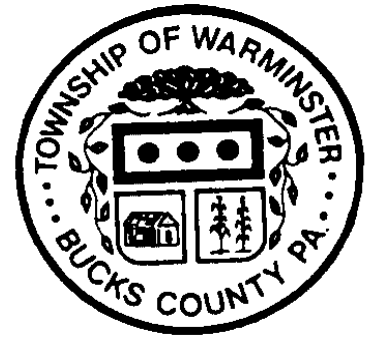


# Warminster Township Special Event & Special Use Permit



Warminster 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. This permit process was created for "non-profit" organizations who wish to use Township facilities. Permits submitted by "for-profit" entities will be reviewed on a case-by-case basis. The Township reserves the right to reject any proposal.

The following pages include the Township's Special Events Permit Application and accompanying instructions developed to guide you through the permit process. Applicants interested in holding special events on Township property should use this permit process as a tool to develop a great special event. We tried very hard to include all the items that are needed to make an event successful. If certain portions of the application do not pertain to your organization or event, please place N/A (not applicable) in those spaces so that we know that you considered each aspect of your event. Should you have any questions along the way, please feel free to contact our staff for assistance.

After you complete all parts of the Application, please detach the application pages (9-17), fasten them along with accompanying check, attachments and documentation and return the application to Warminster Township Parks & Recreation Department, 1101 Little Lane, Warminster, PA 18974 no later than (60) days before your event. 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 specific questions 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 Warminster Township.

On behalf of the Township of Warminster 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

To best view, print and submit this application, please go to [Page Setup](#)  
Set your [Margins](#) for whole document to: [Top 0.7, Bottom 0.5, Left 0.7, Right 0.5](#)  
[Paper size: Letter - 8.5 x 11](#) and [Layout: set header to 0.0 and footer to 0.5](#)

### 1. GENERAL

- All Applications for special event permits shall be made to Warminster Township Parks and Recreation Department, 1101 Little Lane, Warminster, PA 18974. (215) 443-5428.
- 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 Warminster, 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.
- This permit process was created for "non-profit" organizations. Permits submitted by "for-profit" entities will be reviewed on a case-by-case basis.
- A special "day of event" permit will be issued only when all permit requirements have been met and approved, and all fees/costs paid.
- 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.
- Acceptance of the Special Event Application by the Township is **not** a guarantee of event approval or date and location of the event. The Township reserves the right to reject any proposal.

### 2. APPLICATION PROCEDURE

- A. The permit application process begins with the submittal of the following forms and documents to the Parks and Recreation Department located at 1101 Little Lane, Warminster for review by the Park, Recreation & Conservation Board (PRC).
  - 1) Special Event Permit (pages 9-17 -keep the instructions)
  - 2) Facility Request Form (if approved, this will act as your day-of-event permit)
  - 3) Map delineating event perimeter (WCP maps are available online)
  - 4) A non-refundable check for **\$25.00** made payable to "Warminster Township".
- B. Acceptance of the application by the Township does not imply final approval or confirmation of the request. Copies of the application shall be forwarded to and reviewed by all affected Township departments.
- C. During the review process, the applicant will be notified if the event requires any additional information or permits. Therefore, the application should be as complete and accurate as possible. If items are missing, the applicant will be allowed time to provide the Township with all pending documents. Failure to provide requested items in a timely manner may delay the ability to complete the review of the application and jeopardize final approval of the permit.
- D. All requests for fee/cost waivers and special exemptions must be submitted in a detailed written request with the initial permit application. All required attachments must be included with the application.
- E. PRC Board may review permits at their monthly meetings. Once the applicant is placed on an agenda, a representative from the organization should be available to attend to answer any questions. The PRC Board meetings are held on the first Wednesday of every month and permits should be submitted at least one week prior to the meeting date.
- F. If your event is approved by the PRC Board, the applicant should then submit the completed Use Agreement Form and Certificates of Insurance naming Warminster Township as an additional insured, along with any required payment.
- G. Once processed by the Parks & Recreation Department, an approved Facility Request Form will be sent to your organization. This signed form will act as your "day of event" permit and must be on site at all times

H. Fees: There is a \$1,000/daily fee for use of Warminster Community Park. Non-profit organizations may request waivers for this and any other fees described in this document. For more information, see Section 8.

