

**EAST HEMPFIELD TOWNSHIP**  
Special Event Application Process

- 1) Obtain a Special Event Application from the EHT website or the receptionist at the Township building.
- 2) File the completed application with the Township at least 30 days prior to the event.
  - Include \$50 application fee.
  - Provide proof of certificate of insurance liability coverage naming East Hempfield Township as an additional insured.
  - Include a route map and traffic control plan (if applicable)
  - Attach signed Indemnification Form ONLY if requesting Township road closures.
  - Attach approved Penn DOT Special Event permit if using any state road (**see below**).
- 3) Upon receipt of the application, township staff will review the application.
  - Park schedule will be reviewed for conflicts.
  - Event specifics will be reviewed for adherence to Township ordinances.
  - Road use will be reviewed for safety and staffing needs.
  - Police/personnel costs and facility/equipment fees will be estimated.
  - If appropriate, approval will be recommended by Township Staff.
- 4) Board of Supervisors must approve use of roads and major events at their monthly meeting.
- 5) Once a decision regarding the application is formalized, applicant will be notified by Township staff.
- 6) **If the event requires the use or interruption of traffic on a State road**, a PennDot Special Event application (TE-300) must be submitted to the local PennDot District Engineering Office at **least eight (8) weeks prior to the event.**

The closure or partial closure of a highway for a procession, assemblage or a special activity may be permitted on local roadways by local authorities and on State-designated highways by Penn DOT if the following criteria are satisfied:

- (1) *Conventional highways and expressways.*
    - (i) *An alternate route, which is not more than 5 miles longer or five times greater in length than the normal travel distance, is established to detour traffic around any closed routes, except an alternate route is not required if one of the following exists:*
      - (a) *The highway to be closed is not a numbered traffic route and is primarily used by local drivers who are familiar with the alternate route.*
      - (b) *The highway is only partially or periodically closed and police control can safely maintain traffic on the remainder of the highway.*
      - (c) *The highway closing is for less than 20 minutes and excessive traffic backup will not occur during the closing.*
    - (ii) *The local authorities provide adequate detour signing or police controls for the rerouting of traffic along the alternate route if required.*
    - (iii) *The highway closure or partial closure will not adversely affect adjacent properties.*
    - (iv) *A review of previous, similar closures shows no substantial problems or citizen complaints.*
- If a permit is approved, the permit holder must contact the Penn DOT Traffic Management Center 2 days before the event and again 15 minutes prior to the event to inform them of the closure and use of State roads.

All questions about the Special Event Application process should be directed to  
Diane Garber, Emergency Services Coordinator ~ [ehrema@easthempfield.org](mailto:ehrema@easthempfield.org) or 717-898-3100 ext 268



**SPECIAL EVENT APPLICATION**  
**EAST HEMPFIELD TOWNSHIP**  
 1700 Nissley Road - PO Box 128 - Landisville, PA 17538  
 Office: 717-898-3100 - www.easthempfield.org

Please print and fill out application **completely**. Failure to do so may delay approval.  
 If a question is not applicable to your request, simply put N/A.  
**This application must be submitted at least thirty (30) days prior to the event.**

SPONSORING ORGANIZATION: \_\_\_\_\_

APPLICANT/CONTACT: (Name) \_\_\_\_\_ E-mail \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Ph/Cell: \_\_\_\_\_

Please identify the contact person "on-site" the day of event. (Note: This person must be in attendance for the duration of the event and immediately available to East Hempfield Township Police or staff as needed).

