



Permit # \_\_\_\_\_ Permit Issued \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Special Events Application – REVISED 04/08/2020

# SPECIAL EVENT APPLICATION

Please submit your **\$25.00 Fee** to Kennett Township  
**10 Days prior to the Event Date**  
 Kennett Township  
 Attention: Permit Coordinator  
 801 Burrows Run Road Chadds  
 Ford, PA 19317

Email: [permits@kennett.pa.us](mailto:permits@kennett.pa.us) Phone: 610-388-1300

Application Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Application Fee Received \$ \_\_\_\_\_  
 Fee Total \$ \_\_\_\_\_  
 Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Received By \_\_\_\_\_

Your application, non-refundable twenty five (\$25) application fee and site map **must be received no less than Ten (10) days prior to your event date**. A map of the site (please use Google Mapping) and/or route **must** be submitted with application. **Please keep in mind that submitting an application, and deposit of non-refundable application fee is in no way to be construed as approval or confirmation of your event.** Your application will **not** be reviewed until your non-refundable application fee and site map are received. **Applications submitted within (10) days of the event are subject to a \$100.00 late fee.**

Event Title: \_\_\_\_\_

Event Date: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

Event Description: \_\_\_\_\_  
 \_\_\_\_\_

Event Location (Include Site Name or Address): \_\_\_\_\_

Event Category (Check all that apply)			
<input type="checkbox"/> <b>Fireworks*</b>	<input type="checkbox"/> Half/Full Marathon	<input type="checkbox"/> Celebration	<input type="checkbox"/> Parking Lot/Street Celebration (Private Event)
<input type="checkbox"/> Parade	<input type="checkbox"/> Festival	<input type="checkbox"/> Street Race/5K	<input type="checkbox"/> Walk/Run on Public Property or Sidewalks (circle one)
Other (Please Specify): _____ <input type="checkbox"/> <b>Special Effects*</b> (Fire Twirling, Pyrotechnics, Welding, <i>any type of open flame</i> )			
* Kennett Township Fire Marshal approval will be required.			
Yes <input type="checkbox"/> No <input type="checkbox"/> Is this an annual event? If so, how many years have you been holding the event? _____			
Parades, walks, runs <b>must submit a route</b> with the application even if it is the same as previous years.			
Times For Each Event Date			
Event Start : DAY 1: _____ DAY 2: _____ DAY 3: _____ Event End: DAY 1: _____ DAY 2: _____ DAY 3: _____			
Set up: DAY 1: _____ DAY 2: _____ DAY 3: _____ Clean up : DAY 1: _____ DAY 2: _____ DAY 3: _____			

Estimated Participants \_\_\_\_\_ Estimated Spectators \_\_\_\_\_

Yes  No Are admission, entry, or participation fees required? If yes, provide amounts \_\_\_\_\_

Yes  No Are vendors or other fees required? If yes, provide detailed amounts \_\_\_\_\_

Yes  No Are you selling merchandise?  
 If yes, **Kennett Township Zoning Officer approval will be required.**

Organization Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Yes  No Is this Organization a bona fide, tax-exempt, nonprofit entity? If yes, you **must** include a copy of your IRS 501(c)(3) tax exemption letter providing proof and certifying your current tax exempt and non-profit status.

### Site Map

Yes No A site plan or route map (Google Map) has been submitted with this application (Required for approval of event and permit)

Please describe your Parking Plan: \_\_\_\_\_

Yes No Are you using tents, structures or a stage? If yes, you must indicate on site map (please show size and location)

**\*Kennett Township Zoning Officer approval and or permit will be required. Permit number** \_\_\_\_\_

Size? \_\_\_\_\_ (may not be in street or staked into the ground) Please show on site map.

### Medical Plan

Include location of First Aid and Medical Services in your event site map/route plan.

Please describe your medical plan and types of resources that will be at your event and the manner in which they will be managed and deployed: \_\_\_\_\_

\*If event has 5000 or more than attendees a PA Special Event Plan is Required 60 days prior to the event. (See EMS Appendix)

**NOTE:** The Township of Kennett's EMS Provider's has the **Right of First Refusal** and final authority to determine and provide your event medical services requirements. **EMS provider fees may apply.**

### Music and Amplified Sound

Yes No Will live or amplified recorded music be played at the event?

