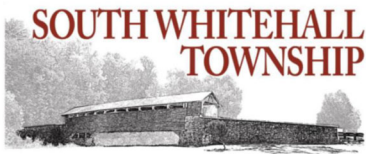


SPECIAL EVENT APPLICATION: Important Information & Instructions

- **South Whitehall Township (SWT) reserves the right to deny** special event applications that are incomplete, received **less than 90 days prior to requested event date** lacking the time for proper planning and communication, or outside of the realm of what is deemed appropriate.
- **Submitting payment prior to approval** is in no way to be construed as approval or confirmation of your event.
- **SWT Park Rules** must be read and followed by applicants. By submitting this application, you are agreeing to read and follow all rules, policies, and requirements made available.
- **Alcohol-** alcohol is not permitted on Township Property
- **Fees-** Rental fees from the Township Fee Schedule are assigned by staff according to event use.
- **Contact for SWT Depts.-** are listed at the end of this application.
- **Additional Documents Required-** each section of the application will specify if additional documents are required, and when they are due. (Ex: insurance, diagrams...)
- **Electricity-** Generators must be provided by the applicant if needed.
- **Water-** access to water must be approved (hose hook-ups, fire hydrants)
- **Sport Equipment and Field Lining is not provided by SWT.**
 - If applicant is requesting such items from South Parkland Youth Association or other youth associations, the request must be stated at time of application.
- **Trash Removal and Trash Receptacles** will be the responsibility of the applicant.
- **Additional Restroom facilities** will be the responsibility of the applicant.
- **Street Closures:** SWT roads only. State Roads closures must be requested through PennDOT. Include details in the application. Street closures (or any impacts to the normal traffic pattern of streets such as detours) will require an Emergency Action Plan.
- **Traffic Control** will be responsibility of the applicant. A traffic control plan may be required. Events with more than 1,000 attendees will require an Emergency Action Plan.



** SWT STAFF ONLY**		DATE ADMINISTRATIVELY COMPLETE: _____	
Recreation: _____	Finance: _____	Twp. Man.: _____	
Public Works: _____	Zoning: _____	BOC Approval: <u> </u> / <u> </u> / <u> </u>	
Police: _____	Fire: _____	Date Paid: _____	
		Cash/Check #: _____	

Special Event/Tournament Description:

Event Title: _____

Event Date: First Choice _____ Second Choice _____

Event Location (Site Name/Specific Fields or areas used): _____

Event Description: _____

Setup Start: _____ Event Start: _____ Event End: _____ Cleanup End: _____

List items to be set up in advance (**include dates**): _____

Estimated Participants: _____ Estimated Spectators: _____

Describe your parking plan: _____

Yes No Is this an annual event? If so, how many years have you been holding the event? _____

Where did you hold your event in previously? _____

Yes No A detailed field plan is attached to submit with this application? (Park Map provided upon request)

A meeting with Park Staff is mandatory. Email matulal@southwhitehall.com to schedule

Yes No Are admission, entry, or participant fees charged? Fee Amounts: \$ _____

Yes No Are vendors or other fees charged? Fee Amounts: \$ _____

Yes No Will you be requesting Youth Association Equipment or assistance in lining fields?

Yes No Are you selling merchandise?

Organization/Applicant Contact Information:

Organization Name (if applicable): _____

Point of Contact (event organizer): _____

Street Address: _____

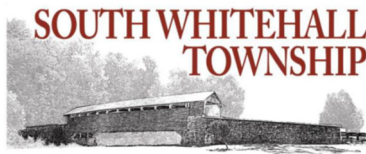
City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Yes No Are you a 501(c) certificate holder?

IF YES: All fundraisers by and/or directly benefit a non-profit organization must submit proof of non-profit status with this application.



Security:

The SWT Staff may require security for certain event types and sizes.
IMPORTANT: Alcohol is not permitted at any events on Township property.

- N/A
- Detail Security Plan** (general safety, crowd control): _____

NOTE: The South Whitehall Police Department must review private security companies used for events. SWTPD Officers may be contacted for security requests sixty (60) days prior to your event for scheduling purposes. SWTPD Fees are available on the Township Fee schedule or by contacting SWTPD directly. SWT Fire Police may also be requested for security and traffic control. Contact The SWT Bureau of Fire.

Tent Usage:

Yes No Are you using tents? What size tents? _____
If yes, please indicate on map (Please contact SWT Permits Department for tents permit requirements 400 sq. ft. or larger)

NOTE: Tent permits may be required. Tents may not be staked down without completing a PA-1 Call and submitting a copy of the response to the SWT Public Works Department. Dial 8-1-1 or 1-800-242-1776.

