

PENNSBURY TOWNSHIP

702 Baltimore Pike, Chadds Ford, PA 19317

Phone: 610-388-1790 Fax: 610-388-6036

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Office Use Only	
Permit #:	_____
Date Received:	_____
Fee:	_____ Paid: _____

SPECIAL EVENT PERMIT APPLICATION

This application must be submitted **60 days prior** to the proposed Special Event along with application fee, and escrow deposit if determined necessary.

Applicant Name: _____

Address: _____

Phone/Fax: _____ **Email:** _____

Property Owner Name: _____

Property Address: _____ **Subdivision:** _____

Tax Parcel or UPI #: _____ **Zoning District:** _____

(*If Applicant is not the owner of the property where the event is planned, the owner must co-sign this application.)

Organization Name: _____

Contact at Organization: _____

Address: _____

Phone/Fax: _____ **Email:** _____

Name of Event: _____

Requested Date(s) for the Event: _____

Rain Date(s) for the Event (if any): _____

Location of the Event: _____

Please explain event agenda and/or planned activities (attach additional sheet if necessary):

Event Activity	Start Date(s)	End Date(s)	Starting Time	Ending Time
Set Up				
Actual Event				
Tear Down				
Clean Up				

Number of persons expected to attend per day: _____

Number of vehicles expected per day: _____

The cost of admission, if any, and whether the Event is public or private: _____

Structures to be utilized: _____

Number of persons working at the event: _____

Any merchandise sales? Describe: _____

List all merchandise vendors:

List proposed sanitary facilities and hand washing stations: _____

List proposed security and traffic control measures: _____

Parking facilities – location and number of spaces: _____

Proposed signage: _____

Proposed lighting: _____

Trash, waste and recycling collection and removal. Identify company providing service, trash receptacles, frequency, and time of collections: _____

Conditions and restrictions on the use of alcoholic beverages. Submit a list of all vendors who will provide alcohol and copies of PLCB licenses and permits. Describe methods and locations of alcohol service and consumption:

Sale of food/beverages: Yes (submit copies of Health Dept. permits) No

List all food vendors and food trucks. List location of food vendors on site:

Site Plan: Please attach a site plan of the event location, including access, parking, public spaces, merchandise vendor locations, food, and beverage vendor locations, etc. A legible hand-drawn sketch is acceptable.

If any tent is proposed, you must submit an application to the Township Fire Code Official as defined in the adopted fire code for a permit.

Insurance and indemnification:

Include with the Application, a certificate of comprehensive general liability insurance with an endorsement naming Pennsbury Township, its elected and appointed officials, officers, employees, consultants, and contractors as additional insured in the amount of \$2,000,000 for each occurrence of bodily injury; and \$250,000 for each occurrence of property damage. If food and/or nonalcoholic beverages are to be served, the certificate shall include a products liability endorsement in an amount not less than \$500,000. If alcoholic beverages are to be served, the certificate shall include an endorsement of liquor liability in an amount not less than \$2,000,000.

If the Permit is issued, Applicant must sign and notarize a Hold Harmless/Indemnification form attached hereto.

The Applicant shall comply with Regulations for Conduct set forth in Section 127-9 of the Pennsbury Township Special Events Permit Ordinance and all conditions of any Conditional Use Approval by the Board of Supervisors of Pennsbury Township.

The undersigned Applicant and/or Owner declare that the statements and representations made hereinabove are true and correct. I/we agree that the Special Event will be operated and conducted in accordance with the representations and statements made hereinabove and all conditions of the Special Event Permit if issued.

Signature of Applicant: _____ Date: _____

*Signature of Property Owner if not the Applicant: _____ Date: _____

Hold Harmless/Indemnification Agreement

KNOW ALL MEN BY THESE PRESENTS THAT:

For and in consideration of Pennsbury Township issuing a permit for a Special Event, we _____ (Applicant) and _____ (Property Owner) hereby agree to defend and hold Pennsbury Township, its elected and appointed officials, officers, employees, consultants and contractors, harmless from any and all actions, causes of actions, claims, damages, costs, loss of services, attorney fees, expenses and compensation on account of, or in any way arising out of _____, the special event authorized by Township Special Event Permit No. _____ to be held on _____ at _____.

Applicant and Property Owner further agree to indemnify Pennsbury Township, its elected and appointed officials, officers, employees, consultants, and contractors, against any loss as a result of claims for personal injury or property damage of persons or entities arising from the conducting of said event.

IN WITNESS WHEREOF, the above named, intending to be legally bound, has executed this Hold Harmless and Indemnification Agreement this _____ day of _____, _____.

Applicant's Signature

Property Owner's Signature

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

ADDITIONAL SHEET IF NECESSARY