### **3. RULES & REGULATIONS**

- All Warminster Township Park & Recreation Rules and Regulations in accordance with Ordinance #321 shall remain in effect at all times throughout the duration of the event. A short-form summary of the ordinance is attached.
- The Organizers of the event must comply with all Warminster Township established ordinances, regulations and policies.
- 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 Township, as deemed necessary, may impose special rules, regulations and restrictions.

### **4. TAX EXEMPT, NON-PROFIT STATUS**

- Events sponsored by tax exempt, non-profit organizations will be considered for issuance of a Special Event Permit. A copy of the IRS 501-C-3 form and/or IRS tax exemption letter must be attached to the application.
- Requests by individuals or organizations that are fund-raising for a specific tax exempt, non profit entity will be considered on a case-by-case basis. An approval letter from the local chapter of the non-profit organization to be funded should be included with your application.
- ***Requests submitted by private, for-profit organizations will be considered on a case-by-case basis.***

### **5. 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 Permit process and should be available to provide information to the PRC Board at a regularly scheduled meeting.
- Applicant will provide a brief history of the event, as well as a short profile of the organization.

#### **References**

- Applicant will provide at least three professional references related to this event. If an event coordinator is used, references must also be supplied for this individual.

### **6. 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.

### **7. "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 should 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.

## 8. FEES / COSTS / PROCEEDS / REPORTING

### Application fee:

- 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 sponsorship, ticket & product sales and/or admissions from the event, estimated expenses for the event and projected proceeds from the event.

### Facility Use Fee

- A facility use fee of \$1,000/day shall be payable to the Township at least one week prior to the event. Upon completion of the event, a financial summary shall be submitted
- If the PRC Board waives the daily fee, any other fees determined to be paid to the Township by the PRC Board shall be payable to the Township within thirty (30) days upon completion of the event. A final event financial report shall accompany this payment.

### Security Bond / Damage Deposit

- A security bond/damage deposit in the form of a cash escrow or performance bond is required. The amount of the security deposit shall equal **10% of the anticipated gross receipts**.
- Township staff prior to and following the event will inspect the event site/facility. Following post event 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.

### Township Reimbursement

- **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 within 30 days of the end of the event.

### Request for Fee Waivers / Special Exemptions

- Those organizations requesting a waiver of fees/costs payable to the Township in conjunction with the event must submit a detailed written request for special consideration. This request shall be addressed to the PRC Board, and attached as a cover letter to the Special Event Application.
- A request for a waiver of fees does not imply final approval or confirmation of the request.
- The PRC Board will make the final determination as to the waiving, in part or in full, of any fees/costs payable to the Township in conjunction with the event. For waivers to be considered by the Board, information should be provided to them 2 weeks prior to a regularly scheduled public Board meeting.
- Any fees may be waived or reduced to 10% of net profit with a maximum cap of \$1,000/day for community non-profit organizations, but it must be approved by the PRC Board. If Applicant is using the pavilion for the event, the daily fee may also be waived or the regular charges for use of the pavilion (4 hour period) may be required (\$50/resident or \$75/Non-resident). In addition, the PRC Board may also waive the security/damage deposit.

## 9. EVENT INFORMATION

### Access & Egress

- Depending on the size of your event, Special Event access/egress is via the Hatboro & Bristol Roads entry unless otherwise permitted. Final entry/exit will be determined by the Parks Department.
- Access to the runway, fields and parking areas will be at the discretion of the PRC Board.

### Setup / Assembly / Construction

- Some events may require more than one day to set up or the construction plan may be too complex to describe on the application form. In these cases, a detailed schedule listing various times and locations where impact on public property may occur must be submitted.
- Any request for Township support (e.g. equipment, labor, mowing, etc.) must be submitted in a comprehensive written request at the time the application is submitted. Township costs related to staff and equipment shall be reimbursed within 30 days of the event.

