

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

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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. Pleasd 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**

(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: