

East Pikeland Township
PO Box 58
1158 Rapps Dam Rd.
Phoenixville, PA 19460

(610) 933-1770
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secretary@eastpikeland.org

East Pikeland Township Special Event Application/Notification Form

Event Type:

- | | | |
|---|---|--|
| <input type="checkbox"/> Bicycle Ride | <input type="checkbox"/> Block Party | <input type="checkbox"/> Holiday Celebration |
| <input type="checkbox"/> Carnival | <input type="checkbox"/> 5k/Marathon/Other Run | <input type="checkbox"/> Parade |
| <input type="checkbox"/> Business Recruitment | <input type="checkbox"/> Food Truck Event (\$125/event) | <input type="checkbox"/> Other: _____ |

Name of Event: _____ **Date(s):** _____

Event Location: _____

Times of Set Up: _____ **Event:** _____ **to** _____ **Teardown:** _____

Name (Contact Person): _____

Name of Group / Organization: _____

Name of Property Owner: _____

Address: _____

Email: _____ **Telephone:** _____

Company providing event activities (if other than event sponsor): _____

Please describe your event/function: _____

How many people do you expect to attend? _____

Is Police assistance requested? If yes, explain. Please note the Township reserves the right to require police assistance at special events. Police assistance will result in the cost of \$100.00/hour to cover expenses associated with services rendered: _____

Is Fire Police assistance needed? If yes, explain. Pleas be advised a fee may apply: _____

Please provide a map of the route if the event is a marathon, ride, parade, etc.: **Received? Y / N / N/A**

Please note that East Pikeland Township may require a certificate of insurance from any organization, league, and/or entity holding an event in the Township and/or on Township property. A \$1,000,000 limit is required.

Is a certificate of insurance required? (Township) Y / N

If required, has the certificate been received? Y / N

See Back for Signature

Please Remember:

- If the event is a marathon, ride, parade, etc. you must provide a map of the route along with all other documents.
- Only 4 event signs are permitted to be posted in the Township and must be removed immediately following the event.
- This form is for Township notification purposes only. East Pikeland Township is not involved with coordination or support of the event.
- If you would like to utilize any Township property other fees may apply.
- The East Pikeland Police Department will be notified of all events. However, parking, participant safety, and traffic control are the responsibility of the event sponsor. Some functions may require Police, Fire Police, or private security involvement for safety and security. If the event sponsor wishes to utilize the East Pikeland Police Department staff, they must reimburse the Township at the established overtime rate. The number of officers and times required are at the discretion of East Pikeland Township. Fire Police are available for traffic control at a fee determined by them.
- The Chester County Health Department must be notified of all events that provide temporary food facilities. Please provide all required Chester County Health Department licenses and registrations.

LIABILITY RELEASE

Only required if event will be on Township Property

(Name/Organization) _____ requests permission to use East Pikeland Township's premises and conduct activities thereon.

(Name/Organization) _____ does hereby agree to save, hold harmless, defend, and indemnify East Pikeland Township and its officials, employees, and volunteers from any and all claims, demands, or causes of action heretofore or hereafter arising or relating to use of East Pikeland Township's premises and our activities conducted thereon.

The undersigned does hereby knowingly, voluntarily, and willingly executes this release as of this _____ day of _____, 20_____.

Applicant Signature

Date

TOWNSHIP APPROVAL

Approved

Denied

Approval/Denial Date: _____ Township Official: _____

Permit Cost: _____ Payment Received: _____

Notes or Special Conditions: _____

Notifications

- Police – Date:
- Public Works – Date:
- Emergency Services – Date:
- Fire Police – Date:
- School Bus Coordinator – Date: