



# HAVERFORD TOWNSHIP

Permit #: \_\_\_\_\_

## SPECIAL EVENTS APPLICATION & PERMIT

<b>Applicant Information</b>	Legal Name of the Permit Application (Company or Individual):		Today's Date:		
	Contact Person for Permit Application:				
	Contact Person Phone:		Contact Person Email:		
	Contact Person Address:		City:	State:	Zip:
	Permit Applicant Phone:		Permit Applicant Email:		
	Is Permit Applicant an Authorized Agent of Applicant to execute legally binding contracts?    Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Is organization a Non Profit Tax exempt 501(c)(3)? If yes provide tax exempt number: _____				
	Name of Event:			Event Date:	
	Location of Event:			Is Location Reserved?	
	Hours of Event:		Start/Finish Times:	Rain Date:	
Event Description: (Provide an attachment if additional space is needed)					
Anticipated Attendance:			Admission Fees:		
# of years event has been in existence?		Previous Locations:		Past Attendance:	

**Event Information**

Does the Street Have:		Will There Be:	
Septa Routes:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Barricades (Block Party)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parking Meters:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Food Served:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parking Lots:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Merchandise Sold:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hospital/Nursing Home:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sound/ Music System:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residences:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Live Music:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		No Parking Signs Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Police and Fire/Medical are for Internal Use Only.      \*\*The use of Township Services will be determined by the Township Manager. \*\***

**Township Services**

<b>Police</b>	# of Officers	Date(s) Required	Hours Needed (i.e. 8 am-5 p.m.)
	The final number of Haverford Township Regular-Off-Duty Police Officers required for an event will be determined by the Haverford Township Police Department upon the approval of all required permits for this event.		
<b>Fire/Medical</b>	Is Fire Company Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is Medical Services Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
*One Medic and Ambulance is required up to 5,000 people and if additional attendees additional medics and ambulances will be required.			
<b>Trash</b>	Who will be responsible for the collection of trash pick-up during the event?		Hours per day needed
<b>Township Equipment</b>	Barricades <input type="checkbox"/>	Amount _____	(Determined by Police & Public works)
	Road Closed Signs <input type="checkbox"/>	Amount _____	(Determined by Police & Public Works)
<b>Codes Department</b>	Will Structures be assembled needed to be inspected by Codes? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Will Food Be Sold at Venue? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Township Facilities</b>	Location		If Using a Park are you the current Township Field Permit Holder? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Other</b>	Please list any other requests for Township Services (be specific)		

All booths, stands, trash, signs/banners must be removed immediately following event. All items left behind will be disposed of by the Township and owner/permit holder subject to fine & cost of removal.

**Road  
Closures**  
State/Township

<b>State Roads</b>	<p>Please List All State Roads that will be closed during the event:</p>          <p>The closure of State Roads requires Pendot Permit &amp; certificate of Insurance to be completed. Was Pendot permit completed?   <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<b>Township Roads</b>	<p>Please List All Township Roads that will be closed during the event:</p>          <p>The closure of Township Roads requires Township Approval and may require a certificate of insurance to be completed. Was Certificate of Insurance obtained?   <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<b>Parade Route</b>	<p>Please describe in detail the Parade Route and estimated amount of participants involved:</p>          

**Vendor  
Information**

Number of Food Vendors	Vendors list provided to the Township? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Other Vendors	Vendors list provided to the Township? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be alcohol at this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has liquor license been issued?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Additional Event Features</b>	<input type="checkbox"/> Temporary Fencing	<input type="checkbox"/> Inflatable	<input type="checkbox"/> Music (Recorded)
	<input type="checkbox"/> Signs/Banners	<input type="checkbox"/> Open Flames	<input type="checkbox"/> Music Live
	<input type="checkbox"/> Port-A-John	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Amplifying Devices/Loud Speakers
	<input type="checkbox"/> Tent or Canopies	<input type="checkbox"/> Carnival/Amusement Rides	

**Indemnification:** For and in consideration of the Township of Haverford consent to allow the Applicant to hold a Special Event, Parade or Public Assembly (as defined by Township Ordinance) within the limits of Haverford Township, the Applicant agrees as follows:

The Permit Applicant jointly and severally, hereby hold harmless, indemnify and defend the Township of Haverford, its representatives, officers, agents, affiliates, employees, the administration and elected and appointed officials from and against all liability, suits, actions, claims, costs, expenses or demands (including, without limitation, suits, actions, claims, costs, expenses or demands resulting from death, personal injury and property damage) or expenses of every kind and character, including reasonable attorney's fees, costs and appeals, arising or resulting in whole or in part, as a result of any tort, intentional action, negligent acts or omissions on the part of the Permit Applicant or any of the participants of the Event outlined in this application. This indemnification provision shall survive the termination of this contract and shall be in full force and effect beyond the term or termination of this contract, however, terminated.

<b>Signature of Authorized Agent or Applicant</b>	<b>Date</b>				
<b>Printed Name</b>					
<b>Approval Signatures Required:</b>					
<b>Township Manager</b>	<b>Date</b>	<b>Deputy Chief of Police/Designee</b>	<b>Date</b>		
<b>Director of Public Works/Designee</b>	<b>Date</b>	<b>Director of Codes/Designee</b>	<b>Date</b>	<b>Director of Parks &amp; Rec/Designee</b>	<b>Date</b>

**Internal Use Only**

Date Received: \_\_\_\_\_ Approved  Yes  No

Application Fee: \_\_\_\_\_ Threat Assessment Completed  Yes  No

Initials: Police \_\_\_\_\_ Fire/Medical \_\_\_\_\_ Codes Enforcement \_\_\_\_\_ Public Works \_\_\_\_\_ Township Manager \_\_\_\_\_

# Fees for Services/Permit Fees

## Permit Fees

- Block Party Permits-\$40.00
- Music Permits-\$20.00
- Event/Race Permits-\$100.00
- Large Events Permits (250 or more people)-\$150.00

## Township Service Fees

- Police Detail Fee-Police details, per hour rate, per officer (normal hours 7am-6pm)- \$110.00
- Police details, per hour rate, per officer (festive holidays) - \$220.00
- Police details, per hour rate, per officer (night differential hours 6pm - 7am) - \$123.00
- Township Medic Fee-Township Medic w/Township ALS vehicle - hourly rate - \$120.00
- Narberth EMS Assistance w/Narberth Ambulance-Narberth stated rates
- Township Public Works Employee Fee - \$50.00 per hour
- Township Trash Vehicle - \$47.00 per hour (plus employees per hour)
- Street Sweeper Fee - \$125 (plus employee per hour)