NAME: \_\_\_\_\_ Cell: \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_

TYPE OF EVENT: Run/Walk \* Bike Race \* Sporting Event/Tournament \* Fair/Festival \* Fundraiser

Other (Specify) \_\_\_\_\_

EVENT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ ALTERNATE/RAIN DATE: \_\_\_\_\_

FIELD/COURT/PARK AREA REQUESTED: \_\_\_\_\_ (designate on map)

I hereby agree to abide by the rules and regulations as posted and attached for the use of East Hempfield Township roadways and/or facilities and agree to be responsible for the conduct and use of said roadways and/or facilities for the individuals I represent with my signature. I understand that future use of the roadways and/or facilities may be denied if my group or I fail to abide by said rules and regulations. I also agree to indemnify and hold harmless East Hempfield Township for any bodily injury and/or property damage resulting from the negligent actions of me and/or my organization or invited guests.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

An application fee of \$50 is required to cover staff request processing. Make Check Payable to "EAST HEMPFIELD TOWNSHIP" & submit with application. Any additional costs incurred by East Hempfield Township to provide services for an event (police coverage, set-up, clean-up, etc.) will be billed to the sponsoring organization.

**OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

50\$ Application Fee: PAID ---- WAIVED ---- NOT INCLUDED      Reservation Number \_\_\_\_\_

Event Set-up: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Township Assistance requested (cones, barricades, trash cans, etc.): \_\_\_\_\_

Event Opens: Date: \_\_\_\_\_ Day of Week \_\_\_\_\_ Time: \_\_\_\_\_

Street Closing: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Street(s) to be Closed: (Submit Route Map with application) \_\_\_\_\_

**\*\*Utilization of Twp roads requires completion of an Indemnification Form\*\***

**\*\*Utilization of State Roads requires a PennDOT permit\*\***

Traffic Control/Escort Start Time: \_\_\_\_\_ Type: EHTPD Fire Police Constables Other

Traffic Control provider: \_\_\_\_\_ Cell: \_\_\_\_\_

Road Race Service: \_\_\_\_\_ Cell: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Number of Vehicles Expected: \_\_\_\_\_

**\*\*Parking for more than 200 people requires a parking plan including ingress/egress and traffic control\*\***

Food/Beverage Service: Y N - Must comply with all PA Dept of Ag regulations.

Public address system/amplified music: Y N Time restrictions may apply. Neighborhood notification is required.

Describe notification of the affected neighborhood(s): \_\_\_\_\_

Event Closes: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Street Opening: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Event Dismantle: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

**ACTIVITY FEES** (calculated by Township staff):

(Personnel costs: Police costs range \$68-\$80/hour, Public Works costs range \$27-\$40/hour - depending if overtime is used. Consumables will be billed dependent on size of the event.)

Police coverage fee: \_\_\_\_\_ hour(s) @ \$ \_\_\_\_\_ per hour Police fee \$ \_\_\_\_\_

Township Personnel: \_\_\_\_\_ hour(s) @ \$ \_\_\_\_\_ per hour Personnel fee \$ \_\_\_\_\_

Facilities fee (if applicable): \_\_\_\_\_ hours(s) @ \$ \_\_\_\_\_ per hour Facility fee \$ \_\_\_\_\_

Equipment/Supplies (to be determined per event) \$ \_\_\_\_\_ Equipment fee \$ \_\_\_\_\_

Combined Total fee \$ \_\_\_\_\_

**APPROVAL**

APPROVAL CONDITIONS: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_



Route 283



Community Garden

A  
(~250)



C

D

E

N  
(111/7HC)

P  
(100)

B

F (38/3HC)

G

O

H

M  
(24)

Q

I  
(37)

J

L

East Hempfield Township Amos Herr Park  
Harrisburg Pike

- Key:
- A Field/Overflow Parking
  - B Pavilion
  - C Small playground
  - D Bocce Courts
  - E Tennis Courts
  - F Parking
  - G Sand Volleyball
  - H Small Baseball
  - I Parking
  - J Basketball/Volleyball/Pickleball courts
  - L large Baseball
  - M Parking
  - N Parking
  - O Dream Park
  - P Parking
  - Q Soccer Fields
  - RED** = OFF LIMITS



**INDEMNIFICATION AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the **TOWNSHIP OF EAST HEMPFIELD**, a political subdivision with its offices located at 1700 Nissley Rd, Landisville, PA 17538 (the "Township"), and (name) \_\_\_\_\_, (address) \_\_\_\_\_ (the "applicant").

