



LOWER POTTS GROVE TOWNSHIP

Board of Commissioners:

Bruce L. Foltz • Stephen Klotz
Earl. E. Swavely • Raymond Lopez • Robert W. Mohollen
Edward C. Wagner, *Manager*

2199 Buchert Road, Pottstown, PA 19464 610-323-0436 Fax: 610-323-3824
www.lowerpottsgrove.org

APPLICATION FOR SPECIAL EVENTS PERMIT

Please check one. Read and complete Pages 1, 2 and 3. \$25.00 Filing Fee

- Block Party
- Parade
- Other (Please specify) _____

Date(s) of Event (mo/day/yr.) _____

Starting at: _____ Ending at: _____
(Specify a.m. or p.m.)

Location: _____

CONTACT INFORMATION

Organization: _____

Address: _____

Applicant Name: _____

Applicant Address: _____

Telephone No.: _____

CONDITIONS FOR BLOCK PARTY

1. When barricades are used to block off a street or part of a street, room must be left for traffic (i.e. neighbors who are not attending the party and emergency vehicles).
2. Even if the street is blocked off, caution must be used when children are in the area.
3. If alcoholic beverages are outside during the block party, caution must be used that no underage person(s) have access to them. Alcoholic beverages should be under the supervision of a responsible adult.
4. Remember that any music, bands, etc. should be ended at a responsible hour.

CONDITIONS FOR A PARADE/MOTORCADE

1. Applications must be submitted at least (20) days prior to activity date.
2. Time, route and size of the activity will not unreasonably disrupt movement of other traffic.



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3. Activity will not require a diversion of police and public safety personnel from normal Township-wide police activities.
4. If required, applicant may be responsible for supplemental public safety provisions at applicant's expense.
5. All applications will be subject to additional conditions of Township Police Chief and Manager.

CONDITIONS FOR CARNIVAL

1. When barricades are used to block off a street, or part of a street, room must be left for traffic (i.e. residents, emergency vehicles).
2. Even if the street is blocked off, caution must be used when children are in the area.
3. NO ALCOHOL DURING EVENT.
4. Police Department must receive a copy of letter of permission given to the applicant, for private property parking.
5. Temporary "No Parking" signs must be posted at the applicant's expense.

POLICE DEPARTMENT ASSISTANCE ON REQUEST

1. The Lower Pottsgrove Township Police Department fully supports community events.
2. The Lower Pottsgrove Township Police Department will provide manpower to help in maintaining safety and control, on site, if requested, for community-wide events.
3. The Police Department will provide bike officers if requested, for community-wide events.
4. The Police Department will provide money escort if requested.

By signing this application, I agree that I have read the application and agree to its contents, suggestions and conditions.

Signature of Applicant



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❖ Comments and/or additional conditions by Lower Pottsgrove Police Department.

❖ Comments and/or additional conditions by Lower Pottsgrove Township Manager.

❖ Comments and/or additional conditions by Lower Pottsgrove Township Fire Marshal.

Fire Marshal Review: _____ *Date:* _____
(Initials)



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TO BE COMPLETED BY LOWER POTTS GROVE TOWNSHIP:

PERMIT

This permit ISSUED DENIED this _____ day of _____, 20____, for

_____ to be held on _____ with the

understanding that all above conditions will be complied with, and all participants are informed of all rules and that routes will be restricted to the public rights-of-way.

Township Manager

Township Police Chief