

HATFIELD TOWNSHIP

OUTDOOR SPECIAL EVENT APPLICATION PROCEDURES

An Outdoor Special Event Operational Permit is required for any carnival, fair, parade, fireworks display or, an outdoor public assembly event of 300 or more persons.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru IX – Complete every section.

PART X - Fee

PART XI – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed display must be submitted with the application.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application.

REVIEW – The application plans will be reviewed by the Fire Marshal's Office for compliance with the codes of Hatfield Township and the Pennsylvania Uniform Construction Code.

PERMIT GRANTED – **If approved, the permit will be processed and issued within thirty (30) business days. The event may not start until a permit has been approved and granted.**

Requirements for the Submission of Special Event Plans for Review

The permit application package shall be received by Hatfield Township at least 45 days prior to the event and shall include as applicable:

1. A fully completed Outdoor Special Event Permit Application.
2. The following plans and documents:
 - 3 copies of site plans or street maps which detail the location of the event facilities, tents, structures, vehicles, bathrooms, routes of travel, etc. (all plans shall be 11" X 17" minimum size);
 - Proof of Workman's Compensation Insurance;
 - Certificate of Liability Insurance listing Hatfield Township as the insured in the amount of \$5,000,000.00;
 - 1 copy of the US Department of Agriculture approval for mechanical rides;
 - 1 copy of the Montgomery County Health Department approval for food service;
 - 1 copy of a complete list of any on-site hazardous materials with quantities and a MSDS for each;
 - Proof of event approval from the property owner;
 - Proof of event approval from the Hatfield Township Police Department;
 - 1 copy of any agreement with the Fire Department and/or Ambulance Squad to provide apparatus/vehicles and crews for the event;
 - An emergency contact person and phone number that can be used during the event;
 - Provide a list and location of all firefighting and first aid equipment available at the event;
 - Details for utility services such as potable water, sanitary waste, power and lighting;
 - Details for the trash receptacles, clean-up of trash, waste materials and debris for the event;
 - Details for traffic control and parking prior, during and after the event;
 - Separate permit application submittals are required for tents and fireworks/pyrotechnics.

Failure to provide all of the above information will result in a delay in the approval of the permit application!

HATFIELD TOWNSHIP

Outdoor Special Event Permit Application

I - LOCATION OF PROPERTY

Address: _____ Suite #: _____ City: _____

State: _____ ZIP: _____

II - OWNERSHIP

Private Public Tenant Tenant Name: _____

III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

PROPERTY OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EVENT SPONSOR Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EVENT OPERATOR Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

IV - EVENT DATES AND TIMES

Date(s): _____

Time(s): _____

V - TYPE OF EVENT

Carnival Fair Parade Walk/Ride Exhibit

Block Party Fireworks Concert Sporting Event Race

Other: _____

Open to the Public Private, Invitation Only Event

Free Donation Requested Admission Fee: _____

Anticipated Number of Spectators: _____ Participants: _____

Alcoholic Beverages will be: Present Sold N/A

Food or Beverages will be: Sold Distributed Served N/A

Number of Food/Beverage Venders: _____

Merchandise will be: Sold Distributed

Number of Merchandise Venders: _____

Amplified Sound, Such As: Voice Recorded Music Live Band DJ

Amusement Rides or Devices Carnival Rides Moonwalk or Similar

Other: _____

Animals: (List and Describe)

VI - DESCRIPTION OF EVENT

VII – PURPOSE OF EVENT

VIII – DESCRIPTION OF PROPOSED EQUIPMENT, AMUSEMENT DEVICES, VEHICLES, STAGING, BLEACHERS, SHELTERS, TENTS, FOOD AND MERCANTILE STANDS, ETC.

IX - EXPERIENCE AND REFERENCES (List three (3) events of similar size and scope that the Operator has actively participated in during the last three (3) years)

Name of Event/Display: _____ Date: _____

Contact Person: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Event/Display: _____ Date: _____

Contact Person: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Event/Display: _____ Date: _____

Contact Person: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

X – FEES (from Resolution 14-26)

Outdoor Carnivals, Fairs, Circuses, Concerts, Block Parties & Similar Events (Each Day)	\$100.00
Parade, Walk/Run, Race	\$60.00
Car Shows	\$60.00
Display of Fireworks or Pyrotechnics Effects	\$300.00
Each Food Vendor (cooking on site for all Special Events)	\$15.00

(Additional fees may apply if Police, Fire or EMS stand-by is required.)

XI - SIGNATURE

Deposit of check representing the fee for this application does not constitute approval of or granting of same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT

DATE