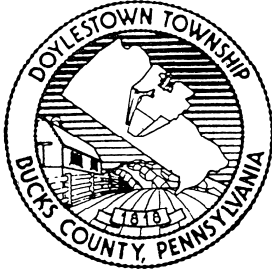


Doylestown Township Parks & Recreation

Special Event Permit Application

Instructions:

To apply for a Special Event Permit, please read the application instructions carefully and then complete this application. Submit your application, including required attachments and any supplemental documentation, no later than sixty (60) days prior to the event.



Welcome

Doylestown Township is a municipality that celebrates special events large and small. We welcome the opportunity to work with you to help ensure the success of your event.

The following pages include the Township's Special Events Permit Application and accompanying instructions developed to guide you through the permit process. Should you have any questions along the way, please feel free to contact our staff for assistance.

After you complete the Permit Application please detach the application pages (A1-A6) for your records and return the application, accompanying attachments and documentation and application fee to Doylestown Township, 425 Wells Road, Doylestown, PA 18901. The Director of Parks and Recreation will contact you upon receipt of the application and thereafter will serve as your primary point of contact for the processing of your permit.

Copies of your application will be distributed to all departments affected by your event. You will be contacted individually by these departments only if they have a specific question(s) or concerns about your event. While we have tried to make this application process as simple as possible, please be aware that in some cases you may have to contact county, state or federal agencies in addition to Doylestown Township.

On behalf of the Township of Doylestown we thank you for contributing to the spirit and vitality of our community through the staging of your event.

Best wishes for a successful event!

SPECIAL EVENT PERMIT APPLICATION - INSTRUCTIONS

GENERAL

- All Applications for special event permits shall be made to Doylestown Township, 425 Wells Road, Doylestown, PA 18901. (215) 348-9915.
- A completed application may be filed as early as one year prior to the event, but must be received no later than sixty (60) days prior to the actual event date.
- The Township of Doylestown through this policy provides the framework and guidance for the issuance of Special Event Permits within the Township. In general, any organized activity involving the use of, or having impact upon, public property, Township facilities, public parks, sidewalks/pathways or street areas shall require a permit.
- A special event permit will be issued only when all permit requirements have been met and approved, and all fees/costs paid or arrangements for payment made.
- It is the goal of the Township to assist organizers in planning safe and successful events that create minimal impact on the residences surrounding the event and Township property.

APPLICATION PROCEDURE

- The application process begins with the submittal of a fully completed Special Event Permit Form.
- Acceptance of the application by the Township does not imply final approval or confirmation of the request. Copies of the application shall be forwarded and reviewed by all affected Township departments.
- During the review process the applicant will be notified if the event requires any additional information or permits. During the initial application screening process the applicant will be allowed time to provide the Township with all pending documents. These items must be received no later than ten days prior to the issuance of the permit (i.e., certificate of insurance, security bond/damage deposit, secondary permits, etc.). Delays in providing these items may delay the ability to complete the review of the application and jeopardize final approval of the permit.
- All required attachments must be included with the application.

RULES & REGULATIONS

- All Doylestown Township Park & Recreation Rules and Regulations shall remain in effect at all times throughout the duration of the event.
- Township Parks cannot be reserved for the exclusive use of one group. Access to the parks by the general public must be available at all times. In other words, areas cannot be roped off or otherwise secured unless the Township grants a special event permit.
- Special Events requested on holidays or on summer weekends may be rejected due to heavy public use of facilities during these times.
- The Organizers of the event must comply with all Doylestown Township established ordinances, regulations and policies.
- The Township, as deemed necessary, may impose special rules, regulations and restrictions.

SETUP / ASSEMBLY / CONSTRUCTION

- Some events may require more than one day of set up or the construction plan may be too complex to describe on the application form. In these cases, a detailed plan, time line listing various times/ locations where impact to public property may occur and dismantling schedule must be submitted.
- Any request for Township support (e.g. equipment, labor, etc.) must be submitted in writing.

THE APPLICANT

- This may be the Chief Officer or a member of the sponsoring organization who has been authorized by the Chief Officer to apply for the permit. The authorized applicant must be at least 18 years of age
- This person must be available to work closely with the Township's Parks & Recreation staff throughout the permitting process.

PROFESSIONAL EVENT ORGANIZER

- The Chief Officer may contract with a professional event organizer to represent the sponsoring organization. This person may be authorized to plan the event and work with the Township Parks & Recreation Department throughout the planning process. A letter from the Chief Officer of the organization authorizing the applicant or professional event organizer to apply for the Special Event Permit on their behalf is required and must be attached as a cover letter to the Special Event Application.

“ON SITE” CONTACT PERSON

- A person representing the sponsoring organization must be immediately available, on site the day of the event, with authority over all elements of the event. This person will usually be the event APPLICANT or the authorized PROFESSIONAL EVENT ORGANIZER. The CONTACT PERSON should provide the Township a cellular phone number, pager number, or designate some other way to contact them during the event.

