the property
if other the owner) and _____ (provide name of the individual(s)
or entity which is the sponsor of the event) to conduct a special event most accurately described
as _____
the purpose being, _____
on this date _____ (provide the month, day(s),
and year). I am aware of the Special Event Ordinance of Highland Township and understand its
provisions.

OWNER _____

Print Name

Signature

OWNER _____

Print Name

Signature