### **Moving Route / Street Closures**

- When planning a moving route (e.g., road race), the applicant will be required to contact the Warminster 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, and 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, PennDoT, and Public Works 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 officers to be on-site throughout the event.
- A detailed route map for the event must be submitted with the Special Event Application.
- Any costs accrued by the Township to assist with this event - manpower, equipment, etc, will be reimbursed to the Township by the organization.

### **Fixed Venue Layout Map / Diagram**

- A detailed map of the site layout for the event must be submitted with the Special Event Application. This map will include all current permanent fixtures on site as well as any planned temporary amenities.

## **10. CONCESSIONS**

### **Food Concessions or Preparations**

- The Bucks County Department 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 Dept. of Health guidelines and all Department of Licenses & Inspections (L&I) requirements.
- The Bucks County Department of Health may require permits if food or beverages are to be sold or given away during the event. The applicant must obtain all required permits and have them available on site during the event for review.
- Vendors supporting your event are also required to provide proof of insurance to your organization which should be available for inspection by the Township.

### **Other 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.
- A list of all concessionaire and food vendors should be submitted with the permit. Insurance for these vendors may be required by the Township.

### **Alcohol / Illegal Substances**

- Alcohol is not permitted in Township park facilities in accordance with Ordinance #321. Therefore, the sale or furnishing of alcoholic beverages by the event organizers, sponsors and participants is strictly prohibited on all Warminster Township Property, ***and if cited, will be punishable under law and the event permit will be immediately rescinded – No refunds.***
- The sale or furnishing of any illegal substance by the event organizers, sponsors and participants is strictly prohibited on Warminster Township Property ***and if cited, will be punishable under law and the event permit will be immediately rescinded – No refunds.***

## **11. TOILET FACILITIES, SANITATION AND RECYCLING**

- The applicant will be required to provide one (1) 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.
- Warminster Township requires that recyclable material (i.e., aluminum cans, glass, cardboard, etc.) used or generated at the event be recycled in accordance with Township regulations.
- The applicant is responsible for the removal of all trash, litter, debris, etc. associated with the event. The applicant must arrange to supply an adequate number of trash and recycling receptacles and to have this 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 before 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.

## **12. SAFETY / SECURITY/ ACCESSIBILITY**

### **Fire Marshal Requirements**

- The Warminster Township Fire Marshal 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 Marshal may require a general site inspection prior to the start of the event.

### **Building Permits**

- Review by the Warminster Township Licenses & Inspections Department 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. Event organizers will incur all fees related to such permits.

### **Crowd Control & 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. Applicants will be responsible for all labor-related costs. Event organizers are responsible for payment to all police officers, emergency personnel, and fire police as required. Event coordinators are also responsible for notifying all emergency personnel.

### **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.

### **Temporary Lighting**

- The Township must approve all uses of permanent and/or temporary lighting.
- Temporary lighting shall be directed away from abutting streets and properties.

### **13. PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT**

- Patron parking at Township facilities shall be limited to areas designated for parking only. Event participants will not be allowed to park in grassy areas unless approved on the permit.
- 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.

### **14. 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 #531.
- If a Township official or police officer determines noise levels from your event exceeds 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.
- There will be **NO REFUNDS** if the event is issued a cease and desist order for any reason.

### **15. 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.
- The Township reserves the right to review all advertising, promotional and marketing materials prior to publication, as they deem necessary.
- 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.

### **16. 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 Warminster Township as an additional insured. Insurance coverage must be maintained for the duration of the event.

### **17. 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.

## 18. TOWNSHIP SUPPORT

### Assembly Permit

- If anticipated attendance exceeds 1,000 people, event organizers may be required to obtain an Assembly Permit from the Warminster Township Police Department and should file a special event plan with the Bucks County Emergency Management Services.

### 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. **Keys must be returned to the Township within 2 days of the event. Keys may not be duplicated.**
- 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 keys are lost, stolen or duplicated, the sponsoring organization shall be responsible for all costs associated with the replacement of the key and replacement of the lock system to assure future security of the facility.

