

# Falls Township

188 Lincoln Highway, Suite 100 • Fairless Hills, PA 19030  
Office 215-949-9000 x203 • Fax 215-949-9013



BUCKS COUNTY, PENNSYLVANIA

## SPECIAL EVENT APPLICATION

### APPLICATION PROCESS:

- Applicant(s) must fill out the form in its entirety and return to the Manager's Office 45 days prior to the event.
- The application will be reviewed for compliance by various departments and the applicant will be notified of a decision after review.
- Sale of Food or Alcohol – Must obtain a temporary license from the Bucks County Department of Health.
- Sale, Distribution or Consumption of Alcohol beverages – Must provide a Caterer's License or a license from the Pennsylvania Liquor Control Board and the event can not last more than five (5) hours and shall end no later than 11:00 p.m.
- A Sound permit is required if any amplified sound will be used such as a band, DJ, etc...
- Non-profit Organizations must submit a copy of their 501 (C) with the application.
- Certificate of Insurance and Indemnification agreement must be submitted with the application if using Township Property.
- If leasing the property, you must submit a permission letter from property owner.

### FEE SCHEDULE:

- Processing fee of \$50 for all events excluding block parties.
- Non sale of Alcoholic beverages – If police presence is required, the applicant will deposit an amount determined by the Township to cover any costs and expenses related to the required police presence and an administrative fee of 10% of the total permit fee.
- Sale of Alcoholic beverages – Applicant will submit a non-refundable application fee of \$5,000; the applicant will also deposit an amount determined by the Township to cover any costs and expenses related to the required police presence and an administrative fee of 10% of the total permit fee.
- If the special event exceeds the time by more than 1/2 hour, an additional fee determined by the Township shall be made.

**FAILURE TO REMIT ANY FEES SHALL RESULT IN A DENIAL OF THE PERMIT BY THE TOWNSHIP**

### EVENT REQUIREMENTS:

**Special Event Permits are required if you meet one of the following, but not limited to:**

- If your Business or Property is hosting an event that is different than the normal Use and Occupancy.
- Block party requests, Carnival or Circus type events, Parades.

### CONTACT INFORMATION

DATE OF APPLICATION: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

PROPERTY OWNER'S HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_



## SPECIAL EVENT APPLICATION

**This form is to be filled out for any proposed events that contemplate the sale, distribution or consumption of alcoholic beverages**

EVENT INFORMATION	
EVENT NAME: _____	
ON SITE APPLICANT(S) NAME: _____	
ON SITE CELL PHONE #: _____	E-MAIL: _____
DATE(S) OF EVENT: _____	
START/END HOURS OF ALCOHOL SERVICE: _____ TO: _____	
ESTIMATED # OF ALCOHOL SALES PER UNIT: _____	
TYPE OF EVENT: _____	
LOCATION OF EVENT: _____	
NUMBER OF EVENT VOLUNTEERS: _____	
NUMBER OF ATTENDEES EXPECTED: _____	

**It is the responsibility of the applicant to provide a safe environment for those consuming alcohol and to the general public. Failure to provide detailed information noted on this application will be grounds for denial. Any violation of this permit will result in the immediate termination of the event in question.**

1. Applicants are responsible to provide compensation for police services during the event.
2. The number of officers assigned to the event will be determined by the size of the group.
3. Police officers are assigned for law enforcement purposes only and are not to be used as ushers.
4. Applicant is responsible to provide ushers/ crowd control workers to monitor the behavior of patrons and assure that patrons are prohibited from consuming/possessing alcohol outside the designated area.
5. Applicant shall provide a plan to safely provide alcohol to patrons.
6. Ushers/crowd control workers must have clothing to identify their position (T- shirts etc...).
7. Ushers/crowd control workers must have assigned posts and remain on posts during the entire event. (Positions shall be noted on plan).
8. The number of ushers/crowd control workers will be determined by the size of the group.
9. Applicant shall provide a detailed plan that explains how patrons gain entry, will be monitored, the methods to distribute alcohol, the methods to prevent underage drinking, and physical barriers to control movement of those consuming alcohol.
10. Noise shall be maintained at a reasonable level.
11. Applicant shall not serve alcohol to visibly intoxicated patrons or persons under the age of 21 years old.
12. Patrons shall not be disorderly, publicly intoxicated, or in violation of any laws or local ordinances.