Medical Plan:

Yes No Are you requesting EMS?
If no, please describe your medical plan: _____

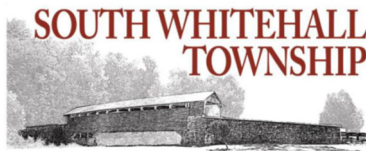
NOTE: SWT staff may require a medical service plan/contract upon review of application. Please contact Cetrionia Emergency Medical Services (EMS) 90 days prior to your event for scheduling purposes. Events under 5,000 people typically do not require EMS on standby. Events with attendance of 1,000 or more will require an **Emergency Action Plan**.

Electricity & Amplified Sound:

Yes No Will sound amplification equipment or system be used at the event?
If yes, please describe: _____
Amplified Sound will be used: **Start Time:** _____ **End Time:** _____

NOTE: You must supply your own power source, i.e. a generator. Electrical outlets are limited in number and location, and not guaranteed to be operational.

COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.



Block Party:

Yes No Is this a block party? If yes, you will need to submit a signed petition.

Please complete the Street Closure section of this application below. Street closures could require an Emergency Action Plan.

NOTE: Applicants **must** reside on block being closed. Block party application **must** have a petition signed by 75% of residents on the block, and/or 75% of the residents of an apartment complex. Applications **must** be received at least **thirty (30) days** before the event. Photocopies of petition will not be accepted.

Street Closures & Traffic Control:

Yes No Are Street closures being requested or required?

Reason for street closure: _____

List streets & intersections to be closed: _____

Traffic Control- SWT will require traffic control for certain events. Should your event increase traffic you will be responsible for a traffic control plan. An Emergency Action Plan may also be required depending on impact and attendance. SWTPD or SWT Fire Police may be requested for traffic control. The fees for this service would be the responsibility of the event organizer.

NOTE: SWT can only grant closers to Township Roads. PennDOT Road closures must be requested through PennDOT.

Food, Drink & Entertainment Vendors:

Yes No Does your event include food, beverage, or entertainment vendors?

If yes, please describe the type of food/beverage/entertainment you will have available: _____

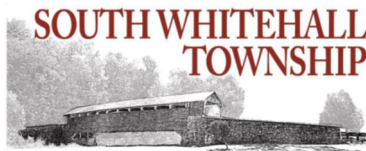
Yes No Are food vendors cooking food at the event?

If yes, please describe how it will be prepared, held and served: _____

South Whitehall Township requires **a copy of the vendor ServSafe Certificate.** We require all food vendors have a valid business license and insurance, as well as a temporary concession license through the Allentown Health Bureau.

NOTE: The Event Organizer is responsible for validating vendors have the proper insurance, and licensing. The Event Organizer is solely responsible and liable for all participating vendors.

COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.



Trash & Recycling:

The Township does NOT provide trash or recycling removal from events. Applicant will be responsible for providing proper trash and recycling receptacles and for removal of all trash after the event.

Yes No Will your event be contracting for trash and recycling dumpsters, along with trash and recycling pick-up? **(May be required based on event size & content)**

Trash Items that must be recycled: Bottles, Cans, Paper and Cardboard

NOTE: Trash must be removed from the property and disposed of by the event organizer immediately after the event. Failure to properly dispose of trash and/or recycling after an event will be subject to fines.

Portable Restrooms:

Portable restrooms may be required based on event size and location.

Yes No Are you arranging for port-o-lets?

Location: _____

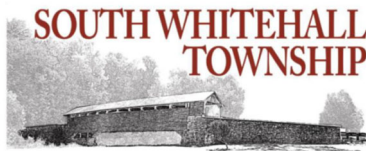
Equipment Set-up: Date: _____ Time: _____ **Equipment Pick-up:** Date: _____ Time: _____

NOTE: It is recommended one (1) chemical or portable toilet for every 200 people attending the event. For events with alcohol, the recommendation is one (1) for every 100 people. Federal guidelines require five (5%) percent of these facilities must be ADA accessible.

Signage:

All organizational and event signage must be reviewed and approved by south Whitehall Township staff. The Township must also approve the location of all signage.

NOTE: Failure to get prior approval of signage, the use of signage deemed inappropriate, or signage placed in spots deemed hazardous to vehicle and pedestrian safety may result in a fine or penalty.



