

## Special Event Application

Notice: This application shall be completed and submitted to the Township no later than 120 days prior to the event for events having *more* than 5,000 people attending and no later than 60 days prior to the event for events having *less* than 5,000 in attendance.

Applicant: \_\_\_\_\_

Please print

Name of Event: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Purpose: (Circle all that apply.)

Fund Raising – Community Gathering – Sports – Camping –  
Entertainment – Agricultural – Educational – Other (specify)

\_\_\_\_\_

Location of event (list nearest streets): \_\_\_\_\_

Date and time event starts: \_\_\_\_\_ 20\_\_ \_\_\_\_\_ am/pm

Date and time event ends: \_\_\_\_\_ 20\_\_ \_\_\_\_\_ am/pm

All events with greater than 5,000 attendees must complete the following:

1. Submittal of an area map depicting all components of the event and this application to the Bucks County Emergency Management office and to Upper Makefield Township.
2. Submittal of a copy of written notice to the Bucks County Department of Health of the event.

## Special Event Application, con't.

1. Will any road closures be required? Yes - No  
If yes, an area map is required including roads involved on the map.
2. Will the event require Emergency Medical and/or Township Police staffing?  
If yes to (1) and/or (2) above, Upper Makefield Township Board of Supervisors review is required.
3. Will there be any portable toilet facilities? Yes - No
4. Will there be any vendors for retail sales of food or material goods?  
Yes - No
5. Will there be any amplified music or sound system used? Yes - No
6. Will there be any entertainment/performances? Yes - No

*Application fee: \$10*

*Applicant:* \_\_\_\_\_

*Please sign*

### Township Response/Comments:

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**Township Representative Signature:**

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