

HATFIELD TOWNSHIP

INDOOR EXHIBIT, TRADE SHOW AND PUBLIC EVENT APPLICATION PROCEDURES

An Indoor Public Event Operational Permit is required for any exhibit, trade show or an indoor public assembly special event.

PART I – Location of Property – Complete address including city, state and zip code must be provided on all applications.

PARTS II thru IX – Complete every section.

PART X - Fee

PART XI – Sign and date application. If property resident is not the owner of the property, a notarized statement indicating the owner's approval of the proposed display must be submitted with the application.

ADDITIONAL INFORMATION

FEES – Permit fees must be submitted with the permit application.

REVIEW – The application plans will be reviewed by the Fire Marshal's Office for compliance with the codes of Hatfield Township and the Pennsylvania Uniform Construction Code.

PERMIT GRANTED – **If approved, the permit will be processed and issued within thirty (30) business days. The event may not start until a permit has been approved and granted.**

Requirements for the Submission of Special Event Plans for Review

The permit application package shall be received by Hatfield Township at least 45 days prior to the event and shall include as applicable:

1. A fully completed Indoor Public Event Permit Application.
2. The following plans and documents:
 - 3 copies of site plans and building plans which detail the location of the event facilities, tents, structures, vehicles, bathrooms, routes of travel, etc. (all plans shall be 11" X 17" minimum size).
 - Proof of Workman's Compensation Insurance.
 - Certificate of Liability Insurance listing Hatfield Township as the insured in the amount of \$1,000,000.00.
 - 1 copy of the Montgomery County Health Department approval for food service.
 - 1 copy of a complete list of any on-site hazardous materials with quantities and a MSDS for each.
 - Proof of event approval from the property owner.
 - An emergency contact person and phone number that can be used during the event.
 - Provide a list and location of all firefighting and first aid equipment available at the event.
 - Details for utility services such as potable water, sanitary waste, power and lighting.
 - Details for the trash receptacles, clean-up of trash, waste materials and debris for the event.
 - Details for traffic control and parking prior, during and after the event.

Failure to provide all of the above information will result in a delay in the approval of the permit application

HATFIELD TOWNSHIP

Indoor Special Event Permit Application

I - LOCATION OF PROPERTY

Address: _____ Suite #: _____ City: _____

State: _____ ZIP: _____

II - OWNERSHIP

☐ Private ☐ Public ☐ Tenant Tenant Name: _____

III - IDENTIFICATION – To be completed by all applicants

APPLICANT Name: _____ Phone: _____

Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

PROPERTY OWNER Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EVENT SPONSOR Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

EVENT OPERATOR Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

IV - EVENT DATES AND TIMES

Date(s): _____

Time(s): _____

V - TYPE OF EVENT

☐ Exhibit ☐ Carnival ☐ Fair ☐ Meeting ☐ Competition

☐ Trade Show ☐ Concert ☐ Sporting Event ☐ Entertainment ☐ Race

☐ Other: _____

☐ Open to the Public ☐ Private, Invitation Only Event

☐ Free ☐ Donation Requested Admission Fee: _____

Anticipated Number of Spectators: _____ Participants: _____

Alcoholic Beverages will be: ☐ Present ☐ Sold ☐ N/A

Food or Beverages will be: ☐ Sold ☐ Distributed ☐ Served ☐ N/A

Number of Food/Beverage Venders: _____

Merchandise will be: ☐ Sold ☐ Distributed

Number of Merchandise Venders: _____

Amplified Sound, Such As: ☐ Voice ☐ Recorded Music ☐ Live Band ☐ DJ

Amusement Rides or Devices ☐ Carnival Rides ☐ Moonwalk or Similar

☐ Other: _____

Animals: (List and Describe)

VI - DESCRIPTION OF EVENT

VII – PURPOSE OF EVENT

VIII – DESCRIPTION OF PROPOSED EQUIPMENT, AMUSEMENT DEVICES, VEHICLES, STAGING, BLEACHERS, SHELTERS, TENTS, FOOD AND MERCANTILE STANDS, ETC.

IX - EXPERIENCE AND REFERENCES (List three (3) events of similar size and scope that the operator has actively participated in during the last three (3) years)

Name of Event/Display: _____ Date: _____

Contact Person: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Event/Display: _____ Date: _____

Contact Person: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Name of Event/Display: _____ Date: _____

Contact Person: _____ Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

X – FEE (from Resolution 14-26)

Indoor Conferences, Conventions, Exhibits and Trade Shows/Car Shows
(Events with vendor booths, tables or displays)

- | | |
|--|----------|
| • 1 – 5,000 Square Feet | \$40.00 |
| • 5,001 – 50,000 Square Feet | \$80.00 |
| • 50,001 Square Feet or Greater | \$120.00 |
| Each day or portion thereof beyond one day | \$40.00 |

XI - SIGNATURE

Deposit of check representing the fee for this application does not constitute approval of or granting of same by Hatfield Township. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Hatfield Township.

SIGNATURE OF APPLICANT

DATE