TE-300 (5-19)

pennsylvania
DEPARTMENT OF TRANSPORTATION
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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:
			Select One
			Select One
			Select One
			Select One
			Select One
			Select One

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:

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 Deparatment 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).

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 Deparatment 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.