

# Chadds Ford Township Special Events Application

**Application Fee: \$200.00**

(Cash or Check only, payable to the Chadds Ford Township)

## General Information

### Planning an event? Please follow these steps to get a permit:

Please read, complete, and submit the application below to request a special event permit. **Applications are required to be submitted (60) days in advance.** Please plan accordingly. There is a \$200.00 non-refundable administrative processing fee for this form. **This form is not a permit.** The completion of the application does not constitute an automatic approval.

You are encouraged **NOT** to make any additional arrangements for your event until you have received an approval (permit) for your event.

Comprehensive General Liability Insurance is required by Chadds Ford Township.

### COMPLETED APPLICATIONS MUST INCLUDE:

- Sign, dated application form;
- Permit Fee (cash or check in the amount of \$200.00 made out to Chadds Ford Township);
- Site Plan, including, but not limited to, the location of the Special Event including its boundaries, the location of any sound amplification equipment to be used, auxiliary or emergency lighting, emergency exits, vehicular entrances and exits, location of portable toilet facilities, water or first aid stations, food or beverage locations, location of traffic cones or barricades, all parking locations and shuttle bus routes, and parade or race routes (including organizing and disbanding areas);
- Signage Plan;
- Security/Emergency Management Plan;
- Certificate of Insurance listing Chadds Ford as additional insured;
- Proof of neighbor notification (Per Ordinance §102-9 property owners within 500 ft. \*See Sample in application);
- Signed Reimbursement Agreement; and
- Additional Permits (if applicable), i.e., Zoning, Department of Agriculture, PA Liquor Control Board.

### Other applications may be required:

- Zoning Permit for Tent Installments.
- Zoning Permit for Signage.
- Department of Agriculture License for any event that plans to sell or sample food and/or beverages.
- Pennsylvania Liquor Control Board License for any event that plans to serve alcoholic beverages.

**If you have any questions regarding this process or need any additional assistance,  
Please contact the Township Office at 610-388-8800.**

**Permit & Special Events Ordinance Downloadable at [WWW.CHADDSFORDPA.GOV](http://WWW.CHADDSFORDPA.GOV)**

# Chadds Ford Township

## Special Events Application

Please read and complete the 4 steps and return this portion of the application to the Township Secretary, along with the required fee of \$200.00 **made payable to Chadds Ford Township.**

### Step 1. Event Information

Name of Event: \_\_\_\_\_

Description (Purpose) of Event: \_\_\_\_\_

Specific Location(s): \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Set-Up Date/Time: \_\_\_\_\_ Breakdown Date/Time: \_\_\_\_\_

Hours of Event, If Athletic Event, Please Include Step off Time: \_\_\_\_\_

Alternate Date(s) and Location(s): \_\_\_\_\_

Estimated Attendance (Crowd Size): \_\_\_\_\_

Name of Individual or Organization Responsible for Event: \_\_\_\_\_

Non-Profit – If Yes, Please Verify Status:  No  Yes If Yes, Tax ID# \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

On site Contact on Event Day: \_\_\_\_\_ Cell Number: \_\_\_\_\_

### Step 2. Additional Information

#### Amplified Sound

Any amplified sound is subject to Chadds Ford Township's Noise Ordinance (\*Please List Speaker Location(s) on Site Plan)

List Hours: \_\_\_\_\_

Vendor or Contractor providing the service: \_\_\_\_\_

#### Stages

If you are planning to utilize staging, please describe (\*Please List Stage Location(s) on Site Plan):

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_

Vendor or Contractor providing the service: \_\_\_\_\_

#### Tents

If you are planning to erect tents or canopies, please describe:

Quantity: \_\_\_\_\_ Sizes: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Vendor or Contractor providing the service: \_\_\_\_\_

# Chadds Ford Township

## Special Events Application

Please read and complete the 4 steps and return this portion of the application along with the required fee of \$200.00 **made payable to Chadds Ford Township.**

### Step 2. Additional Information (cont.)

#### Vendors

Will you be providing/selling food/beverages?  No  Yes *\*If yes, Dept. of Ag. permit may be required*

If yes, provide vendor names: \_\_\_\_\_

Will you be providing/selling alcoholic beverages?  No  Yes *\*If yes, PA LCB permit may be required*

If yes, provide vendor names: \_\_\_\_\_

#### Security/Emergency Management Planning

Please provide a brief narrative outlining security, traffic, crowd control measures, emergency vehicle access, emergency evacuation or shelter in place plan and such other necessary preparations as the event might require:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Step 3. PLEASE READ

No alcohol is permitted without the approval of the PA Liquor Control Board. A copy of all permits/licenses must remain on-site and provided to the Township prior to the event. Applicants must apply with the Commonwealth of PA for alcohol and/or the Department of Agriculture for food vending.

