



Newtown Township

DELAWARE COUNTY, PENNSYLVANIA

209 Bishop Hollow Road, Newtown Square, PA 19073

Phone: (610) 356-0200 www.newtowntownship.org

Temporary Event Application Information

WHAT IS AN EVENT?

A preplanned single event or series of events that, because of its nature, interest, location, promotion or any combination of similar in property, or on private property but impacting public property or roadways, and/or requiring the use of public support services, for th craft displays and/or sales, special sport competition, block parties, or similar activities generally considered recreational in nature.

WHAT GETS REVIEWED BY THE TOWNSHIP?

The purpose of the Township staff review is to provide a mechanism which will allow the Township to plan, evaluate, and coordinate any special event which will allow the establishment of terms and conditions within which the event may be conducted and will allow the sponsor or any involved event planners to plan and manage the event within the context of the established terms and conditions.

REVIEW SCHEDULE:

After submitting a completed application, the HR Coordinator will tentatively reserve the desired location for that particular event; schedule a meeting in order to provide a dialogue between the event coordinator and the personnel providing recommendations to the Township Manager and/or Township Board of Supervisors.

RESPONSIBILITIES OF THE STAFF REVIEW:

The staff members participating in the Township staff review of the special event are responsible for reviewing, evaluating, and recommending to the Township Manager approval or disapproval of any request for a special event. Approvals shall include a cost estimate support services as needed in addition to any other duties required as determined by the Township Manager.

WHO APPROVES THE EVENT?

The Township staff review of special events may involve input from the following personnel (which can be reduced or increased to include other personnel at the Township Manager's discretion):

- Township Manager
- Police Chief
- Fire Chief
- Fire Marshal
- Public Works Director
- Code Officer
- Health Officer

The final approval for the special event proposed, along with all costs and conditions attached, will be made by the Township Manager, except those applications which require street closure,, then in such case, by the Township Board of Supervisors in a public meeting of the Township Board of Supervisors. The approval or disapproval decision made by the Township Board of Supervisors will be final.

TOWNSHIP RESPONSIBILITY:

The Township is responsible for determining whether to issue permits and licenses for special events and establishing guidelines for the safe and proper conduct of such events. To fulfill these responsibilities, the Township must determine if such events can be safely and properly conducted and the terms and conditions under which an approved event may be conducted.

APPLICANT RESPONSIBILITY:

It is the sponsor's responsibility to make application to conduct any special event which is planned for a large number of participants and also to furnish any additional information that may be requested for a thorough Township staff review. It is the sponsor's responsibility to abide by terms and conditions established as part of the approval process. It shall be the applicant's responsibility to provide for the protection of the safety, health, property, and general welfare of those attending and participating in the special event.

Additional services may be provided and/or required by the Township and charged to the sponsor of a special event. The cost for these services could include any of the following:

- Temporary parking signs
- Barricades
- Additional police protection
- Emergency medical services
- Utilities
- Trash/Recycling Collection
- Restroom facilities

EVENT APPLICATION CHECKLIST:

- Completed application
- Insurance Certificate
- Pre-event meeting (if required)
- Remittance
- Food/Beverage Concession List

EVENT GUIDELINES:

1. No special event shall be permitted to operate prior to 8:00 a.m. and must conclude no later than 10:00 p.m. Actual times for the event must be identified as part of the approval process.
2. Inspections by the Township's Code Enforcement, Fire, and Public Works Departments may be required. This may include a pre-event inspection and any other inspection(s) deemed necessary by the Township.
3. Site maintenance is the responsibility of the applicant and the site must be left in a clean condition. This may be required on a daily basis. A licensee shall keep sidewalks, roadways, and other public or private spaces adjoining and adjacent to the event location clean and free from paper, refuse, and permanent markings of any kind.
4. Parking or driving on grass, service roads, or athletic fields is prohibited unless expressly permitted as part of the event. Applicant shall ensure that their guests, vendors, concessionaires, and exhibitors not park or drive vehicles on grass, service roads, or athletic fields. Failure to comply automatically revokes the permit and forfeits any security deposit. Provisions for parking are not included in the issuance of any Event Permit.
5. Fastening or attaching any rope, sign, banner, flyer, or other object to any tree or shrub in a park is strictly prohibited without making said request as part of the application.
6. Whenever events result in trash being generated, separation of recyclable materials for collection must occur.

TOWNSHIP PARK REGULATIONS:

In addition to provisions found in Chapter 112 of the Newtown Township General Code, the following apply:

1. No person shall use any threatening, abusive, insulting, or indecent language in any park or recreation area.
2. No person shall commit any obscene or indecent act in any park or recreation area.
3. No person shall injure or deface any of the trees, shrubs, plants, turf, or any of the buildings, fences, seats, lighting equipment, statuary/memorials, historic sites, or other public property in any park or recreation area. Nor shall any person use any benches, seats, tables, or other equipment furnished by the Township for any purpose other than that for which it is normally y

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9. No person shall allow any livestock or dog to be at large in any park or recreation area.
10. No person shall tamper with, deface, remove, or destroy any notice, rules or regulations posted or otherwise placed by the Township in any park or recreation area.
11. No person shall expose or offer any article for sale or engage in any solicitation of funds or business within any park or recreation area without advance permission to do so from the Township Board of Supervisors.
12. No person, persons, or organization shall hold or sponsor any entertainment, parade, or procession in any park or recreation area without advance permission to do so from the Township Board of Supervisors.
13. No gathering or meeting for any political purpose shall at any time be held in any park or recreation area.
14. No spirituous liquor, malt, or brewed beverage shall at any time be brought into any park or recreation area.
15. It shall be unlawful to park any motor vehicle except upon the surface of a roadway in any park or recreation area.
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Temporary Event Application

Application must be submitted thirty (30) days prior to the event to Newtown Township.

