North Whitehall Township

SPECIAL EVENT APPLICATION

Special Event Description:

Event Title: _____

Event Date(s): _____ **Rain Date(s):** _____

Event Location: _____

Event Description: ***MUST ATTACH MAP WITH APPLICATION*** _____

_____

Event Start Time: _____ **Event End Time:** _____

Estimated # of Attendees/Spectators (Public or Private): _____

Event Description: _____

List any items to be set up in advance (include dates):

_____

Describe Parking Plan: _____

List any and all road closures: _____

Organization/Applicant Information:

Organization Name (If Applicable): _____

Point of Contact (ON-SITE DURING EVENT): _____

Cell Number: _____ **Email:** _____

COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.

3256 Levans Road Coplay, PA 18037

Phone: 610-799-3411 | www.NorthWhitehall.org

NORTH WHITEHALL TOWNSHIP
FOUNDED 1810

TENTS:

Using Tents? Yes ☐ **No** ☐ **What Size Tents?** _____

Include tents on event map

Tents exceeding 400sq ft may require a zoning permit

Food, Drink & Entertainment Vendors:

If there will be food, drink or entertainment vendors please describe in detail:

_____

_____

***Applications should include General Liability Insurance with coverage for $1,000,000 with North Whitehall Township listed as additionally insured.**

Applicant Name (Printed): _____

Applicant Signature: _____ **Date:** _____

North Whitehall Township Contact Information:

If you have questions, please contact our office for additional information. Please keep in mind that your application should be received 90 days prior to your event for proper planning

Chloe Pauls Recreation & Communication Coordinator	*610-799-3411*	*cpauls@northwhitehall.org*

FOR OFFICE USE ONLY

Recreation Approval: _____ **Date:** _____ **Zoning Approval:** _____ **Date:** _____

Public Works Approval: _____ **Date:** _____ **EMS Approval:** _____ **Date:** _____

Admin Approval: _____ **Date:** _____

Applicant may be contacted for additional information.

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