Salisbury Township

APPLICATION FEE: **$150**

SPECIAL EVENT APPLICATION

APPLICANT/EVENT INFORMATION

Organization Name: _____

Are you a 501(C)(3) Certificate Holder? _____ **If yes, attach copy of certificate.**

Point of Contact (Event Organizer): _____

Street Address: _____

City: _____ **State:** _____ **Zip Code** _____

Phone: _____ **Cell Phone:** _____

Email address: _____

EVENT INFORMATION

Event Title: _____ **Date:** _____

Park Requested (list specific areas): _____

Event Description: _____

_____

Setup Begins: _____ **Event Start:** _____ **Event End:** _____ **Cleanup Ends:** _____
NOTE: Township Park Hours are dawn to dusk, unless approved by the Parks Director. All participants must vacate the park by closing time.

Estimated Participants: _____ **Estimated Spectators:** _____

Are admission, entry, or participation fees required? If yes, provide amounts.

_____

Are vendor fees or other fees required? If yes, provide details and amounts? _____

_____

Remember that completion of this application does not approve your event

Salisbury Township

EVENT INFORMATION (continued)

Is food or merchandise being sold? Provide details and vendor list (Vendor Permits Required)

_____

Note: Please contact the Township to determine vendor requirements.

Site Plan: Please attach a detailed site plan showing the location of all tents, tables, and facilities. (Required for approval of event)

_____

Route: If this is a walk, run, cycling, or skating event, a route map is required.

_____

Note: Road closures must be approved by the Township. Closure fees may be charged.

Parking: Detail your parking plan, including parking areas, enforcement, and traffic control.

_____

Note: Parking on grass areas of parks is prohibited unless approved by the Parks Department. Fees may be charged for expanded parking areas.

Security and Medical: Describe your security and medical plans including crowd control, security, medical response and venue safety.

_____

Will sound amplification equipment be used at the event? Y / N Start time _____ End Time_____
Note: You should bring your own power source. Electrical outlets are limited and not guaranteed to be operational.

Food: Does your event include food and/or beverages? Y / N If yes, describe what will be available. *Note: Possession, sale, and consumption of alcoholic beverages is prohibited in Salisbury Township Parks.*

_____

_____

Restrooms: How many portable restrooms are you arranging for? _____

Location:_____ Setup date:_____ Removal Date: _____
Note: It is required that you get 1 portable toilet is required for every 50 to 100 people, depending on the length of the event. At least 1 toilet should be ADA accessible.

Trash and Recycling: Trash and recycling must be removed by the event organizers.

How many trash/recycling containers are you bringing to the event? Trash Containers _____
Recycling containers _____

Will you be contracting for trash and recycling dumpsters? (may be required for large events) _____

Location must be indicated on site plan_____ Name of Hauler: _____

_____ _____

AUTHORIZED SIGNATURE DATE

_____

PRINT NAME AND TITLE

Remember that completion of this application does not approve your event