The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and tents/canopies for the event. Failure to adequately provide such amenities could result in the event applicant(s) or coordinator(s) inability to hold future events in the Township.

Special Events cancellations or cancellation of requested services must be made in writing (10) days prior to the event. In the event of inclement weather, cancellations or requests to reschedule must be made in writing at least (48) hours prior to the event.

**A certificate of insurance is required. The certificate must evidence General Liability Insurance, insured as outlined in the Special Events Ordinance §102-8 Insurance Requirements, naming Chadds Ford Township, its officers, agents, and employees as additional insureds, while specifically referencing the scheduled event.** Each vendor and/or contractor must provide proof of insurance.

### Step 4. Complete, Sign, and Date

By signing and submitting this Special Events Application, the sponsoring organization agrees that it has read and fully understands the Chadds Ford Township Special Events Ordinance and agrees to indemnify, defend and hold harmless the Township of Chadds Ford and its officers, employees, and agents from and against any and all losses, costs (including but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Event sponsor's act or omission or negligence or fault or the act or omission or negligence or fault of Event sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit.

Legal Name of Organization: \_\_\_\_\_

Authorized Signer: (print name) and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Chadds Ford Township**

## **SPECIAL EVENTS CONTACT GUIDE**

### **Township Office**

10 Ring Road  
Chadds Ford, PA 19317  
**Main Phone:** 610-388-8800  
**Email:** [info@chaddsfordpa.gov](mailto:info@chaddsfordpa.gov)  
**Website:** [www.chaddsfordpa.gov](http://www.chaddsfordpa.gov)

### **Township Building Inspector/Zoning Officer**

Fran McArdle  
10 Ring Road  
Chadds Ford, PA 19317  
**Phone:** 610-388-8800 X103  
**Email:** [inspector@chaddsfordpa.gov](mailto:inspector@chaddsfordpa.gov)

### **Township Fire Marshal**

Phil Wenrich  
10 Ring Road  
Chadds Ford, PA 19317  
**Main Phone:** 610-388-8800  
**Email:** [firemarshal@chaddsfordpa.gov](mailto:firemarshal@chaddsfordpa.gov)

### **State Police, Media Barracks**

Trooper Jessica Tobin  
Community Service Officer  
Troop K - Media  
**Phone:** 610-558-7074  
**Email:** [jetobin@pa.gov](mailto:jetobin@pa.gov)

### **Department of Agriculture**

Scott Fulmer  
**Email:** [brifulmer@pa.gov](mailto:brifulmer@pa.gov)  
**Website:** <http://www.agriculture.pa.gov>

### **PA Liquor Control Board**

Bureau of Licensing  
PO BOX 8940  
Harrisburg, PA 17105-8940  
**Phone:** 717-783-8250  
**Website:** <http://www.lcb.state.pa.us>

**Chadds Ford Township**  
**SPECIAL EVENTS**  
**SAMPLE NEIGHBOR NOTIFICATION**

Dear \_\_\_\_\_ (neighbor within 500 ft. of event location),

On \_\_\_\_\_ (Date of Event) we are planning to host a  
\_\_\_\_\_ (Name/Description of event) located at  
\_\_\_\_\_ (address of event location). Per Chadds Ford Township's code we  
have applied for a Special Events Permit with the Township. Our application is being  
considered by the Chadds Ford Township Board of Supervisors on \_\_\_\_\_ (Date  
on Board agenda) at their regularly scheduled public meeting at 7:00pm at the Township  
building located at 10 Ring Road, Chadds Ford, PA.

If you have any questions regarding this application, please feel free to contact  
\_\_\_\_\_ (applicant contact name and number/email).

Regards,

\_\_\_\_\_ (Applicant contact name)

**CHADDS FORD TOWNSHIP  
CHECKLIST  
(OFFICE USE ONLY)**

Special Event Application Approval/Denial

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

Event Name: \_\_\_\_\_ Event Duration: \_\_\_\_\_

Date of BOS Mtg for Consideration: \_\_\_\_\_ Time Clock Deadline (45 days): \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Recommend Approval: Y or N  
Township Manager

\_\_\_\_\_ Recommend Approval: Y or N  
Township Fire Marshal

\_\_\_\_\_ Recommend Approval: Y or N  
Township Building Insp/ZO

Township Check List for Completion:

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- Additional Permits (if applicable), i.e., Zoning, Department of Agriculture, PA Liquor Control Board. List permits: \_\_\_\_\_.

Additional Notes to Applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE APPROVED: \_\_\_\_\_ DATE DENIED: \_\_\_\_\_

BY: \_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Supervisor