



WEST POTTS GROVE TOWNSHIP

980 Grosstown Rd Stowe PA 19464
Phone No.: 610-323-7717 Fax No.: 610-323-4124
Email: info@westpottsgrove.org
Website: westpottsgrove.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 _____

Contact Name (Onsite) _____ Contact Cell Phone (Onsite) _____

EVENT INFORMATION:

Event Date _____ Day of the Week _____

Event Start time _____ AM PM Event End Time _____ AM PM

Rain Date _____ Public Event NO YES

Event Name _____ Estimated Attendance _____

Event Location _____

Event Description (required):

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

ASSOCIATED FEES:

Application Fee

Police Services

Fire Police {Covers Worker's Compensation and equipment}

Plastic Barricades

\$25.00/ 7 days



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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.

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 West Pottsgrove Township Police Department fully supports community events.
2. The West 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 _____ Date _____

OFFICIAL USE ONLY

Fees Paid: Check # _____ Amount: _____ Date: _____ Received by: _____

Township Approval _____



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Comments and/or additional conditions by West Pottsgrove Police Department.

Police Department: _____ Date: _____
(Initials)

Comments and/or additional conditions by West Pottsgrove Township Manager.

Township Manager: _____ Date: _____
(Initials)

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

Fire Marshal Review: _____ Date: _____
(Initials)

Comments and/or additional conditions by West Pottsgrove Township Code Enforcement.

Code Enforcement Review: _____ Date: _____
(Initials)



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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, all participants are informed of all rules;
and that routes will be restricted to the public rights-of-way.

Township Manager

Township Police Chief