

SPECIAL EVENTS/TEMPORARY USE PERMIT

Application Instructions

1. Please complete this application in its entirety and return it a minimum of 30 days prior to your event. If your event is approved, you will be required to pay a fee as per Township fee schedule _____. If your event is approved and you decide not to hold it, your application fee will be forfeited.
2. Submission of this application does not guarantee approval.
3. Upon review of your completed application, you will be contacted to clarify details

Application Information

Name of Event: _____

Location of event requested: _____

Permission from owner, if applicable (please provide documentation): ___ Yes ___ No ___ N/A

Set-up date and time: _____

Event date and time: _____

Clean-up date and time: _____

Rain date, if needed: _____

Has this event been held before? _____

If yes, when and where? _____

Is this a charitable event? Please provide name of organization _____

Contact Information

Organization: _____

Main Contact: _____

Address:

Telephone Numbers Day: _____ Evening: _____ Fax: _____

Email:

Briefly describe your event (provide plot plan): _____

Please list all outside vendors you are planning to include:

Please list any requested road crossings or road closures associated with the event and traffic control measures (include map):
(Please note that any crossing of state road may require the applicant to submit request to PennDOT for approval.)

Contact Person on the Day of the Event

Name: _____

Telephone Numbers: Main: () _____
Cell: () _____

Insurance requirements

*Note: Prior to approval of your event, we will require submission of a Certificate of Insurance evidencing a minimum of \$1,000,000 in General Liability coverage and naming "West Lampeter Township" as **Additional Insured**. In addition, any outside vendors will also be required to provide similar certificates. Please be prepared to submit this certificate prior to your event.*

Attendance Information

Expected attendance over the course of the entire event: _____

Expected attendance at peak of event: _____

Number and type of vehicles expected at event: _____

What is your parking plan for the event?

**Depending upon the size and location of the event, the Township may require supervised parking/traffic assistance.*

Additional Information

Is your event open to the general public? _____

Are participation or admission fees charged for this event? _____ Fee amount - _____

Are you planning to include large tents, audio equipment fireworks or lighting at this event? _____

Are you planning to include animals (horses, dogs etc.) at this event? _____

(Note: If special events are approved by the Department, it is the applicant's responsibility to insure that they comply with all other local codes and/or ordinances)

Please indicate the following services (including quantities) your event requires:

Water: _____ Electrical: _____ Restrooms: _____ Trash/Recycling Barrels _____

Certification

I hereby certify that I am authorized to represent the organization noted on this application. I also certify that all information provided on this application is, to the best of my knowledge, truthful and accurate, and that my organization shall be liable for any consequential damages, including the Townships incurrence of any costs and attorney's fee, resulting from misrepresentation or fraudulent information on this application, or in any other written communication with the Township. Furthermore, the Township reserves the right to revoke or amend any issued permits, contracts, or letters of agreement, and to increase any assessed fees for Township services and equipment, with the organization in the event the services to be provided, coordinated, or sub-contracted by the organization as stated in this application are reduced or eliminated.

Signature

Date

Office Use Only

Permit # _____

Zoning Officer Review / Approval: _____ Date: _____

Building Inspector Review / Approval: _____ Date: _____