PUBLIC GATHERING APPLICATION

This application must be submitted to the Township no less than 60 days prior to the event.

Event Name: Date of Event and Rain date:

Start Time: End Time: Number of participants:

Type of Event (check one): Walk/Run   Parade   Festival/Picnic   Other:

Applicant Information (Please attach separate sheet if necessary for any of the below answers)

Name: Email:

Organization Name:

Address:

Phone: Website:

Location or route of Event:

Please state the type, number and location of any radio device, sound amplifier, loudspeaker, sound track or other similar sound equipment:

Trash and Recycling Receptacles and Management: You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event. The area must be returned to a clean, pre-event condition. Please describe your waste management and cleanup plan:

The Township does not provide portable toilets for events. Please describe your plan for portable toilets:

Any inflatables, moon bounces, tents, canopies, temporary structures or similar devices? If **YES**, please describe:

Please state the event's parking plans to accomodate the anticipated number of participants:

Please state whether the facilities are available for emergency treatment for any person who might require immediate medical or nursing attention.

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION AND NEXT STEPS

1. Application fee: (check one)

    $50: At least 150 or less than 250 participants

    $75: At least 250 or less than 500 participants

    $125: 500 participants and over

2. Proof of liability insurance, naming the Caln Township, its officers and employees as additional insured parties, is necessary with limits of not less than $1,000,000.

3. Once application is submitted, applicant is required to schedule an event coordination meeting.

CANCELLATION

The Township reserves the right to cancel or interrupt the event if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

If you decide to cancel your event, please notify the Township at least five (5) working days prior to the scheduled event. Otherwise, personnel and equipment may be needlessly dispatched, and fees will be assessed. In addition, approvals of future applications can be jeopardized.

ACKNOWLEGEMENT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and I understand that this application is made subject to the rules and regulations established by Caln Township. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event.

I, through the signing of this application, agree to indemnify, hold harmless, and defend Caln Township and its agents, officials and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Township as a result of loss, damage, or injury to any person or property by reason of any action or omission by the event organizer.

Name of Applicant (print):

Signature of Applicant: **Date:**

Official Use Only

Payment: Cash Check Credit Card	COI Rec'd: Date:

Township Approvals	Status	Date
Police Department:		
Director of Life Safety:		
Public Works:		
Events Coordinator:		