Insurance Requirements:

The Organization/Applicant shall obtain and provide proof of insurance coverage to South Whitehall Township (the "Township") evidencing the following: bodily injury and property damage, including products and completed operations, coverage of not less than one million dollars (\$1,000,000) per occurrence during the term of the event; if alcohol is permitted and is being served or sold, liquor liability insurance coverage of not less than \$1,000,000 single limit per occurrence; if applicable, worker's compensation coverage and employer's liability coverage of not less than \$100,000 per accident or higher, as required by the Labor Code of the Commonwealth of Pennsylvania. The certificate must: name South Whitehall Township an "Additional Insured;" contain a provision requiring ten (10) days prior written notice to the Township if the policy expires or is canceled or changed; not have exclusions in the insurance coverage regarding publicly owned or leased property or Township operations or personnel, employees, licensees or agents; and include a Waiver of Subrogation in favor of the Township. The insurance shall be considered primary insurance with regard to the Township, its officials, employees, agents and contractors. Any other insurance that the Township may have shall be considered excess insurance only. Coverage shall state that the Organization/Applicant's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, except with respect to the limits of the insurer's liability. Vendors involved with the event that provide games, amusement rides, or other entertainment activities, and those serving beverages and food must also provide insurance coverage to the Township. All costs associated with insurance are the responsibility of the Organization/Applicant.

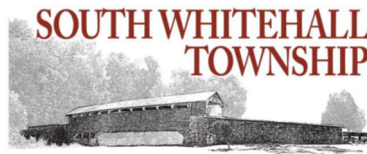
Affidavit of Application:

The Organization/Applicant shall indemnify, defend, release, and hold harmless South Whitehall Township (the "Township") and the Township's officers, employees, contractors, and agents from and against claims, counter-claims, cross-claims, lawsuits, proceedings, actions, disputes, causes and rights of action, debts, controversies, judgments, assessments, awards, attachments, executions, liens, losses, liabilities, allegations, demands, penalties, charges, injuries, losses, costs (including, without limitation, compensatory, consequential, and punitive damages), sanctions and liabilities of every kind, character and manner whatsoever, in law or in equity, civil or criminal, administrative or judicial, contract, tort (including, without limitation, negligence of any kind) or otherwise (collectively "Claims") arising out of or in connection with the event's activities or relating to the event, cause in whole or in part by any act or any failure to act by the Organization/applicant and/or Organization's/Applicant's servants, volunteers, employees, agents, guests, invitees, officers, directors, representatives, assigns, predecessors, successors, insurer's and independent contractors and/or entities.

Organization (if applicable) _____

Point of Contact (event organizer) _____

Signature _____ **Date** _____



Important Contacts: South Whitehall Township (SWT) & Emergency services

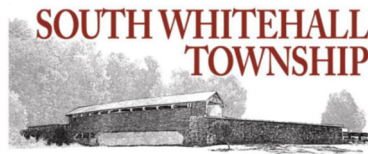
Please contact the appropriate Department if any of the below items pertain to your event. Please keep in mind your application should be received 90 days prior to your event for proper planning.

Item & Timeline	Department & Phone Number
Electricity Information	Public Works: 610-398-0407
Insurance Certificates (30 business days in advance of event)	Finance Department: 610-398-0401
Medical/Paramedics (pref. 90 days in advance of event)	Cetronia Emergency Medical Services 610-395-8161
Park Availability (pref. 90 days in advance of event)	Recreation Department 610-398-0401 x211
Parking- street/public lots, (30 days)	Public Works (Parks Dept.): 610-398-0407
Police/Security (pref. 60 business days in advance of event)	Police Administration 610-398-0337
Road Closures (pref. 60 business days in advance of event)	Police Administration 610-398-0337
Recycling & Trash Questions	Public Works: 610-398-0407
Tents over 400 sq. ft. (pref. 30 business days in advance of event)	Permits Department: 610-398-0401
Vendor Sales (pref. 30 business days in advance of event)	Finance Department: 610-398-0401

IMPORTANT INFORMATION:

- ❖ **DAY OF YOUR EVENT- call 610-398-0401 if you need assistance. Our after-hours service will relay your message to staff.**
- ❖ **The use of all fields, amenities, or open space may require a refundable Security Deposit**
- ❖ **Cancellations:**
 - Must be 15 days prior to event to be considered for a refund.
 - If less than 15 days prior to event, may be eligible for a refund per the discretion of the Township
- ❖ **Per Day refers to a rental of 5 hours**
- ❖ **Refunds will NOT be issued due to inclement weather.**
- ❖ **SWT reserves the right to charge additional fees for events with attendance over 100 people constituting a change in requested use, and for set-up or tear-down time outside of the day(s) of the event.**
- ❖ **Use of Public Works Staff- overtime fees will apply after normal business hours.**
- ❖ **SWT reserves the right to charge Fees/Penalties for damage and clean-up:**
 - Damage/destruction of grass, fields or pathways, property; clean-up after an event (including street sweeping), will be billed to the event organizer as the cost of equipment, material & labor for city staff to complete the work. Fees/Penalties will be deducted from applicant Escrow.
 - Fastening any object to a tree, shrub or natural amenity
 - Destruction of SWT Property- Charged the cost of the item damaged.

COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.



