



Lower Providence Township Office of Emergency Management



100 Parklane Drive • Eagleville, PA 19403 • www.lowerprovidence.org

Administration: 610 539-8020 • Fax: 610 539-6347

Police: 610-539-5900 • Fax: 610-630-2219

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 an all buildings that will be used: _____
2. Are tents being used? ☐ YES ☐ NO

If "Yes," a separate Tent/Membrane permit application 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? _____
6. Will food and/or beverages be provided or sold at this event? ☐ YES ☐ NO
7. Specify the type and number of sanitary facilities provided:

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

8. 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 Number: _____

Sponsoring Group's Email Address: _____

Individual Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

Applicant's Email Address: _____

DOCUMENTATION REQUIRED:

- 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.
- Include Food Vendor Acknowledgement form if answering "YES" to question 6 on page 1.
- Include Tent/Membrane permit application if answering "YES" to question 2 on page 1.
- Provide one (1) copy of a plan of the property which shows the locations of items 1 – 8 on page 1.

CERTIFICATION

I hereby make application to hold a fair, circus or other exhibition or special event. I further certify that all information contained in this application is true and correct to the best of my knowledge.

Signature of Applicant or Authorized Agent

Date of Submission

Printed Name of Applicant or Authorized Agent