WITNESSETH:

WHEREAS, the applicant plans to hold (event/type) \_\_\_\_\_ (the "Event") at (event location) \_\_\_\_\_.

WHEREAS, the Event will be conducted on (date) \_\_\_\_\_; and

WHEREAS, applicant desires to close the following roadway section: \_\_\_\_\_ a roadway under the jurisdiction of the Township, on the day of the Event between the hours of \_\_\_\_\_; and

WHEREAS, the Township is willing to authorize the closure of the referenced roadway between the referenced locations as described above if the applicant agrees to bear certain costs, if applicable, indemnify the Township for any damages which might arise and/or claims or costs the Township might incur, and provide a Detour Plan for review and approval by the Township prior to the date of the event.

NOW, THEREFORE, with the following background incorporated herein by reference and intending to be legally bound the parties agree as follows:

1. Applicant agrees to defend, indemnify and hold harmless the Township and its officers, agents and employees from and against all claims, damages, liability, losses and expenses, including attorneys' fees and cost of investigation and defense, arising out of or resulting from the closing of the referenced roadway in the Township to enable conduct of the Event. Applicant assumes all risks and shall bear all losses resulting from any injury to property or persons occasioned by neglect or accident relating in any manner to the closing of the referenced roadway, the detouring of traffic as a result of the referenced roadway or the conduct of the Event.
2. Applicant agrees to prepare and submit a Detour/Traffic Control Plan for review and approval by Township staff. Such plan shall be submitted with sufficient detail as applicable, noting areas that will be used for the stacking of vehicles accessing and leaving the event site, traffic control points and contact information for traffic control personnel, location of barricades/signs/cones. Such plan shall be submitted at least 15 days prior to the scheduled date of the Event. Applicant shall at all times comply with and adhere to the approved Detour/Traffic Control Plan.
3. In the case of run/walk events the closure shall be manned by trained Special Fire Police or certified traffic control personnel at all affected intersections, areas where participants will be crossing the flow of vehicular traffic, and areas where participants will be occupying a travel lane intended for vehicular traffic.
4. Applicant shall obtain and maintain at all times during the course of the closing of the referenced roadway comprehensive general liability insurance and shall present evidence of such insurance coverage to the Township. The Township shall be named as an additional insured on such policy.

5. Applicant shall bear all costs, if applicable, of police protection, traffic control personnel, and the erection of barriers as a condition of the closing of the referenced roadway.

6. Applicant acknowledges that the Township has no jurisdiction or authority over the use and/or closure, either partial or full, of roads under the jurisdiction of the Commonwealth of Pennsylvania or another municipality.

7. The undersigned person executing this Agreement on behalf of Applicant represents and warrants that he or she is authorized to execute this Agreement.

8. This Agreement shall be binding upon the parties, their successors and assigns.

IN WITNESS WHEREOF, the undersigned having caused this Agreement to be executed the day and year first written above.

EAST HEMPFIELD TOWNSHIP

Attest: \_\_\_\_\_  
(Assistant) Secretary

By: \_\_\_\_\_  
(Vice) Chairman  
Board of Supervisors

[[TOWNSHIP SEAL]

\_\_\_\_\_  
(Applicant)

Attest: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title



# SPECIAL EVENT PERMIT

## Processions, Assemblages and Special Activities, and Film Shoots

### APPLICANT CONTACT INFORMATION

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_  Municipal Sponsor  Private

Sponsor Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Hours: \_\_\_\_\_

### SPECIAL EVENT INFORMATION

1. Special Event Name: \_\_\_\_\_
2. Special Event Type (Check all that apply): . . . . .  Procession  Assemblage  Special  Activity  Film Shoot
3. Special Event Purpose/Description (Attach additional sheet if necessary):

