



Community Development Department

100 Parklane Drive • Eagleville, PA 19403

Phone: (610) 539-8020 • Fax: (610) 539-6347

www.lowerprovidence.org

Application for a permit shall be made by the a) **owner** or lessee of the building or structure, by the
b) **agent** of either, or by the c) **contractor** employed in connection with the proposed work.

SPECIAL EVENT PERMIT APPLICATION

Carnival, Fair, Circus or other Exhibition or Special Event

SITE & EVENT INFORMATION:

Site Address for Event: _____

Type of Exhibition / Event: _____

Number of admission tickets to be sold / Audience Size anticipated: _____

1. Capacity of any and all buildings that will be used: _____

2. Are tents being used where the public will be assembled? YES NO

If "Yes," a Flame Resistance Certificate must be attached to this application.

3. How many entrances are to be opened for admittance to a building or tent solely for admission to the exhibition for seating or viewing: _____

4. Specify the number of parking spaces provided: _____

5. How many people will you provide to direct parking and other supervision: _____

6. Specify the type and number of sanitary facilities provided:

TYPE (M, F, Unisex, Family, Handicap Accessible, etc)	NUMBER	LOCATION

7. Specify the type and number of trash and litter receptacles available:

TYPE	NUMBER	LOCATION

EXHIBITION / EVENT DATE & TIME:

Specify the day(s), date(s) and beginning & ending times the exhibition / event is scheduled to take place:

DAY of week	DATE	BEGINNING TIME	ENDING TIME
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

APPLICANT INFORMATION:

Sponsoring Group for Event: _____

Sponsoring Group's Mailing Address/City/Zip: _____

Sponsoring Group's Phone #: _____

Individual Applicant's Name: _____

Applicant's E-Mail: _____

Applicant's Phone#: _____

DOCUMENTATION NEEDED:

- Furnish a Certificate of Insurance for Public Liability coverage of \$2,000,000.00 each occurrence which lists Lower Providence Township as ADDITIONAL INSURED
- Furnish evidence regarding the safety of equipment to be used at the exhibition / event, if any
- Attach four (4) copies of a plan of the property which shows the location of items 1 – 7 on page 1 above

CERTIFICATION:

I hereby make application to hold a FAIR, CIRCUS or other exhibition / event.

Signature of Applicant or Authorized Agent

Date of Submission

Print Name of Applicant or Authorized Agent