

## RENTAL GROUP USE APPLICATION FOR USE - EPI-CENTER

The EPI-Center is located at 100 Wischman Ave., Oreland, PA 19075

Ordinance No. 977, passed on October 13, 1998 by the Upper Dublin Township Board of Commissioners, defines and addresses "large events" that take place within the township.

**LARGE EVENT** - Any event to which private citizens or the public are invited to attend, with or without an admission fee, which event may:

- a) require a loudspeaker system, either indoors or outdoors, with amplified sound that it is heard across a property boundary line; or,
- b) impede the normal flow of traffic in the vicinity of the event either through additional traffic volume, additional parking or pedestrian traffic; or
- c) require the provision of additional sanitary facilities; or
- d) require the presence of stand-by fire, medical or other emergency vehicles; or
- e) otherwise adversely affect the health, safety and welfare of the township residents.

Ordinance No. 977 makes it unlawful for any person or group to sponsor a large event without first gaining written permission from the Upper Dublin Police Department. "Large Event Applications" must be submitted to the Police Department on forms provided by the Township no less than twenty (20) business days prior to the proposed Large Event. Written permission from the Police Chief or his designee is required before a Large Event can be sponsored.

**In view of this township ordinance, the Department of Parks & Recreation also requires a separate "Large Group Use Application for Use of the EPI-Center" by event sponsors for groups wishing to rent or use the facilities at the East Oreland Program & Intergenerational Center (EPI-Center).**

- This site's indoor amenities are designed for use **by groups of 60 or less.**
- Use of the East Oreland Playground (playgrounds, basketball court, picnic tables) remains open to the general public during group use.

**The Department of Parks & Recreation's "Large Group Use Application for " is attached. Please complete and return this form to the address listed at the bottom of the form.**

- **Note any due dates.**

**Your date is tentatively being held for you during this two-week period, but is not guaranteed until this Application has been completed, returned, reviewed and approved. You will be notified by telephone of approval or denial of your application.**

**Your event may also require approval by the Upper Dublin Police Department. If enclosed in this envelope, please complete the form titled, "Upper Dublin Township, Large Event Application, Ordinance 997," and return it to UDP&R along with your "Application for Large Group Use - EPI-Center. " The two applications will be reviewed simultaneously.**

**BE SURE TO ALLOW ENOUGH TIME FOR APPLICATIONS TO BE PROCESSED!**

## LARGE GROUP USE APPLICATION - EPI-CENTER

*Please return completed application to: UDP&R, 801 Loch Alsh Ave., Fort Washington, PA 19034*

Group Name: \_\_\_\_\_

Purpose of Event: \_\_\_ Meeting \_\_\_ Private Party \_\_\_ Other: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: (     ) \_\_\_\_\_

Eve. Phone: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ ZIP: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ Estimated # of Guests: \_\_\_\_\_ # Cars: \_\_\_\_\_

Majority of Attendees will be: \_\_\_ Adults \_\_\_ Families \_\_\_ Children ages: \_\_\_\_\_ to \_\_\_\_\_

If a child's party, how many Adult Group Leaders will be in attendance? \_\_\_\_\_

Will arrive at (for set-up): \_\_\_\_\_ Will depart at (following clean-up): \_\_\_\_\_

**GENERAL NOTE:** Use of any facilities or site amenities at the EPI-Center is limited to its intended purpose.

### EVENT AGENDA:

	TIME	ACTIVITY
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

### CONTRACTED SERVICES REQUESTED

*(check a// that are requested/planned)*

\_\_\_\_\_ 1. Caterer -or- Food Vendor(s)  
*identify all vendors & time(s) at the site:*

NAME	TIME
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a. \_\_\_\_\_

b. \_\_\_\_\_

\_\_\_\_\_ 2. Caterer/Vendor equipment on-site

a. \_\_\_\_\_ c. \_\_\_\_\_

b. \_\_\_\_\_ d. \_\_\_\_\_

\_\_\_\_\_ 3. Entertainment - Live (indoor)

*- identify all paid entertainers & time(s) at the site.-*

ENTERTAINER	TIME
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a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

\_\_\_\_\_ 4. Entertainment -Activities (outdoor)

*\*NOTE: no electricity is provided for this type of activity; vendor/sponsor provides own generator or other power source (\*Moon Bounce, Climbing Wall, etc.)*

*- If approved, Certificate of Insurance required*

ACTIVITY	VENDOR
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a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

### ROOMS & AMENITIES REQUESTED

*(check a// areas/amenities requested for use during event)*

#### INDOOR FACILITIES to be USED

- \_\_\_ 1. Library (meetings only)
- \_\_\_ 2. Kitchen     \_\_\_ refrigerator  
                           \_\_\_ stovetop / oven  
                           \_\_\_ microwave  
                           \_\_\_ serving tables
- \_\_\_ 3. Dining Room (8 tables/62 seats max.)
- \_\_\_ 4. Community Room
- \_\_\_ 5. BEER and/or WINE will be served

#### OUTDOOR FACILITIES to be USED

- \_\_\_ 6. Basketball Court   \_\_\_ 7. Play field
- \_\_\_ 8. Playground