

Township of Upper Providence

Office of the Fire Marshal



THIS APPLICATION SHALL BE USED FOR EVENTS NOT OCCURRING

AT THE GREATER PHILADELPHIA EXPO CENTER

Special Events Permit Application



1286 Black Rock Road
Phoenixville, Pa 19460
610-933-9179
www.uprov-montco.org



**TOWNSHIP OF UPPER PROVIDENCE
DEPARTMENT OF FIRE AND EMERGENCY SERVICES**
1286 BLACK ROCK ROAD
PHOENIXVILLE, PA 19460
www.uprov-montco.org

PHONE: 610-933-9179

FAX: 484-391-2380

SPECIAL EVENTS PERMIT APPLICATION

I. Permit Type

TEMPORARY/SINGLE EVENT PERMIT

\$75.00 + \$200.00 Cleanup Deposit (Outdoor Events) \$200.00 (Indoor Events)

ANNUAL EVENT PERMIT

\$500.00 Indoor Events Exceeding Four

II. General Information

Property Owner:

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

Applicant:

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

On-site Person in Charge of Event:

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

Alternate On-Site Contact:

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

III. Event Information

Event Title: _____

Description: _____

Event Description: Non-Public Public

Event Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Circus |
| <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Carnival |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Museum Special Attraction | <input type="checkbox"/> Parade/Procession/March |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Other (Describe): _____ | |

Anticipated Attendance (Guests): Total _____ Per Day _____

Anticipated Participants (Exhibitors): Total _____ Per Day _____

IV. Provisions

Yes No
 Do you plan to provide portable rest room facilities at your event?
If yes: Total number of portable toilets _____
Number of ADA accessible portable toilets _____

If no please explain _____

Yes No
 Does your event include food concession and/or preparation areas?
If yes, please describe how food will be served and/or prepared _____

Yes No
 Do you intend to cook food in the event area?

If yes, please specify method:

- Gas
- Electric
- Charcoal
- Other (specify) _____

Yes No
 Are there any musical entertainment features related to your event?
 If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.
 Number of Stages _____
 Number of Performers/Bands _____

V. Time/Date

Setup Date _____ Time _____ Day of Week _____
 Dismantle Date _____ Time _____ Day of Week _____

Event Operation Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

VI. Signage

Any signs utilized in conjunction with the event, including directional signs that will be placed within the township limits requires additional fees.

I do intend to place signage offsite which requires an additional fee of \$45 and a returnable deposit of \$75 after signs are removed. Signage is limited to four offsite signs and they shall be removed immediately after the show for the refund of the \$75 Deposit. **-THIS DEPOSIT SHALL BE PAID SEPERATLY AS IT WILL SIMPLY BE HELD UNTIL RETURNED**

I do NOT intend to place signage offsite, Any signs found offsite in conjunction with the event will be removed.

To ensure appropriate review of your event, a site plan/floor plan shall be submitted. This is applicable for moving routes and fixed venues. This map/drawing should be produced in a clear and legible manner. Maps/drawings should be submitted in a 8 1/2" x 11" or 8 1/2" x 14" standard format.

Should the scope of work proposed for the event include portable structures, prefabricated structures or site built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, the township Code Officials may require the issuance of Building Permits.

***All checks shall be made payable to the order of Township of Upper Providence and must be submitted with the application. The permit application fee is non-refundable.**

Structures/tents shall be brought to the attention of the Fire Marshals Office **PRIOR** to set-up as additional information maybe required.

LPG CYLINDERS (FULL OR EMPTY) and PYROTECHNICS ARE PROHIBITED INDOORS

NO EXCEPTIONS

AFFIDAVIT

We, the undersigned owner/promoter of this event hereby agree to comply with all Upper Providence Township ordinances, resolutions, rules and regulations including those pertaining to, without limitation, special events permitting, fire safety and any Township amusement tax. We hereby acknowledge that there is a Fire Safety and Evacuation Plan (indoor events only) for this event, and have read the same and agree to be fully responsible for their implementation and execution in the event of emergency.

We hereby agree to release, indemnify, protect and save harmless Upper Providence Township and its officers, agents, employees, engineers and solicitors from all costs, expenses (including attorney’s fees), losses and damages resulting from any and all loss of life, property or injury or damage to any person or the property of any person or entity from and against any and all claims, demands or actions for such loss, injury or damage, in any manner arising out of the application for, approval of and/or conduct of the event and/or the actions of the permittee, its officers, employees, agents or any person under the permittee’s control.

WITNESS:

OWNER/PROMOTER:

By: _____

Print: _____

Sign: _____

Title: _____

COMMONWEALTH/STATE OF _____ :

: SS

COUNTY OF _____ :

On this _____ day of _____, A.D., 20____, before me, the subscriber, a Notary Public, in and for the Commonwealth/state of _____, appeared _____, who acknowledges himself/herself/themselves to be the owner/promoter of the event herein described, and that he/she/they executed the foregoing document for the uses and purposes therein contained.

WITNESS, my hand and notarial seal the day and year first above written.

NotaryPublic

Township of Upper Providence

Office of the Fire Marshal



General Special Events

Fire Safety Regulations



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2010 REVISION

Plans must be approved by the Fire Marshals' Office prior to any event set-up. Approvals are subject to final inspection by a representative of the FMO. A copy of approved plans will be kept on file with FMO and with the event manager. No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from FMO. Inspections will be conducted according to the approved plans.

Inspection of the Event

In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by a representative of the FMO. These inspections may include:

1. A walk-through inspection with the property manager, authorized representative or the Events Coordinator of the Convention Center may be required during the move-in/set-up period.
2. Any violations noted shall be corrected immediately or within the time frame agreed upon.
3. Daily visits by the FMO (once The Event has opened), as well as the township Building Inspector(s), as necessary. Cooking and motor vehicle display and use will be spot checked by a representative of the FMO, requirements will be strictly enforced.
4. During the closing (move-out) and removal of materials used in the Event, a representative of the FMO may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.

Standby Personnel

Whenever, in the opinion of the FMO, the safety of the public is imperiled, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more FMO approved person(s) to perform the duties of Standby Personnel. If FMO personnel are used, the event will be billed at the current township approved rates.

Stopping Event

Upon finding any overcrowded condition or obstruction in aisle, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, the FMO SHALL cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

Special Considerations

All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of an approved flame retardant solution. Single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tar-paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.

All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations that will be rigidly enforced include:

- a) three wire (ground) cords shall not be plugged into two (2) wire extension cords
- b) extension cords (zip cords) shall not run under carpets/ rugs unless designed to
- c) there shall be a three (3) foot clearance from lights to any combustible materials
- d) all electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated.

All required "EXIT" signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs.

Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 8' wide with 10' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.

Fire extinguishers and fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.

Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A:10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use.

The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e., occupants standing to view or participate, and fixed seating capacity.

Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.

Additional requirements may be determined by the FMO for each event