If Yes, applicant shall independently confirm with music licensing companies and agents (typically BMI, ASCAP, SESAC) whether applicant must obtain a license to present live or recorded music at the event. Applicant shall pay all fees, costs and fines payable to music licensing companies and agents if a license is required. Should any music licensing fees, costs or fines be charged to the Township of Kennett in connection with your event, applicant agrees that it is contractually liable to pay said fees, costs or fines or indemnify the Township for same if advanced by the Township.

Yes No Will sound amplification equipment or system be used at the event?

If yes, please describe \_\_\_\_\_

Amplified Sound will be used: **Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**NOTE:** Indicate on the Site Map the location of any stages, sound systems, and direction of the speakers. **See attached Noise Ordinance.**

**\*Kennett Township Zoning Officer approval will be required.**

### Security

The Kennett Police Department will have final approval on the security companies used for events, and the final decision in all matters involving safety and security at events.

**Please describe (or attach) your security plan including crowd control, internal security or venue safety:**

\_\_\_\_\_  
\_\_\_\_\_

### Street Closures

Any requested street closings must be reviewed on a case by case basis. Approval must be reviewed by the **Township of Kennett Public Works Department and the Police Department.** Please note that state roads that require closure also need a permit from the **Pennsylvania Department of Transportation.** Along with your map, please describe your **Closure Plan and/or Route and times for the road closures.**

\_\_\_\_\_  
\_\_\_\_\_

### Vendors

The Township of Kennett requires that all food vendors must contact and comply with all Chester County Health Department regulations. 610-344-6225.

Yes  No  Does your event include food and/or beverages?

If yes, please describe the type of food you will have available: \_\_\_\_\_

\*A Health Department fee may be required

Yes  No  Do you intend to cook and/or keep warm food at the event? \_\_\_\_\_

Yes  No  Will the vendor set up in the Right of Way? (Street, Sidewalk or Public Right of Way) **Circle if applicable.**

**\*Kennett Township Zoning Officer approval will be required.**

### Portable Restrooms

It is recommended two (2) chemical or portable toilets for every 500 people attending the event. Federal guidelines require five (5%) percent of these facilities must be ADA accessible. If the event is especially large or lasts more than one day, the restroom will need to be serviced and additional toilet paper/consumables re-stocked, or additional units must be provided.

Portable Restroom Company: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Equipment Set-Up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ **Equipment Pick-Up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

### Recycling and Clean-up Plan

The event organizer **must** recycle and properly dispose of waste & garbage so the area is returned to a clean condition. Failure to properly cleanup will result in additional fees and may result in a denial of future event permits. Event organizers, attendees and vendors must recycle and the event organizer is responsible to provide recycling and trash containers.

**Recycling and Sanitation Plan:** How many of each containers are needed for your event: Recycling: \_\_\_\_\_

Organizer will provide own containers  Contract with hauler. *Please include copy of contract*

What will be collected from the **public**:  Cans and Bottles  Paper/Cardboard Products  Other \_\_\_\_\_

What will be collected from the **vendors**:  Cans and Bottles  Paper/Cardboard Products  Other \_\_\_\_\_

**Clean-up Plan:** please describe your clean-up plan below, include number of volunteers, and plan for discarding the trash/recycling etc

### Water

Yes  No  Are you intending to use hydrants. If yes, please provide specific locations. **Requires approval from Chester Water Authority. 610-876-8181/Or, Kennett Square Borough Water Authority. 610-444-6020.**

### -Alcohol

**Authorization and Insurance:**  Yes  No Do you plan to offer alcoholic beverages **for sale** at your event? **\*Kennett Township Zoning Officer approval will be required.**

If yes, the following apply: (1) You must receive authorization from the State of Pennsylvania Liquor Control Board (PLCB); (2) See the notice of insurance requirements for liquor liability insurance.

Yes  No  Do you plan to serve/furnish alcoholic beverages **free of charge** at your event **\*Kennett Township Zoning Officer approval will be required.**

If yes, the following apply: (1) You must receive authorization from Township Manager if your event is to be conducted in a "Public Place" as defined in Township of Kennett Code. (2) See the notice of insurance requirements for liquor liability insurance; (3) If you intend to serve alcohol free of charge at your event, the provision of alcohol shall not be conditioned upon (i) the purchase of a ticket for admission to the event; (ii) in exchange for a donation or other fee; (iii) a required purchase or payment that would constitute a sale of alcohol under Pennsylvania Liquor Code.

