



# EAST VINCENT TOWNSHIP SPECIAL EVENT PERMIT APPLICATION

262 Ridge Road, Spring City, PA 19475

P: 610-933-4424 F: 610-933-1142

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This application must be received 45 days prior to the event. All licenses, certification and associated permit applications (e.g. food selling, LCB, well certifications and sign permit applications) must be provided at least 10 days prior to the event. Please use additional paper if needed.

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**Please fill out the following information in its entirety:**

Name & Address of Organization: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate person in charge: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Days & Hours of event: \_\_\_\_\_

Approximate number of people expected: \_\_\_\_\_

Nature of event and types of amusements: \_\_\_\_\_

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**Serving food?** (Circle one) Yes or No – If yes, contact the Chester County Health Department. A food inspection certificate must be provided before a Special Event Permit will be issued. Certificated received (circle one):

Yes – No – N/A

**Serving alcohol?** (Circle one) Yes or No – If yes, contact PA Liquor Control Board. A temporary LCB certificate must be provided before a permit will be issued. Certificate received (circle one): Yes – No – N/A

**What is the source of water for the event?** Public or Bottled or Well? (Circle one) If well water is to be used, a current well certification must be provided before a permit will be issued. Certificate received (circle one):  
Yes – No – N/A

**Will there be a temporary electrical hookup?** (Circle one) Yes or No – If yes, an electrical permit will be required. The use of extensions cords is restricted. GFI outlets must be used for any electrical hookups. Certificate received (circle one): Yes – No – N/A

**Will there be temporary outside lighting?** (Circle one) Yes or No – If yes, please list the height, wattage, and location of the lights:

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**What sanitary facilities will be available?** (Circle one) Yes or No – The number of port-a-potties should be based on the # of people expected. If the sanitary facilities are inside, make sure there are directional signs. If there are port-a-potties, how many will be on the site:

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**Trash disposal and removal** – list size, number, and location of trash cans as well as a plan for monitoring and emptying them. How soon after the event will trash be removed from the site?

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**Is an outside speaker system planned (for music or announcements)?** (Circle one) Yes or No – the event must meet the standards of the East Vincent Township Zoning Ordinance for noise or any restrictions placed on the event or site by the Zoning Hearing Board or Conditional Use Decision.

**Where will people park?** \_\_\_\_\_

If offsite, how will people get to the sit \_\_\_\_\_

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How will traffic control be handled? (fire police, local or state police):

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**Will an existing building be used as part of the event?** Yes or No – If yes, the building must be inspected by the Township Building Inspector & Fire Marshall for safety issues: \_\_\_\_\_

**What signs are planned?** A sign permit may be needed. Please list off-site and on-site signs: \_\_\_\_\_

**Will tents be used?** If yes, a tent permit is necessary. Please complete and submit a Zoning Permit Application (circle one): Yes or No

**Just as a courtesy, you may want to notify your adjoining neighbors of the days and time that your event is taking place.**

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**I declare, under the penalties of perjury, that this application has been examined by me, and to the best of my knowledge, is a true, correct, and complete application.**

Applicant's Signature: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

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**For Official Use Only:**

Date Received: \_\_\_\_\_

Date Complete: \_\_\_\_\_

Inspector's Initials: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Approved: \_\_\_\_\_