**BY CHECKING THIS BOX, THE APPLICANT AGREES RESPONSIBILITY FOR CLEANING UP AFTER THE EVENT**

**PLEASE REFER TO FALLS TOWNSHIP'S CODE, CHAPTER 168, "PARKS" AND CHAPTER 96, "AMUSEMENTS AND SPECIAL EVENTS" FOR ALL PERMIT REQUIREMENTS AND PROCEDURES**

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**EVENT INFORMATION:** Please provide detailed information regarding the event such as a 5K, Walk, etc...

**DATE(S) OF EVENT:** \_\_\_\_\_ **START TIME/END TIME:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

**NUMBER OF EVENT VOLUNTEERS:** \_\_\_\_\_

**NUMBER OF ATTENDEES EXPECTED:** \_\_\_\_\_

**PLEASE REFER TO FALLS TOWNSHIP'S CODE, CHAPTER 168, "PARKS" AND CHAPTER 96, "AMUSEMENTS AND SPECIAL EVENTS" FOR ALL PERMIT REQUIREMENTS AND PROCEDURES**

### DESCRIPTION OF EVENT:

**Please provide a detailed description and site plan where everything will be setup such as tables, tents, etc... This area needs to be filled out so Township Officials can accurately approve/deny the event that is taking place.**

**ADD SITE PLAN HERE**

Please add a detailed description of what the event will entail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## SPECIAL EVENT APPLICATION

PUBLIC SAFETY INFORMATION	
Police Services Requested (Traffic, Crowd Control, Protection)	
Number of Officers	
EMS Services	<b>Applicant(s) is responsible to contact for services required.</b>
Fire Department Services	
Number of Personnel	

ADDITIONAL TOWNSHIP DEPARTMENTS/SERVICES REQUIRED	
Public Works (Ex: Road Barriers) Please specify	
Parks & Recreation (Please specify)	
Township Property Being Used	<b>Certificate of Insurance showing general liability coverage in the amount of one (1) million dollars, with Falls Township being named as an additional insured on the certificate, and an Indemnification agreement must be submitted when using Township Property.</b>

### Block Party Rules & Regulations:

<p>Prior to submitting this application, the applicant(s) must notify all persons whose sole route of ingress and egress from their residences will be affected by the proposed event.</p> <p>By checking this box, you agree you have notified the affected residents of the event <input type="checkbox"/></p>
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**Access must be provided for fire apparatus and/or other emergency vehicles in case they are needed. In no event shall picnic tables, grills, sound equipment or other large objects be placed in the street.**

**Block Party's must end by 10:00 p.m.**

**Upon conclusion of the block party, the applicant(s) must be responsible for the removal of all litter, garbage, and other items from the affected area.**

**I have read and understand the attached rules and regulations, as well as the instructions contained on this Special Event Application.**

<hr/>	
Applicant(s) Name	
<hr/>	<hr/>
Signature	Date

**Note: This permit is valid for the above stated date and times only. Valid only when approved permit is in permit holder(s) possession at time of event.**

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**Any violation of these rules will result in prosecution if local or state laws cover the violation. These and all other violations will result in no further permits being issued to the permit holder(s). The police and/or fire departments have the right to shut down all parties for reasons of public safety, disturbance of the peace or violation of laws. Under no circumstances does the Township assume any liability whatsoever for a violation of these rules and regulations or of law.**

EVENT REVIEW – OFFICE USE ONLY			
<b>Police</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<b>Signature:</b>	<b>Date:</b>
<b>Comments:</b>			
<b>Fire Marshal</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<b>Signature:</b>	<b>Date:</b>
<b>Comments:</b>			
<b>Code Enforcement</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<b>Signature:</b>	<b>Date:</b>
<b>Comments:</b>			
<b>Parks &amp; Recreation</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<b>Signature:</b>	<b>Date:</b>
<b>Comments:</b>			
<b>Public Works</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<b>Signature:</b>	<b>Date:</b>
<b>Comments:</b>			
<b>Township Manager</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected	<b>Signature:</b>	<b>Date:</b>
<b>Comments:</b>			