

# **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: \_\_\_\_\_

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### II - OWNERSHIP

Private  Public  Tenant Tenant Name: \_\_\_\_\_

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### 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

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**

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**VII – PURPOSE OF EVENT**

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

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**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 & 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**