Initial payment is required at the time of application.

Please be sure to fill in all the required information. Cancellations must be made in writing 14 days prior to the event date.

The approved copy of the permit must be returned to the Newtown Township offices before a refund will be issued.

EVENT INFORMATION

- Name of Event:
- Description:
- Park or Specific
- Location Requested:
- Date of Event:
- Rain Date:
- Set Up Days/Hours:
- If Walk/Race, Start Time:
- Hours of Event:
- Estimated Attendance:
- Organization Applying for Permit:
- Deposit Return Payee (name and address):
- Special Event Coordinator Name:
- Special Event Coordinator Phone:
- Email:
- Emergency Contact Name/Number (if different):

Diagram of event layout and/or race course Attached/received

STREET CLOSURE

- Street To Be Closed
- Duration
- Location (ex, School Lane to Ellis Avenue)

Township Road PennDOT Road Permit required: Yes No
 Date received/attached: _____

SERVICES/SUPPLIES

If you request or are required to have, any police department, fire department or EMS assistance including street closures or crossings, crowd control or similar, you must indicate any and all needs below. Additional charges will be assessed as needed.

Additional Trash/Recycling Receptacles:

- Yes: _____
- No: _____

Restroom Facilities (Drexel Lodge Only):

- Yes: _____
- No: _____

Temporary Parking Areas / Barricades:

- Yes: _____
- No: _____

Additional Services Requested:

Yes: _____

No: _____

(Police/EMS/Fire/Fire Police)

Please Describe: _____

Note – Separation of trash and recyclable materials will be required for all Community Events .

TENTS

Will you be erecting tents or canopies? Yes: _____ No: _____

Quantity: _____ Sizes: _____ Total SF: _____

Permit Required: ____ Yes ____ No Dated Received: _____

STAGES

Will you be erecting any stages? Yes: _____ No: _____

Quantity: _____ Height: _____ Total SF: _____

AMPLIFIED SOUND

Will you have amplified music or sound at the event? Yes: _____ No: _____

Describe: _____

Sound levels must comply with Newtown Township General Code Section §

INFLATABLES

Quantity: _____ Sizes: _____ Total SF: _____

Please provide a brief description, specification sheet and photo for each inflatable. Placement is subject to Newtown Township approval and may require additional insurance coverage.

FOOD

Are you planning on giving away or selling food or engaging independent food vendors? Yes: _____ No: _____

License Issued: Yes: ____ No: ____ Date Issued: _____

If you answered "Yes" to the above question, it is the coordinator's responsibility to complete and submit a Temporary Health License at LEAST 20 days in advance of the event.

ALCOHOL

Alcohol is strictly prohibited on Newtown Township property.

LCB Permit is required for all other venues.

Date received and attached: _____

INSURANCE

Liability Insurance: Newtown Township's Insurance provider requires all individuals and organizations using Township facilities to have liability insurance in case of injury to the public, involving the following limits:

Public Liability: \$1,000,000.

Damage to Rented Premises: \$300,000.

Each Occurrence: \$1,000,000.

This insurance shall satisfy all insurance requirements for the Township for holding the special event. The insurance policy may be subject to the review and approval of the Township's insurance broker and/or Solicitor.

Every applicant shall provide as part of the application, a certificate of insurance, naming "Newtown Township, 209 Bishop Hollow Road, Newtown Square, PA 19073" as an additional insured/certificate holder

Certificate Of Insurance Received: Yes _____ No _____ Date: _____

I _____ (please print) hereby affirm that all answers given and statements made on this application are true and correct to the best of my knowledge and beliefs. I have read the terms and conditions contained herein and agree to comply with the provisions stated within.

Signature of Applicant:

Date:

OFFICE USE ONLY

Police Department				
Number of People in attendance: _____				
Posted "No Parking"				
Street		From		To
_____		_____		_____
_____		_____		_____
_____		_____		_____
Additional Officers Required				
Date/Day	Hours	# of Officers	Rate	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Department Fees:				_____
Based on the information provided, you will need to have _____ individuals to provide appropriate safety measures. Any intersection involved in the event shall be supervised.				
Reviewed by Chief / Lieutenant Signature _____				Date: _____

Barricade
Street

From

To

_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of barricades required: _____

Additional Staff / Equipment Required

Date/Day	Hours	# of Staff/Equipment	Rate	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Restroom Facilities Required: _____ Number: _____

Walk-Through Required: _____ Department Fees: _____

Public Works Director Signature _____ Date: _____

Emergency Medical Services

Additional EMS Services or Equipment Required: _____

Walk-Through Required: _____ Department Fees: _____

EMS Director Signature _____ Date: _____

Fire Department

Additional Fire Department Services or Equipment Required: _____

Walk-Through Required: _____

Department Fees: _____

Fire Chief Signature _____

Date: _____

Fire Marshal

Comments/Requirements: _____

Walk-Through Required: _____

Department Fees: _____

Fire Marshall Signature _____

Date: _____

Code Enforcement

Comments / Requirements: _____

Walk-Through Required: _____

Department Fees: _____

Code Official Signature _____

Date: _____

**Required Fees
(due prior to event)**

Application Fee:	\$	_____	25
Security Deposit:	\$	_____	250
User Fee:	\$	_____	
Police:	\$	_____	
Barricades:	\$	_____	
Other:	\$	_____	
TOTAL:	\$	_____	

Township Manager _____ Date

Township Board of Supervisors _____ Date

Record of Events:

- Township received COMPLETED application and documents for event Pre-event meeting Date: _____
- Staff review Date: _____
- Township Board of Supervisors meeting for application consideration
Township Manager/Township Board of Supervisors Date: _____