

Special Events Permit Application

Event Information:

Outdoor

Indoor

Event Name: _____

Estimated Attendance: _____

Address of Event: _____

Event Date(s): _____

Event Time(s): _____

Which of the following best describes your event:

Block Party Walk/Ride/Run Carnival/Fair Concert Fireworks Parade

Sporting Event Other: _____

The event will be:

Open to the Public Private/Invitation Only

Free Donation Requested Admission Fee: _____

The event will have:

Alcoholic Beverages: Present Sold N/A

Food/Beverages: Present Sold N/A

Number of Food/Beverage Vendors: _____

Number of Merchandise Vendors: _____

Amplified Sound: Voice Live Band DJ/Recorded Music

Amusement Rides: Carnival Rides Bounce House or Similar

Number of Tents or Canopies: _____ Size(s): _____

Animals: _____

Other: _____

Event Contact Information:

Property Owner: _____

Address: _____

Phone: _____ Email: _____

Event Sponsor (If not the Owner): _____

Address: _____

Phone: _____ Email: _____

Please provide the following:

- \$60 – Parade, Walk/Run, Race, Block Party
- \$100 – Carnivals, Fairs, Car Shows
- Sketch of the property and layout of the event
- Certificate of Liability Insurance listing Towamencin Township as the insured
- 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
- Details for utility services such as potable water, sanitary waste, power and lighting

Please check if applicable and provide the indicated information:

- Proof of event approval from the property owner (if applicant is other than property owner)
- 1 copy of the US Department of Agriculture approval for mechanical rides
- Proof of Certificate of Insurance
- 1 copy of the Montgomery County Health Department approval for food vendors
- 1 copy of a complete list of any on-site hazardous materials with quantities and a MSDS for each
- 1 copy of any agreement with the Fire Department and/or Ambulance Squad to provide apparatus/vehicles and crews for the event
- Separate permit application submittals are required for tents and fireworks/pyrotechnics

Applicant Signature

Date

Towamencin Police Department Signature

Date

Code Official Signature

Date