

Providence Township Special Event Application



Providence Township
200 Mt. Airy Road
New Providence PA 17560
717.786.7596

This application form is to be submitted by organizations applying for a permit to use Providence Township Segment of the Enola Low Grade Trail to conduct an event as required by the Board of Supervisors. Events such as media productions, circuses, carnivals, recreational activities, athletic events and the like are required to apply for a permit at least thirty (30) days prior to the date of the event. It is unlawful for any person to hold or conduct any event on the Providence Township portion of the Enola Low Grade Trail without first having obtained a permit.

Prior to approval of your event, we will require submission of a Certificate of Insurance evidencing a minimum of \$1,000,000.00 in General Liability coverage and naming "Providence Township" as Additional Insured. In addition, any outside vendors will also be required to provide similar certificates.

Contact Information:

Name of Organization:

Address of Organization:

Organization phone numbers:

Type of Organization:

Event Information:

Name of Event:

Set-up date and time:

Event date and time:

Clean-up date and time:

Had this event been held before? If yes, when and where?

Briefly describe your event (provide plot plan):

Please list all outside vendors you are planning to include:

Please list any requested road crossings or road closures associated with the event and traffic control measures (include map): (Any crossing of a state road may require the applicant to submit request to PennDOT for approval.)

Contact Person on the Day of the Event:

Name:

Telephone Numbers:

Attendance Information:

Expected attendance over the course of the entire event:

Expected attendance at peak of event:

Number and type of vehicles expected at event:

What is your parking plan for the event?

Additional Information:

Is your event open to the general public?

Are participation or admission fees charged for this event?

Are you planning to include large tents, audio equipment, fireworks or lighting at this event?

Are you planning to include animals at this event?

What is your plan for trash and recycling at the event?

I hereby certify that I am authorized to represent the organization noted on this application. I also certify that all information provided on this application is, to the best of my knowledge, truthful and accurate, and that my organization shall be liable for any consequential damages, including the Township incurrance of any costs and attorney's fees, resulting from misrepresentation of fraudulent information on this application, or in any other written communication with the Township. Furthermore, the Township reserves the right to revoke or amend any issued permits, contracts, or letters or agreement and to increase any assessed fees for Township services and equipment, with the organization in the event the services to be provided, coordinated, or sub-contacted by the organization as stated in this application are reduced or eliminated.

Applicant's Signature