



Township of Falls

BUCKS COUNTY, PA

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.
- Sale of Food – 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.
- 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: \$50.00 excluding block parties.

CONTACT INFORMATION

DATE OF APPLICATION: _____

NAME OF APPLICANT(S): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S ADDRESS: _____

PROPERTY OWNER'S PHONE #: _____

EVENT INFORMATION:

DATE(S) OF EVENT: _____ START TIME/END TIME: _____

TYPE OF EVENT: _____

LOCATION OF EVENT: _____

NUMBER OF EVENT VOLUNTEERS: _____

NUMBER OF ATTENDEES EXPECTED: _____

DESCRIPTION OF EVENT:

Please add a detailed description of what the event will entail and attach a site plan: _____

PUBLIC SAFETY INFORMATION	
Police Services Requested (Traffic, Crowd Control, Protection)	
Number of Officers	
EMS Services	Applicant(s) is responsible to contact for services required.
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	Certificate of Insurance and Indemnification Agreement must be submitted when using Township Property.

Block Party Rules & Regulations:

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.

By checking this box, you agree you have notified the affected residents of the event

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.

Refer to Chapter 96 – Amusements/Special Events Ordinance

Applicant(s) Name	
_____	_____
Signature	Date

Note: This permit is valid for the above stated date and times only.