



WEST WHITELAND TOWNSHIP SPECIAL EVENTS GUIDE

GENERAL STATEMENT

West Whiteland Township has established guidelines for special events that engage the broad community and make use of Township-owned grounds and park facilities. This guide is intended to ensure the success and safety of such events by providing a system for advance planning, standard information and basic ground rules that allow Township special events sponsors and facility users to achieve their mutual goals. Event organizers may proceed as follows:

1. Complete the **Worksheet** section of this document to provide the Township with details about your event and highlight any special circumstances that should be considered.
2. Submit completed form to Ed Culp (parks@westwhiteland.org) with **the \$90 special event permit application fee at least 60 days prior to your event date.**

SPECIAL EVENTS WORKSHEET

SPONSORING ORGANIZATION: _____

CONTACT PERSON: _____

Please identify **contact person "on site" day of event** (Note: This person must be in attendance for the duration of the event and immediately available to Township officials via cell phone).

CELL PHONE: _____ ALTERNATE NUMBER: _____

E-MAIL: _____

ADDRESS: _____

EVENT INFORMATION

EVENT TITLE: _____

TYPE OF EVENT: Festival Street parade Moving Athletic: Run/walk
 Moving Athletic: Bike race Other _____

EVENT DATE(S): _____ ALTERNATE DATE(S): _____

LOCATION/STAGING AREA: _____

ACTUAL EVENT HOURS: _____ SETUP DATE & TIME _____

ESTIMATED # OF PARTICIPANTS (INCLUDES VOLUNTEERS & STAFF): _____

Please provide a **DETAILED DESCRIPTION** of your event (attach additional sheet if necessary).

POLICE

Please describe your procedure for **CROWD CONTROL, INTERNAL SECURITY** and compliance with **FEDERAL DISABILITY ACCESS** requirements.

Please provide a description of your **PARKING** and/or **TRANSPORTATION/SHUTTLE** plans, including **HANDICAP ACCESSIBLE PARKING**.

Will there be any requests for **ROAD CLOSURES**? Yes No

Will there be any requests for **ROAD CROSSINGS**? Yes No

Will there be any requests to conduct all or part of the event on the roads? Yes No

If yes to any of the above three road questions, then please list the roads below. (If a state road, then permission must be received from PennDOT. The following roads are PennDOT or State Roads: Routes 100, 30 and 202, Phoenixville Pk., Boot Rd., Copeland Rd., King Rd, Ship Rd, Grove Rd., Whitford Rd.)

of Police requested: _____ # of Fire Police requested: _____

ADMINISTRATIVE

Yes No Is this a night event? If YES, please describe how the event and the surrounding area will be illuminated to ensure safety of the participants and the spectators: _____

Yes No Will this event be promoted, advertised or marketed in any manner? If YES, please describe: _____

Yes No Will there be any live media coverage during the event? If YES, please explain: _____

CODES

of restroom facilities provided: _____

- Yes No Will **FOOD** be cooked or served at the event?
- Yes No Will an outside vendor (i.e., food truck, caterer) be providing food
- Yes No Will you be setting up any of the following: booths, enclosures, fencing, barriers, scaffolding, bleachers, platforms or stages? If YES, please describe placement and use here and include on the map. _____

- Yes No Are you providing a generator for electrical need above and beyond what is already available? If YES, please describe. _____

- Yes No Will items or services be sold at the event? If yes, please describe. _____

FACILITIES/PARKS AND RECREATION

- Yes No Are you requesting use of any Township-owned facilities?
- Yes No Does this event involve the **closure of any park facilities/areas**? If YES, list required closures as a result of the event. Include areas, date, and time of closing and reopening: _____

- Yes No Are you requesting use of **electricity** that is already at the facility? If YES, please list operational needs: _____

- Yes No Is park **staff support** requested? If YES, please describe needs: _____

- Yes No Is use of **park equipment** requested? If YES, please describe needs: _____

- Yes No Will you be requesting the use of **barricades**?

CHECKLIST

- Completed Worksheet (including \$90 special event permit fee)
- Proof of Insurance with “West Whiteland Township, the staff, volunteers and elected officials” listed under Additional Insured.
- Site Layout Sketch and/or “Moving Route” / Closures Plan
 - Site layout sketch should include areas marked for any of the following that apply: parking, vending, restroom facilities, trash/recycling containers, security, signs or banners, accessory structures (e.g. tents, stage)
 - Moving Route plan pertains to events which involve pedestrian/vehicular circulation of any kind along walkways, trails, etc. Please attach a **detailed map** of the proposed circulation (pedestrian, shuttle, bicycle, vehicles, etc.) route, indicating direction of travel. Provide a written narrative to accompany map.
- Township Facility Reservation Application, if applicable
- State Road Closure approval from PennDOT, upon receipt
- Road Closure Notification letter, if applicable
- Chester County Health Department Certificate, if applicable
- Notified Township Fire Marshal Office of food prepared onsite
- Signage plan
- Other permits (as listed): _____

FEE SCHEDULE FOR TOWNSHIP SERVICES AND EQUIPMENT

All Township support services will be provided during the normal work hours whenever possible. The Township can provide the following services and equipment if available. (The Event Organizer is responsible for payment for any damages to area and equipment.)

Fire police	\$100/hr (suggested donation)
Township police (with or without vehicle)	\$130/hr
Public Works staff	\$90/hr
Special Event Permit	\$90

SUBMIT FORM AND PERMIT APPLICATION FEE

Please contact Ed Culp at parks@westwhiteland.org or 610-363-9525, x2152 to submit completed application and \$90 permit fee. Form must be submitted AT LEAST 60 days prior to event, and before event has been publicized.