



# SPECIAL EVENT PERMIT APPLICATION

## FREEDOM TOWNSHIP

Freedom Township  
2184 Pumping Station Road  
Fairfield, PA 17320

[www.freedomtownship.us](http://www.freedomtownship.us)

Event Name: \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

Location of Proposed Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Ph. 2: \_\_\_\_\_ Email: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

### The Application must include the following attachments:

- **Program:** Attach a copy of the program for the event. If no program is prepared, attach a narrative statement as to the extent and the purpose for which the event is to be considered.
- **Plot Plan:** Attach a diagram of the site of the special event showing the locations and dimensions, where appropriate, of the proposed: service roads, entrances and exits to and from public roads, portable water facilities, sanitary facilities, sewage disposal facilities, medical service facilities, security personnel sites, and food storage facilities, as well as camping facilities and projected plan for enclosure, if necessary, of the proposed site. The plan shall be drawn at an appropriate scale to provide ease of review, but no less than one (1) inch equals one hundred feet. The plan shall show property lines of adjacent properties, together with the land use of such adjacent and names of such property owners.
- **Insurance:** Attach a copy of a general liability policy naming the Township as insured in the amount of \$1,000,000.00.

#### Bonding:

Persons Reasonably Anticipated	Cash Deposit Bond Required
200 to 500	\$500.00
501 to 5000	\$1,000.00
Over 5,000	In an amount as determined by the Board of Supervisors

- **Plan of Action:** Attach a narrative which includes specific detail in relation to the following factors:
  - **Hours of Operation**
  - **Sanitary Facilities:** Including name(s) of sanitary/refuse contractors, number and location of toilets and dumpsters and frequency of emptying toilets and dumpsters.
  - **Security and Protection:** of surrounding areas, including traffic control points, emergency phone list, and supervision of attendees.
  - **On-Site Medical Facilities**
  - **Emergency Management Plans:** Including routes to and from off-site medical facilities, plan for communication and signage for highways and private property.
  - **Control of Noise and Other Nuisances**
  - **Food and Drink**
  - **Transportation and Parking**
  - **Janitorial Services:** including post event cleanup and site restoration.
  - **Portable Water Supply**
  - **List of other permits and licenses required by federal, state, or other local rules and regulations**

Certification – All parties listed as applicants, owners, and/or sponsors on this application hereby conform that they will jointly and severally abide by the terms and provisions with this ordinance, and all rules and regulations of the Commonwealth of Pennsylvania, County of Adams, and Freedom Township.

Signature of Applicant/s: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner/s: \_\_\_\_\_ Date: \_\_\_\_\_

**Admission Tax Report** - This can be used after the event is complete to determine the amount of admission tax due.

# of Admissions	Admission Charge	Total Admissions Collected	Tax Rate	Tax Due
X	\$	=	\$	X
			5.00%	= \$