Please describe your security and carding planning to ensure the safe sale of serving/furnishing of alcohol at your event: \_\_\_\_\_

**NOTE: The Kennett Police Department reserves the right to have the final decision regarding the security presence needed at any event where alcohol is sold or served.**

### Insurance Requirements

Before a permit will be issued, you will need to provide proof of the following insurance coverage:

- General Liability Insurance in the minimum amount of \$1,000,000 that names the "Township of Kennett, its officers and employees" as additional insured. You must provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to Diane Hicks.
- If you intend to serve alcohol free of charge or to sell alcohol as authorized by Township Manager under a Special Event Permit, you shall (1) obtain either a liquor liability insurance policy, or a special event liability insurance policy including host liquor liability insurance coverage, or a general liability policy including host liquor liability insurance coverage, that satisfies coverage limits specified by the Township, names the "Township of Kennett", its officers and employees" as additional insured's, and is scheduled in force for the duration of the event; (2) provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to the Township of Kennett.

Permits will not be issued until all insurance requirements have been received, verified and approved by the Township of Kennett. If insurance is at any time determined non-compliant in the judgment of the Township Manager, a Permit can be rejected or revoked without advance notice. **Please contact our Township with any questions pertaining to insurance.**

#### Please Note the following additional instructions:

- Insurance coverage **must** be maintained for the duration of the event including setup and cleanup dates. The date(s) of your event **must** be stated on your insurance coverage.
- **The Certificate Holder is: Township of Kennett, 801 Burrows Run Road Chadds Ford, PA 19317**
- All required Insurance Certificates must be accompanied by the additional insured endorsement form with the required language or they will be rejected as non-compliant.
- All required Insurance Certificates must be submitted no later than thirty (10) days prior to the commencement of the event.

### Property Damage

The Permittee and any person responsible for causing equipment or property damage to the licensed premises or Township property or equipment are jointly liable to the Township for its costs to repair, replace, restore or clean the property damage. The Permittee's liability hereunder arises contractually and regardless of fault.

### Affidavit of Application

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit application fee to: **Township of Kennett, 801 Burrows Run Road Chadds Ford, PA 19317.**

Applications may be **faxed to 610-388-0461** or emailed [permits@kennett.pa.us](mailto:permits@kennett.pa.us) ; however until non-refundable application fee is received, the application will not be reviewed.

I warrant the following with full authority to bind the applicant, also the "organization," I hereby certify the foregoing statements to be true and correct. Applicant agrees to indemnify and hold harmless the Township of Kennett, its, Township Supervisors, Officers, Agents, Employees from and against any and all losses, damages, liability, claims, suits, costs, taxes, fees, fines and expenses whatsoever, and music licensing fees, costs and fines charged to the Township, also including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the permitted event. In the event that a possessory interest subject to property taxation is created by this use permit, I agree to pay all possessory interest taxes and the township shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid the township pursuant to this use permit. I certify that I, on behalf of the applicant, am also authorized to bind the organization to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the Township of Kennett. Applicant agrees to comply with all permit conditions and rules, including those listed in the special event planning guide and other documents provided by city representatives and understands that failure to comply with any conditions or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.

#### Additional Items to be considered by Applicant

If any of the below items pertain to your event, please contact the appropriate Township Department for further information and List of Fees.

Item	Bureau/Phone Number	Item	Bureau/Phone Number	Item	Bureau/Phone Number
Kennett Township Municipal Office	Municipal Office 610-388-1300	Sidewalk/Street Usage	<b>Public Works</b> 610-444-5130	Water/Hydrant	<b>Chester Water Authority 610-876-8181</b>
Police/Security	<b>Police Department</b> 610-388-2874	Food Service	<b>Chester County Health Department</b> 610-344-6225	Barricades/Road Closures	<b>Public Works</b> 610-444-5130
Recycling Street Cleaning	<b>Public Works</b> 610-444-5130	Township Code/Zoning	<b>Zoning/Codes Enforcement Officer's</b> 610-388-1300	Fire/ EMS Longwood FD Kennett FD	<b>Longwood Fire</b> 610-388-6880 <b>Kennett Fire</b> 610-444-4810

Application Name (Print) \_\_\_\_\_  
 Organization \_\_\_\_\_

Signature \_\_\_\_\_