4. Date of Special Event: . . . . . From \_\_\_\_\_ To \_\_\_\_\_
  - a. Alternate Date of Special Event: . . . . . From \_\_\_\_\_ To \_\_\_\_\_
5. Time of Special Event: . . . . . From \_\_\_\_\_ To \_\_\_\_\_
  - a. Alternate Time of Special Event: . . . . . From \_\_\_\_\_ To \_\_\_\_\_

6. County(ies):

7. Municipality(ies):

8. State Road(s) (List all state roads involved in the special event - Attach additional sheet if necessary):

State Route Number:	State Road Name:	Number of Lanes:	Type of Highway:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SPECIAL EVENT INFORMATION (CONTINUED)**

- 9. Approximate number of vehicles in the special event: ..... \_\_\_\_\_ vehicles
- 10. Approximate number of pedestrians involved in the special event: ..... \_\_\_\_\_ pedestrians
- 11. Highway will be (check all that apply):  Fully Closed     Partially Closed     Minor Encroachment     Other

a. Describe the highway closure and the affect on adjacent properties. (Attach additional sheet if necessary):

- 12. Travel distance of road closure/encroachment: \_\_\_\_\_
- 13. Travel distance of the alternate route: \_\_\_\_\_  N/A

**NOTE:** Alternate route shall not be more than 5 miles longer or 5 times greater in length then the normal travel distance. An alternate route is not required if one of the following conditions exists:

- a. The highway to be closed is not a state route and is primarily used by local drivers who are familiar with an alternate route.
- b. The highway is only partially or periodically closed and the vehicle escort service can safely maintain traffic on the remainder of the highway.
- c. The highway closing for less than 20 minutes and excessive traffic backup will not occur during closing.

- 14. Does the special event occur on a freeway: .....  Yes     No
- The following five (5) questions pertain to the use of a freeway: .....  N/A

- a. Please state the reason(s) why this event should use a freeway, including safety aspects to both motorists and event participants. (Explain on a separate attached sheet)
- b. Are there a minimum of two lanes of traffic in each direction of flow: .....  Yes     No
- c. Will the special event move orderly and uniformly along the freeway: .....  Yes     No
- d. Will the special event use a maximum of one lane of the highway and can the MPT Contractor safely maintain traffic on the remainder of the highway: .....  Yes     No
- e. Will the delay for traffic entering or leaving the highway at ramps be no more than 5 minutes and can MPT control all delayed traffic: .....  Yes     No

- 15. Notification of Pennsylvania State Police (PSP) (Please Contact Station Commander at Local PSP Barracks):  
a. PSP Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

- 16. Maintenance and Protection of Traffic (MPT): .....  N/A  
a. MPT Performed By: \_\_\_\_\_  
b. MPT Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
c. Date MPT requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
    i. Alternate Date MPT requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
d. Time MPT requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
    i. Alternate Time MPT requested: ..... From \_\_\_\_\_ To \_\_\_\_\_

- 17. Vehicle Escort Service: .....  N/A  
a. Vehicle Escort Performed By: \_\_\_\_\_  
b. Vehicle Escort Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
c. Date Vehicle Escort Service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
    i. Alternate Date Vehicle Escort Service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
d. Time Vehicle Escort Service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_  
    i. Alternate Time Vehicle Escort Service requested: ..... From \_\_\_\_\_ To \_\_\_\_\_



**APPLICANT CERTIFICATION, PERMIT CONDITIONS, & SIGNATURES**

The applicant shall indemnify, save harmless, and defend (if requested) the Commonwealth of Pennsylvania, the Department of Transportation, and their officers, agents, and employees from any and all claims, suits, or actions for injuries, death and/or property damage arising out of the procession, assemblage, or special activity identified in this permit where the claim, suit, or action was caused by the applicant, its officers, agents, and employees, the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, event communications staffs, the traveling public, general public, or spectators.