### Before, During & After 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 within 30 days of the end of the event.

### Contact Names & Phone Numbers

- Department of Parks & Recreation: Karen Whitney, Director 215-443-5428
- Police Department – Chief Michael Murphy 215-443-5000
- Department of Licenses and Inspections 215-443-5423
- Fire Marshall – Jim Krueger 215-443-5423
- Public Works Department, George “Buddy” Mullen, Director 215-443-7592
- Warminster Township Building, Administration 215-443-5414

## APPLICANT & SPONSORING ORGANIZATION INFORMATION

TYPE OF ORGANIZATION     Non-Profit (tax-exempt)     Non-Profit (not tax-exempt)     Commercial/Private (for profit)  
 Other (specify): \_\_\_\_\_

SPONSORING ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHIEF OFFICER OF ORGANIZATION (Name): \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT/CONTACT (Name): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (day): \_\_\_\_\_ PHONE (eve): \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

- Please list any professional event organizer or event service provider hired by the applicant that is authorized to work on your behalf to produce this event.

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (day): \_\_\_\_\_ PHONE (eve): \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

- Please identify contact person 'on site' day of event (Note: This person must be in attendance for the duration of the event and immediately available to Township officials).

NAME \_\_\_\_\_ CELLULAR: \_\_\_\_\_

EMAIL: \_\_\_\_\_

- **REQUIRED** ~ Attach a written communication from the Chief Officer of the organization which authorizes the applicant or professional event organizer to apply for this Special Event Permit on their behalf.

ORGANIZATION PROFILE & MISSION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EVENT INFORMATION

TYPE OF EVENT:     Run             Bike Tour         Concert             Sporting Event         Fair/Festival  
                          Walk             Bike Race         Parade             Other (specify): \_\_\_\_\_

EVENT TITLE: \_\_\_\_\_

EVENT DATE(S): \_\_\_\_\_ ALTERNATE DATE(S): \_\_\_\_\_

LOCATION/STAGING AREA: \_\_\_\_\_

Be sure to include map delineated with route, parking, etc.

ACTUAL EVENT HOURS: \_\_\_\_\_ am / pm            \_\_\_\_\_ am / pm

SETUP/ASSEMBLY DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ am / pm

TAKE DOWN/DISMANTLE DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ am / pm

BRIEF HISTORY OF THE EVENT:

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## FEES / PROCEEDS / REPORTING

Anticipated gross revenues shall include sponsorships, participant & spectator fees, parking, vendors and any other funds supporting or raised on behalf of this event.

Estimated Gross Receipts \$ \_\_\_\_\_ Estimated Total Expenses \$ \_\_\_\_\_ Projected Revenue \$ \_\_\_\_\_

**REQUIRED** ~ Attach a copy of the proposed operating budget for your event.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is your organization a 'tax-exempt, nonprofit' organization? If YES, you must provide with this application proof of your organizations IRS 501 C tax exempt status or letter of IRS exemption.
<input type="checkbox"/>	<input type="checkbox"/>	Will fees be charged to participants?            If yes, amount \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Will fees be charged to spectators?            If yes, amount \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Will fees be charged to vendors?            If yes, amount \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	Will fees be charged for parking?            If yes, amount \$ _____

How will money generated from this event be utilized?

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Estimated # of participants (include volunteers) \_\_\_\_\_ Estimated # of spectators \_\_\_\_\_

**MAY BE REQUIRED** ~ Events involving 1,000 or more individuals may require an Assembly Permit (contact the Warminster Township Police Dept.)



3) Trash and Recycling Receptacles and Management

You must properly dispose of waste and garbage throughout the term of your event and, immediately upon conclusion of the event, the area must be returned to a clean, pre-event condition. The Township does not provide sanitation services for special events. Please describe in detail your waste management and clean-up plan for your event:

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Number of dumpsters w/ lids: \_\_\_\_\_ **REQUIRED - 1** for every 400 people

Number of trash receptacles to be supplied: \_\_\_\_\_ Number of recycling receptacles to be supplied: \_\_\_\_\_

Please detail the number and describe how the following items will be used in your event. (attach additional sheets, if necessary).