FEES / COSTS / PROCEEDS / REPORTING

- A non-refundable application fee of \$25.00 must be included with the application at time of submission.
- The applicant shall submit a projected event budget identifying estimated gross receipts including ticket, product and sponsorship sales from the event estimated expenses for the event and projected proceeds from the event.
- All costs incurred by the Township in conjunction with the event (i.e., staff support/supervision, equipment, supplies, etc.) shall be reimbursed in full to the Township by the sponsoring organization upon receipt of an itemized invoice from the Township.
- Once approved, permit fees must be paid prior to the release of the permit. Supplemental fees support staff, cleaning charges, etc. shall be payable to Doylestown Township within 10 days of receipt of final invoice.

SECURITY BOND / DAMAGE DEPOSIT

- A security/damage deposit/bond is required for all special events held on township property. The township based upon the size and nature of the event shall determine the amount security deposit required. At no time will a required security deposit be less than \$500.
- Township staff prior to and following the event will inspect the event site/facility. Following the post inspection, if the site is left in adequate condition and no damage is evident, and after all expenses and fees are paid for services rendered, the Township will release the security deposit being held in escrow.

REQUEST FOR FEE WAIVER / SPECIAL EXEMPTIONS

- All special requests, waivers and/or special exemptions must be submitted in a detailed written request and attached as an addendum to the Special Event Application.
- A request for a waiver does not imply final approval or confirmation of the request.

TAX EXEMPT, NON-PROFIT

- Only events sponsored by tax exempt, non-profit organization, or for the benefit of a non-profit organization, will be considered for issuance of a Special Event Permit. Request submitted by private, for-profit organizations will not be considered.
- IRS 501 C tax exemption letter or proof of tax exempt status must be included with the application.
- Applications submitted by a private enterprise for monetary gain will not be considered.

MOVING ROUTE / STREET CLOSURES

- When planning a moving route (e.g., road race), the applicant will be required to contact the Doylestown Township Police Department for assistance in planning a safe and allowable route. The following must be considered in planning the route:
 - Impedance of emergency fire, police or paramedic vehicles.
 - Conflict with public transportation such as buses and trains.
 - Interference with both motorized and/or pedestrian traffic patterns.
- If the event involves street closures, the applicant will be required to work directly with the Police Department to make arrangements to determine specific requirements and procedures for closing or altering traffic patterns on the roadways within the Township.
- The applicant will be required to obtain all traffic safety equipment required. Depending on the type of event this may require barricades, traffic cones, signs, etc.
- The Police Department may require police officers to be on-site throughout the event.
- A detailed route map for the event must be submitted with the Special Event Application.

FIXED VENUE LAYOUT MAP / DIAGRAM

- A detailed map of the site layout for the event must be submitted with the Special event Application.

FOOD CONCESSIONS OR PREPARATIONS

- The Bucks County Board of Health provides food Facilities and Distribution Guidelines. These will allow the applicant to plan food handling, preparation and distribution in the most responsible and appropriate manner. Event organizers shall be required to comply with all Board of Health guidelines.
- Required permits must be obtained by the applicant and have them available on site during the event for review.

CONCESSIONS

- The applicant may allow concessionaires (other than food vendors) to be present in conjunction with the event. A plan for regulation and control of such concessionaires should be submitted with the Special Event Application.

TOILET FACILITIES, SANITATION AND RECYCLING

- The applicant will be required to provide at minimum one (1) handicap accessible portable toilet and an additional portable toilet for every 200 people anticipated. This figure is based upon the maximum anticipated event participants. The Township must authorize placement locations for portable toilets. At least one portable toilet must be handicap accessible.
- Township comfort facilities are intended to meet the needs of general park users and are not intended to serve as supplemental facilities for external events.
- Doylestown Township requires that recyclables generated at the event (i.e., aluminum cans, glass, cardboard, etc.) be recycled.
- The applicant is responsible for the removal of all trash, litter, debris, etc. associated with the event. The applicant must make arrangements to supply an adequate number of trash receptacles and to have trash and other materials removed from the park/facility periodically during the event and immediately upon conclusion of the event.
- The applicant shall be responsible for leaving the facility in an "as good or better condition" than the site was found prior to the start of the event. *Failure to perform adequate clean up and/or should damage occur to Township property or facilities, the applicant will be billed at full cost recovery rates plus overhead for cleanup and repair.*

BUILDING PERMITS

- Review by the Doylestown Township Code Enforcement Officer may be required prior to the event. The Code Enforcement Officer will notify the applicant if the event requires a review depending on the components of the event.