A certificate of insurance must be provided showing: (a) public liability insurance for bodily injury and property damage in the minimum amount of two hundred fifty thousand (\$250,000.00) per person and one million dollars (\$1,000,000.00) per occurrence to cover any loss that might occur as a result of the permitted use of the state highways or that might otherwise arise out of or be connected with the event; (b) occurrence-based coverage; and (c) the Commonwealth of Pennsylvania named as an additional insured. The applicant warrants the information in the insurance certificate is accurate.

The event route shall be appropriately secured with proper security and safety measures taken to protect the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, vehicle escort services, maintenance and protection services, the traveling public, event communications staffs, the general public, and spectators. Proper emergency medical services shall be provided. Local fire departments, the general public, and the traveling public shall be notified in advance of the event. Written notification shall be submitted to each municipality notifying the municipality that the event uses state roads and written approval shall be obtained from each municipality granting the applicant permission to hold the event. The applicant shall coordinate and pay for temporary traffic control during the event.

The Department reserves the right to re-open any closed road(s) at any time due to any emergency that may occur which require the use of such roads to safely provide for the movement of traffic through the area.

- I have attached a Certificate of Insurance as described above.
- I have read, understand, and agree to the above terms and conditions.
- I attest that all information in the special event permit application is accurate to the best of my knowledge.
- For a film shoot, I have read and agree to comply with the requirements of Exhibit A - Film Shoot Requirements.

**Applicant**

Contact Name (Print): \_\_\_\_\_ Title of Contact: \_\_\_\_\_

Contact Name (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Attesting Witness (Print): \_\_\_\_\_ Title of Witness: \_\_\_\_\_

Attesting Witness (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

**Pennsylvania Department of Transportation**

District Traffic Engineer (Print): \_\_\_\_\_

District Traffic Engineer (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

District Executive (Print): \_\_\_\_\_

District Executive (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

**Actions**

1. Complete the Route/Bridge Restriction (M-937R) form and submit it at least ten (10) business days prior to the special event.
2. Notify the Traffic Management Center (TMC) of the special event date.

## APPLICANT CHECKLIST

- Complete TE-300: Special Event Permit Application (Submit Pages 1, 2, and 3).  
**NOTE:** Application becomes permit once reviewed and signed.
- Review Title 67, Chapter 212.701 Subchapter H, Special Events. Special Event Insurance Certificate.
- Documentation detailing the traffic control plan. Documentation includes:
  - Map of special event route and the alternate traffic route. Map includes state route numbers, road names, intersections, etc.
  - Coordination of a vehicle escort service (if applicable).
  - Coordination of maintenance and protection of traffic (MPT) (if applicable). MPT can include Private Contractor, Local Police/Fire, etc.
- Notify Pennsylvania State Police (PSP) of special event (Please contact Station Commander at Local PSP Barracks).
- Notification and/or approval letter(s) for special event. Criteria for type of applicant is as follows:

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### Municipal Sponsor

**NOTE:** If your municipality's special event crossed into a different municipality, your municipality will need to satisfy municipal sponsor criteria for own special event **AND** private sponsor criteria for the other municipalities that your special event enters.

If Special Event occurs on:

1. State Road(s)

- The Municipal Sponsor is required to submit a notification letter for special event involvement on state road(s) and the permit application (Pages 1, 2, and 3) to the Pennsylvania Department of Transportation.

2. Local Road(s)

- The Pennsylvania Department of Transportation has no involvement with the special event on the Municipality's local road(s). The Municipality coordinates its own criteria for special event involvement on its own local road(s).

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### Private Sponsor

If Special Event occurs on:

1. State Road(s)

- The Private Sponsor is required to send notification letter(s) to each municipality for special event involvement on state road(s).
- The Private Sponsor is required to obtain approval letter from each municipality for special event involvement on state road(s).
- The Private Sponsor is required to submit a copy of each municipality notification and approval letter, and the permit application (Pages 1, 2, and 3) to the Pennsylvania Department of Transportation.