- |   |   |
|---|---|
| 4) First Aid Facilities and Ambulance Location      | 9) Booths, Exhibits, Displays or Enclosures                                     |
| 5) Tables and Chairs                                | 10) Vehicles and/or trailers  |
| 6) Fencing, Barriers and/or Barricades              | 11) Other Related Event Components Not Covered Above                            |
| 7) Generator Locations and/or Source of Electricity | 12) Scaffolding, Bleachers, Platforms, Stages, Grandstands and other Structures |
| 8) Canopies or Tent Locations                       |   |

Other \_\_\_\_\_

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**SET UP & BREAKDOWN**

- Please describe the scope of the setup/assembly work (provide specific details):

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**SAFETY / SECURITY / ACCESSIBILITY**

Please describe your procedures for both Crowd Control and Internal Security (the Township may require a police presence on site throughout the event at the applicant's expense):

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Please describe your Accessibility Plan at your event for individuals with disabilities:

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**REQUIRED ~** It is the applicant's responsibility to comply with all City, County, State and Federal Disability Access Requirements as established by the Americans with Disabilities Act (ADA)

Please indicate your arrangements for providing **First Aid Staffing and Equipment.**

Ambulance(s)	# _____	Provided by: _____
Emergency Medical Technicians	# _____	Provided by: _____
First Aid Stations	# _____	Provided by: _____
Other	# _____	Provided by: _____

YES    NO

    Is this a night event? If YES, please describe how the event and the surrounding area will be illuminated to ensure safety of the participants and spectators:

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**PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT**

- Please provide a detailed description of your **PARKING** and/or **TRANSPORTATION/SHUTTLE** plans:

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- Please describe your plan for **HANDICAP ACCESSIBLE PARKING**:

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- Please describe your plan to notify all nearby residents, businesses, etc. impacted by the event:

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**ENTERTAINMENT / ATTRACTIONS / RELATED ACTIVITIES**

YES

NO

Will **musical entertainment** be provided at your event? **If YES**, please indicate:

Type of music:

# of stages:

# of Bands:

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Will **amplified sound** be used? **If YES**, please indicate:

Start Time:

am /pm

Finish Time:

 am / pm /

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If amplifying sound, **sound checks must** be conducted prior to the event:

Start Time:

am /pm

Finish Time:

am / pm /

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Any inflatables, hot air balloons or similar devices? **If YES**, please describe:

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Any signs, banners, decorations, special lighting? **If YES**, please describe and give location:

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Any tents or canopies? **If YES**, please indicate size, number and location:

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Any fireworks, rockets, or other pyrotechnics be on site? **If YES**, please describe:

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**PROMOTION / ADVERTISING/ MARKETING**

YES NO

Will this event be promoted, advertised or marketed in any manner? **If YES**, please describe:

Will there be any live media coverage during the event? **If YES**, please explain:

Applicant acknowledges and agrees to allow the Township to publish the Contact Person and media referral telephone numbers in conjunction with regular Township events.

Refer all public inquiries and/or media inquiries to:

Name \_\_\_\_\_ Company \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**TOWNSHIP SUPPORT / SPECIAL REQUESTS**

YES NO

Township staff support is requested? **If YES**, please describe needs (attach separate request if needed):

Use of Township equipment is requested? **If YES**, please describe needs (attach separate request if needed):

Waiver of associated fees is requested? **If YES**, please specify in detail (attach separate request if needed):

Waiver of Township requirements (other than fees) is requested? **If YES**, please specify in detail:

Township staff support is requested? **If YES**, please describe needs (attach separate request if needed):

Township staff support is requested? **If YES**, please describe needs (attach separate request if needed):

**REQUIRED** - If Township services are required to support activities in conjunction with this event, all associated costs will be reimbursed in full to Warminster Township.

**INSURANCE REQUIREMENTS**

Before final permit approval will be granted, the applicant must provide an original and current certificate of general liability insurance including bodily injury and property damage in the amount of \$1,000,000 per occurrence and aggregate of \$2,000,000 naming Warminster Township as an "additional insured". Insurance coverage must be maintained for the duration of the event. The Township of Warminster reserves the right to request a copy of the entire insurance policy.