FIRE MARSHALL REQUIREMENTS

- The Doylestown Township Fire Marshall must review and approve plans for: first aid and/or emergency medical services, emergency vehicle access, use of an open flame, use of fireworks or pyrotechnics, handling of vehicle fuel, cooking facilities, location of power sources, availability and location of on-site fire suppression equipment, occupancy and spacing of tables or enclosures and the use of tents, air-supported structures, canopies or any fabric shelters.
- The Fire Marshall may require a general site inspection prior to the start of the event.

BUILDING PERMITS

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CROWD CONTROL AND INTERNAL SECURITY

- Event Organizers are required to provide a safe and secure environment for the event. A detailed plan for crowd control and security should be submitted as part of the Special Event Application.
- The Township may require the staffing of uniformed/non-uniformed police officers to be on-duty throughout the event. The applicant will be responsible for the cost incurred for these services.

SUPERVISION

- The Township may require that an Administrative Supervisor be on-site or on-call throughout the event.
- Periodic checks may be made to ensure the proper utilization of Township facilities.
- Any and all Township staff acting in their official capacity shall be admitted to the event without question and free of any charge.
- Event organizers shall comply immediately with any and all directions or requests made by Township staff acting in their official capacity. Event organizers will be notified of all Township staff assigned to the event prior to the event.

ACCESSIBILITY PLAN

- It is the applicant's responsibility to comply with all established disability requirements applicable to the Americans with Disabilities Act (ADA).
- All indoor and outdoor sites for special events must be accessible to persons with disabilities. If a portion of the area is inaccessible, an alternate area must be provided with the same activities that are in the inaccessible area. It cannot, however, be offered *only* to patrons with disabilities.

PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

- Patron parking at Township facilities shall be limited to areas designated for parking only. In some situations when sufficient parking is not available, the event organizer may be required to provide a plan to transport/shuttle participants from an off-site area to the event.
- Event organizers may be required to provide adequate volunteers for the purpose of directing patron parking.
- Event organizers shall be required to submit a detailed plan for vehicles associated with the event that are intended to be parked on the event site.
- The event organizers are required to include mitigation measures for negative consequences imposed on others by the event. Mitigation may include local press releases to community newspapers, radio, television and flyers to those residents who will be affected by the event delivered two weeks prior to the event. Notices must reflect the date(s), day(s), time(s), location(s) and types of activities taking place at the event. The notice must give detour or alternate route information if normal access is affected. A draft sample of the notice and proposed list of recipients must be attached to the application.

ENTERTAINMENT / ATTRACTIONS / RELATED EVENT ACTIVITIES

- Event organizers must ensure that all event activities comply with local laws applicable to noise abatement. Loud and unreasonable noise (including music) is a violation of Township Ordinance.
- If a Township official or police officer determines that noise levels from your event exceed allowable levels, the event organizers may be required to stop and/or lessen the noise level.
- The Organizers of the event may be ordered to cease any musical entertainment if the sound level exceeds allowable levels or if it incites the crowd to become unruly and risk injury.
- Banners, signs and similar displays are regulated by local ordinance. The Township Code Enforcement Office must authorize the number and location of these items.

PROMOTION / ADVERTISING / MARKETING

- Formal approval of the event must be received from the Township prior to start of any promotion or advertisement of the event.
- Acceptance of the Special Event Application by the Township is **not** a guarantee of event approval or date and location of the event.
- The event organizers must complete the application requirements entirely before the Township will issue a Special Event Permit.

ALCOHOL

- The sale or furnishing of alcoholic beverages by the event organizers, sponsors and participants is strictly prohibited on Doylestown Township Property.
- The sale or furnishing of any illegal substance by the event organizers, sponsors and participants is strictly prohibited on Doylestown Township Property.

INSURANCE REQUIREMENTS

- Before final permit approval, the applicant shall provide a certificate of general liability insurance including bodily injury and property damage in the amount of \$1,000,000 per occurrence with an aggregate of \$2,000,000 naming Doylestown Township as an additional insured. Insurance coverage must be maintained for the duration of the event.

ASSEMBLY PERMIT

- If anticipated attendance exceeds 1,000 people event organizers shall be required to obtain an Assembly Permit from the Doylestown Township Police Department.

TEMPORARY LIGHTING

- All uses of permanent and/or temporary lighting must be approved by the Township
- Temporary lighting shall be directed away from abutting streets and properties

KEYS

- Upon occasion, a key allowing access to authorized Township facilities may be issued. The on-site contact person will be required to sign for the key, which is not transferable to any other individual without specific approval by the Township.
- It is understood that the sponsoring organization in receipt of any Township key shall be held responsible for its security and immediate return to the Township upon completion of the event. In the event the key is lost or stolen, the sponsoring organization shall be responsible for all costs associated with the replacement of the key and lock system to assure future security of the facility.

AFFIDAVIT OF APPLICATION

- The applicant, and/or the professional organizer, as applicable, must complete, sign and date the application before submitting it to the Township for consideration.
- All required attachments must be included at time of submittal or be cause for refusal to review and subsequent rejection and/or denial.