2. Local Road(s)

- The Pennsylvania Department of Transportation has no involvement with the special event on the Municipality's local road(s). The Private Sponsor is required to submit appropriate documents to municipality according to the municipality's requirements.

**NOTE:** If the involvement of the special event on a state road also requires requires involvement on a local road the private sponsor should notify the municipality of the local road involvement at least **eight (8) weeks prior to the date of the special event.**

- Submit completed and signed permit application and the required documents to the appropriate Pennsylvania Department of Transportation District Engineering Office (See Page 6) **eight (8) weeks prior to the date of the special event.**

## GLOSSARY TERMS

The terms used in this package are defined as follows:

1. **Applicant** - An individual, group, municipal authority, or governing body that is applying for the special event permit.
2. **Assemblage** - An organized gathering of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations and other recreational events.
3. **Conventional Highway** - A highway other than a low-volume road, expressway, or freeway.
4. **Expressway** - A divided arterial highway for through traffic with partial control of access and generally with grade separations at major intersections.
5. **Film Shoot** - All aspects of production of a video production at a set or location.
6. **Freeway** - A limited access highway to which the only means of ingress and egress is by interchange ramps.
7. **Fully Closed Road** - The roadway is closed to all road users except contractor's equipment or authorized vehicles.
8. **Low-Volume Road** - As defined in the Manual on Uniform Traffic Control Devices (MUTCD).
9. **Maintenance and Protection of Traffic (MPT) Contractor** - A service used to provide such safety measures deemed necessary to maintain alternate routes while safely guiding the traveling public through detours. These safety measures include, but are not limited to, appropriate signs, warning devices, pavement markings, and other temporary traffic control devices. MPT contractor can include a private contractor, local police/fire, etc.
10. **Minor Encroachment** - All activity remains on the shoulder, while the traffic control devices are placed on the roadway.
11. **Partially Closed Road** - One or more lanes are closed (but not all lanes) to all road users and an approved traffic control plan is established to allow road users to safely and effectively navigate around the temporary conditions.
12. **Procession** - An organized group of individuals, or individuals with vehicles, animals or objects, moving along a highway on the roadway, berm, or shoulder in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to, walks, foot races, parades, and marches.
13. **Special Activity** - An organized vehicle race, speed competition or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or other planned event held within the right-of-way of a public roadway. The term includes those races defined in 75 Pa. C.S. § 3367 (relating to racing on highways).
14. **Special Event** - A procession, assemblage, or special activity held within the right-of-way of a public roadway.
15. **State Designated Highway/State Road/State Route (SR)** - A highway or bridge on the system of highways and bridges over which the Department has assumed or has been legislatively given jurisdiction.
14. **Vehicle Escort Service** - An automobile used to guide vehicle(s), bicycle(s), and/or pedestrian(s).

## PENNSYLVANIA DEPARTMENT OF TRANSPORTATION DISTRICT ENGINEERING OFFICES

Click on District to visit website (e.g. "District 1-0")

### [District 1-0](#)

Address: 255 Elm Street, P.O. Box 398  
Oil City, PA 16301-0398  
Phone: 814.678.7154  
Counties: Crawford, Erie, Forest, Mercer, Venango,  
Warren

### [District 2-0](#)

Address: 70 PennDOT Drive Clearfield, PA 16830  
Phone: 814.765.0400  
Counties: Cameron, Centre, Clearfield, Clinton, Elk,  
Juniata, McKean, Mifflin, Potter

### [District 3-0](#)

Address: 715 Jordan Avenue, P.O. Box 218  
Montoursville, PA 17754-0218  
Phone: 570-368-8686  
Counties: Bradford, Columbia, Lycoming, Montour,  
Northumberland, Snyder, Sullivan, Tioga, Union