Fee & Escrows (Security Deposits):

SCHEDULE "H" Parks and Recreation Fees

Pavilion Rental – Covered Bridge Park Pavilions 1, 2 and 3

Pavilion Rentals do not require a liability insurance certificate

	<u>Resident</u>	<u>Non-Resident/Business</u>
Rental Fee	\$85.00	\$150.00

Field Permits

All rentals below require a \$1,000,000 minimum liability insurance certificate with South Whitehall Township named as an additional insured. The township administration may impose and pass on other real costs to any organizer not outlined in this fee schedule, and the administration retains the right to waive any and all fees based on exceptional circumstances.

	<u>Per Game Rate</u>	<u>Full Day Rental Per Field</u>
Disc Golf Course <small>(Includes Pavilion 3 Rental)</small>	N/A	\$150.00
Soccer	\$25.00	\$100.00
Baseball/Softball	\$25.00	\$100.00
Basketball	\$20.00	\$80.00
Camp Charge		
½ Day	\$10.00 per participant per week	
Full Day	See Pavilion Rental Rate	
Approved Youth Group and PASD	Fee Waived	

*See Approved Youth Groups under the SWT Policy

Special Event Setup & Breakdown/Park Rental

All rentals below require a \$1,000,000 minimum liability insurance certificate with South Whitehall Township named as an additional insured. The township administration may impose and pass on other real costs to any organizer not outlined in this fee schedule, and the administration retains the right to waive any and all fees based on exceptional circumstances.

	<u>Resident</u>	<u>Non-Resident/Business</u>
Less than 99 People	Refer to Pavilion Rental Rates above	
100-250 People	\$175.00	\$250.00
250+ People	\$350.00	\$500.00
Public Works Employee per hour	Refer to SCHEDULE "G" Public Works Department Fees	
Police/Security per hour	Refer to SCHEDULE "F" Police Department Fees	
Additional Portable Toilet Unit	\$85 per unit	\$100 per unit

*Other fees may apply (i.e. overlapping pavilion, fields, courts, on-site ambulance, road closure, field damage, etc.)

*For tournaments, please include number of spectators in your total

*If additional clean-up is required by Township staff, the PW Laborer/Operator Normal Hourly Rate will be charged for clean-up.

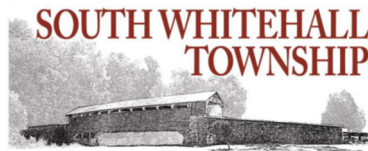
SCHEDULE "F" Police Department Fees

Police Service Fees:

Police Accident Report.....	\$10
Finger Printing.....	\$10
Dog Pick-Up.....	\$50
Record Search	\$10

Police Service Extra Duty Overtime Rate \$80.75/hour

COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.



SCHEDULE "G" Public Works Fees

PERMIT TYPE	AMOUNT DUE AT APPLICATION*	
Right-Of-Way Permits And Fees:		
Any Permit For A Utility Company	\$125	
Any Work In Or On A Public Street	\$125	
New Driveway**	\$125	
Driveway Repair Or Resurface**	\$125	
Sidewalk Repair Or Replacement Without Curbing**	\$125	
Curbing Repair or Replacement	\$125	
Dumpster/Equipment In Right-Of-Way**	\$75	
Zoning Review (if required)	\$25	
Line and Grade Permit	See Schedule "D"	
* <i>Application Fees are non-refundable.</i>		
** <i>Permit applications for residential applications shall <u>NOT</u> require Performance Escrow and Inspection Escrow.</i>		
Right-Of-Way Permit Performance and Inspection Escrows		
Area of Disturbance	Performance Escrow	Inspection Escrow
1-100 sq ft	\$1,000	\$250
101-200 sq ft	\$2,000	\$300
201-300 sq ft	\$3,000	\$350
301-400 sq ft	\$4,000	\$400
401-500 sq ft	\$5,000	\$450
Greater than 500 sq ft	See note 2	See note 2
Minimum Deposit/Escrow Amount \$250 Minimum Performance Escrow Amount \$1,000 Inspections billed at \$50/hour		
Note 1: Inspection Escrow amounts are only noted as the initial amount posted. Should inspection escrow need to be replenished, the amount will be determined by the Township Manager.		
Note 2: Performance Escrow and Inspection Escrow to be determined based on extent of area to be disturbed. It is estimated that each 100 square feet of additional disturbance will result in a \$1,000.00 Performance Escrow and a \$50.00 Inspection Fee.		
Note 3: Performance Escrow and Inspection Escrow amounts can be reviewed and adjusted based on approval from the Township Manager, the Director of Administration or the Public Works Manager.		
Street Signage Fees:		
New Or Replacement Traffic Sign	\$150	
New Or Replacement Sign For Private Streets.....	\$150	
New Or Replacement Handicapped Parking Space.....	\$150	
Traffic Control Fees:		
Traffic Control Devices - Rental, Delivery & Pick-Up.....	\$75	

COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.