Name of Insurance Carrier: \_\_\_\_\_ Agent's Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: \_\_\_\_\_ Policy Number: \_\_\_\_\_ Policy Type: \_\_\_\_\_

Email: \_\_\_\_\_

## AFFIDAVIT OF APPLICANT

**ADVANCE CANCELLATION NOTICE REQUIRED:** If this event is cancelled, notify the Director of Parks & Recreation at 215-443-5428 at least 72 hours prior to the scheduled event. Otherwise, Township personnel and equipment may be needlessly dispatched and approvals of future permit applications can be jeopardized. Event organizers will be responsible for reimbursement of personnel and equipment costs if this occurs.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event as set forth by Warminster Township. I understand that this application is made subject to the rules and regulations established by the Warminster Township Board of Supervisors. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the Township of Warminster.

I, through the signing of this application, indemnify, hold harmless, and defend the Township of Warminster and its agents, officials and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgement of every name and description against the Township as a result of loss, damage, or injury to any person or property by reason of any action or omission by the event organizer.

Name of Applicant (print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Please use the following checklist to assist you in ensuring that all attachments and supplemental documentation required in conjunction with your event is submitted in a timely fashion.

**REFERENCES:** Please provide the Township with a list of references including name, address & phone.

## FACILITIES REQUEST FORM

**Please Print! Form must be filled out as completely and accurately as possible or may be returned.**

**APPLICANT INFO**

1. Organization \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Person(s) in charge of Organization (*Duly elected officers or committee*)

A. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

B. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

**FACILITY REQUESTED**

3. Facility (list one park or WREC only; use other forms if more facilities are desired) \_\_\_\_\_

4. Planned Activity(s) \_\_\_\_\_

5. Specific Area(s) (Fields, rooms, etc) \_\_\_\_\_

6. Special Facilities \_\_\_\_\_

7. Special Equipment \_\_\_\_\_

8. Date(s): \_\_\_\_\_ through \_\_\_\_\_

Event Sun \_\_\_\_\_ to \_\_\_\_\_ Mon \_\_\_\_\_ to \_\_\_\_\_ Tue \_\_\_\_\_ to \_\_\_\_\_ Wed \_\_\_\_\_ to \_\_\_\_\_  
 Time(s) Thu \_\_\_\_\_ to \_\_\_\_\_ Fri \_\_\_\_\_ to \_\_\_\_\_ Sat \_\_\_\_\_ to \_\_\_\_\_

Time of arrival before set-up \_\_\_\_\_ Time of departure after break-down/clean-up: \_\_\_\_\_

**Please notify staff on duty when arriving to the facility**

9. Estimate normal attendance at any given time \_\_\_\_\_ **Note:** Notify Parks and Recreation Department in writing if attendance on any particular date will be substantially higher than indicated

**APPLICANT'S STATEMENT**

By signing below, I as duly elected officer or duly authorized of the above said organization, certify that our organization agrees:

A. To assume all risks in connection with the use of the facilities requested above and hereby release, absolve, indemnify and hold harmless the Township of Warminster and its employees from any and all claims and all cost, damages, legal fees and any other expenses reasonably incurred which arise out of authorization to use the facilities of the Parks and Recreation Department. We further understand this request and we agree to be legally bound hereby.

B. That the responsibility for carrying appropriate liability insurance and medical plans, including hospitalization, lie with our organization and /or participants, since the Township of Warminster does not carry such insurance. We will provide a certificate of insurance if requested.

C. To adhere to the Rules and Regulation Ordinance for Parks and Recreation facilities, a copy of which has been received.

D. To notify the Township of Warminster in writing within twenty-four hours of any hazardous conditions which exist.

E. That a deposit may be required if this application is approved, the deposit will be returned in full upon completion of the activity(s) if "C" is adhered to. Our organization's liability for damage incurred by the organization is not limited to the amount of this deposit fund.

