

Permit # \_\_\_\_\_

*Swatara Township*  
SPECIAL EVENT PERMIT APPLICATION

Application Date: \_\_\_\_\_

(45 days prior to Event is required)

**CONTACT INFORMATION**

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

Address of Applicant: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**EVENT INFORMATION**

Event Type: \_\_\_\_\_

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

Location/Address of Event: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Event Description(Please provide a detailed description of your event.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(attach additional sheets if necessary)

Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

Set Up Date: \_\_\_\_\_

Tear Down Date: \_\_\_\_\_

Set Up/Breakdown: (describe the scope of the setup/assembly work, provide specific details): \_\_\_\_\_

\_\_\_\_\_

Estimated # of participants: \_\_\_\_\_

(include staff, volunteers, vendors and any others involved)

Estimated # of spectators: \_\_\_\_\_

Person in charge on the day(s) of event: \_\_\_\_\_

Person in charge on the day of event

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Fax: ) \_\_\_\_\_

Email: \_\_\_\_\_

## ADDITIONAL EVENT DETAILS/INFORMATION

Will items or services be sold at the event?

Does this event involve a moving route of any kind along street, sidewalks, etc.? If yes, attach a detailed map of the proposed route, indicate direction of travel, and provide a written narrative explaining route.

Does this event involve the closure of any street, sidewalks roadways etc.? If yes, list street(s), date and time of closing and reopening.

Does this event involve a fixed venue site? If yes, attach a detailed layout diagram of the proposed site.

## SITE MAP/DIAGRAM AND ROUTE MAP

Please attach a diagram showing the overall layout and set up locations for the following items, if applicable:

1. Proposed transportation and parking facilities  
    Show the emergency access for emergency fire and medical equipment/vehicles  
    Show start and finish areas for parades/athletic events, if applicable
2. Proposed event and directional signage
3. All structures existing and to be constructed
4. Areas for spectators or persons attending the event
5. Amplification devices to be used outdoors, if applicable
6. On-site medical facilities  
    Ambulances # \_\_\_\_\_ Provided by \_\_\_\_\_  
    EMT's # \_\_\_\_\_ Provided by \_\_\_\_\_  
    First Aid Station(s) # \_\_\_\_\_ Provided by \_\_\_\_\_  
    Other # \_\_\_\_\_ Provided by \_\_\_\_\_
7. Describe your procedures for security/crowd control/traffic control/protection. Include the name of the security company and number of personnel.

8. Food Concessions and/or Food Preparation and service areas

9. Portable Toilet Facilities

Provider Name/Phone #

Number of standard portable toilets \_\_\_\_\_ ADA Accessible toilets \_\_\_\_\_

10. Trash Receptacles & Management

Provider Name/Phone #

Number of receptacles \_\_\_\_\_

11. Lighting and utility services

Provider Name/Phone #

Show location of and fully describe pyrotechnic/fireworks/explosion/flame displays together with a fire safety plan, if applicable.

12. Camping facilities or other temporary overnight accommodations for individuals, if applicable

# SPECIAL EVENT PERMIT CONTROL FORM

Application Approval Date \_\_\_\_\_

DESCRIPTION	Required	Submitted	Waived	Date Received
Completed & Signed Application Form	_____	_____	_____	_____
Application Fee	_____	_____	_____	_____
Cleaning Deposit Fee	_____	_____	_____	_____
Certificate of Insurance	_____	_____	_____	_____
Detailed Map/Site Plan	_____	_____	_____	_____
Detailed Route Map	_____	_____	_____	_____

## REVIEWED BY

Swatara Supervisors \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zoning Officer \_\_\_\_\_  
Building Inspector \_\_\_\_\_  
Fire Inspector \_\_\_\_\_  
EMT Coordinator \_\_\_\_\_  
Police Dept. \_\_\_\_\_

Traffic control Required \_\_\_\_\_yes \_\_\_\_\_no

Barricades \_\_\_\_\_yes \_\_\_\_\_no

Signs Required \_\_\_\_\_yes \_\_\_\_\_no