



LOWER POTTS GROVE TOWNSHIP

Board of Commissioners:

Bruce L. Foltz • Earl E. Swavely, Jr.

Raymond Lopez • Robert W. Mohollen • Michael McGroarty

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

Applications should be submitted 30 days prior to the event

APPLICANT INFORMATION:

Organization/Business Name _____ Name of Applicant _____

Street Name _____ City, State, Zip _____

Primary Phone _____ Cell Phone _____

On Site Contact Name _____ On Site Contact Cell Phone _____

EVENT INFORMATION:

Event Date _____ Day of the Week _____

Event Start Time _____ AM PM Event End Time _____ AM PM (Noise Ordinance Hours 7am-10pm)

Rain Date _____

Public Event NO YES

Event Name _____ Estimated Attendance _____

Event Description (required):

When applicable please attach a diagram of the layout (tents, equipment, tables vehicles and parking)

FEES:

Application Fee	\$25.00/ 7 days
Police Services	\$90.00 per hour/per officer
Fire Police (Covers Worker's Compensation and equipment)	\$30.00 per hour/ per officer
Plastic Barricades	\$3.00 each per day

Fees Paid:

Amount: _____ Check Number: _____ Cash: _____

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. Remember that any music, bands, etc. should end at a responsible hour in accordance of Ordinance 156 Noise.

CONDITIONS FOR A PARADE/MOTORCADE

1. Applications must be submitted at least (30) days prior to activity date.
2. Time, route and size of the activity must not unreasonably disrupt movement of other traffic.
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.

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

Signature of Applicant

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

Police Department: _____ Date: _____
(Initials)

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

Township Manager: _____ Date: _____
(Initials)

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

Fire Marshal Review: _____ Date: _____
(Initials)

- ❖ Comments and/or additional conditions by Lower Pottsgrove Township Code Enforcement.

Code Enforcement Review: _____ Date: _____
(Initials)



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TO BE COMPLETED BY LOWER POTTS GROVE TOWNSHIP:

P E R M I T

This permit ISSUED/DENIED this _____ day of _____, 20__,

for _____ to be held

on _____ with the understanding that all above conditions will be

complied with, all participants are informed of all rules;

and that routes will be restricted to the public rights-of-way.

Township Manager

Township Police Chief