### [District 4-0](#)

Address: 55 Keystone Industrial Park  
Dunmore, PA 18512  
Phone: 570.963.4061  
Counties: Lackawanna, Luzerne, Pike, Susquehanna,  
Wayne, Wyoming

### [District 5-0](#)

Address: 1002 Hamilton Street Allentown, PA 18101  
Phone: 610.871.4100  
Counties: Berks, Carbon, Lehigh, Monroe, Northampton,  
Schuylkill

### [District 6-0](#)

Address: 7000 Geerdes Boulevard  
King of Prussia, PA 19406-1525  
Phone: 610.205.6700  
Counties: Bucks, Chester, Delaware, Montgomery,  
Philadelphia

### [District 8-0](#)

Address: 2140 Herr Street Harrisburg, PA 17103-1699  
Phone: 717.787.6653  
Counties: Adams, Cumberland, Dauphin, Franklin,  
Lancaster, Lebanon, Perry, York

### [District 9-0](#)

Address: 1620 North Juniata Street  
Hollidaysburg, PA 16648  
Phone: 814.696.7250  
Counties: Bedford, Blair, Cambia, Fulton, Huntingdon,  
Somerset

### [District 10-0](#)

Address: 2550 Oakland Avenue, P.O. Box 429  
Indiana, PA 15701-0429  
Phone: 724.357.2800  
Counties: Armstrong, Butler, Clarion, Indiana, Jefferson

### [District 11-0](#)

Address: 45 Thoms Run Road Bridgeville, PA 15017  
Phone: 412.429.5000  
Counties: Allegheny, Beaver, Lawrence

### [District 12-0](#)

Address: 825 North Gallatin Avenue Ext.  
P.O. Box 459  
Uniontown, PA 15401-2105  
Phone: 724.439.7315  
Counties: Fayette, Greene, Washington, Westmoreland

### [Central Office](#)

Address: Keystone Building 400 North Street  
Harrisburg, PA 17120  
Phone: 717.787.2838

## EXHIBIT A - FILM SHOOT REQUIREMENTS

1. Prior to the installation of any temporary structures to any bridges, the Applicant shall submit a detailed plan prepared by a professional engineer for each installation and shall obtain acceptance of the Commonwealth's District Engineer or designee. The Applicant shall be fully responsible for the design and proper installation of its temporary structures. The acceptance of a detailed plan by the District Engineer or their designee will not relieve the Applicant of the responsibility for its work. This written acceptance shall constitute authorization to the Applicant to proceed with the installation of the temporary structure in accordance with the accepted plans. The Applicant shall remove the temporary structure after it no longer needs the temporary structure and shall restore the bridge in a manner deemed acceptable to the Commonwealth. The installation of the temporary structure shall in all respects be subject to and in compliance with the terms, conditions, and provisions of this permit.
2. The film shoot shall take place in Pennsylvania for the time period indicated on the permit. If a continuation is necessary, the Applicant shall submit a written request to the Commonwealth. The Commonwealth will issue a letter signed by a duly authorized Commonwealth representative specifying a new termination date, which letter shall become part of this permit and operate as a supplement to it.
3. Actual road or lane closures are permitted only for the time required to set up staging, remove all staging or props and conduct actual filming at each separate filming location on the dates needed to complete filming.
4. This permit is granted upon the conditions that the film shoot location be properly secured with proper security and safety measures being taken to protect the film shoot participants, support staffs, officials, state police, sheriffs and local police, the traveling public and the general public; that proper fire and emergency medical services be contacted for emergency situations that may occur; that proper police protection be provided and the film shoot be coordinated with the Pennsylvania State Police and affected local police agencies; that the general public and the traveling public be notified in advance of the film shoot; that the local fire departments and emergency ambulance services be notified of the film shoot; and that the insurance coverage specified on the permit be provided.