**NOTE:** When signed below, the above named organization is authorized to use the facilities indicated. Applicant should carry this form with him/her during the effective dates and times covered by this application

\_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION**

**OFFICE USE ONLY (PERMIT not valid unless signed by a Parks and Recreation employee)**

Fee (s) - specify: \_\_\_\_\_ Date Received \_\_\_\_\_

Deposit \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

edit: 2/14/2007

**TOWNSHIP OF WARMINSTER**  
**ORDINANCE #321:**  
**Warminster Township Park Rules and Regulations**

An ordinance providing rules and regulations for the use of parks and recreation facilities within Warminster Township and setting forth fines and penalties for violations thereof.

- A. Township parks will be open between 7:00 a.m. and sundown. Night use facilities will be open as posted or by permit. Foot & bicycle traffic in unlit areas is prohibited.
- B. Any Township park or park facility that becomes hazardous for public use due to weather, water, fire or other unforeseeable conditions may be closed at the discretion of the Department of Parks & Recreation.
- C. The Department of Parks and Recreation will issue permits and schedule use of park and recreation facilities for groups. When not scheduled, these facilities are available to all park users.
- D. The damaging, destroying, defacing, disturbing, adding to or removal of any park property to include equipment, facilities, wildlife and/or the natural environment is prohibited. Tree climbing is prohibited.
- E. Building fires is only permitted in equipment and areas designated for such use. Closely monitor and extinguish them before leaving the site.
- F. Operating any vehicle on a park road in a reckless or negligent manner, in excess of 10 MPH, or in such a manner as to become a nuisance to other park users is not allowed. Parking is allowed only in designated areas. Parking is not permitted on road shoulders or grass unless posted.
- G. Commercial traffic, the posting of signs, the distribution, selling, servicing or renting of any commodity, and soliciting for any purpose is prohibited on park grounds.
- H. Use or possession of alcoholic beverages or narcotics is prohibited.
- I. All trash, garbage and litter is to be deposited in the refuse cans provided. Dumping of refuse and debris in the parks and park waters is prohibited.
- J. Pets must be on a leash no greater than 6 feet in length. **Pet owners must pick up, and properly dispose of, pet feces in all park areas.**
- K. In the interest of safety, playing of golf, hunting, shooting, trapping, fireworks, or the carrying of firearms, bows and arrows, or other related weapons are not permitted.
- L. All non-licensed motorized recreation vehicles and horses are prohibited in park areas.
- M. Personal conduct involving the use of indecent language, or engaging in immoral, threatening or boisterous actions is prohibited.
- N. Penalties: Any person violating the above rules and convicted may be sentenced to pay a fine of not more than \$1,000.00 and the costs of prosecution, or if in default of payment, be imprisoned for a period not exceeding 30 days.

**IN THE EVENT OF AN EMERGENCY:** Call 9-1-1 or Police Dispatch: 215-672-1000.

Warminster Township Parks & Recreation Dept, 1101 Little Lane, Warminster, PA 18974  
Ph: 215-443-5428; email: recreation@warminstertownship.org

**FOR YOUR RECORDS - DO NOT SUBMIT THIS PAGE WITH YOUR APPLICATION.**

DESCRIPTION	REQUIRED	SUBMITTED	WAIVED	DATE SUBMITTED
Completed & Signed Special Event Permit Application Form				
Completed & signed Facility Request Form (day of event permit)				
Application Fee (\$25 check made payable to Warminster Township)				
Professional Event Organizer - Letter of Authorization				
Certificate(s) of Insurance				
Detailed Setup / Assembly / Construction Plan				
Projected Event Budget				
IRS 501-C Tax Exempt Documentation				
Detailed Route Map & Narrative (moving route event)				
Detailed Map / Site Diagram (fixed venue event)				
Final Event Financial Report				
Remittance of all User Fees				
Remittance of all Reimbursement Fees				
Use Agreement Waiver (to be received upon approval of event)				
Remittance of Security Deposit				
Remittance of Pavilion fees				
Other (specify)				
Other (specify)				
Other (specify)				
Other (specify)				