

LARGE GROUP USE APPLICATION FOR MONDAUK COMMON - INSTRUCTIONS

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 Mondauk Common” by event sponsors for groups of 100 or more wishing to rent or use the facilities at Mondauk Common.**
- ◆ **This park’s amenities are designed for use by groups of 400 or less.**
- ◆ **Use of Mondauk Common (playgrounds, walking track, rest rooms, parking lots) remains open to the general public during group use.**

The Department of Parks & Recreation’s “Large Group Use Application for Mondauk Common” 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. Please complete the application titled, “Upper Dublin Township, Large Event Application, Ordinance 997,” and return it to UDP&R along with your “Application for Large Group Use – Mondauk Common.” The two applications will be reviewed simultaneously.

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

LARGE GROUP USE APPLICATION FOR MONDAUK COMMON

Group Name: _____

Contact Person: _____ Day Phone: () _____

Eve. Phone: () _____

Address: _____

_____ TOWN: _____ ZIP: _____

Purpose of Event: _____

Date of Event: _____ Estimated # of Guests: _____

Set-Up begins: _____ Leave Park at: _____

GENERAL NOTE: Use of any facilities or site amenities at Mondauk Common is limited to its intended purpose.

On-Site Facilities & Amenities Requested:

(check all that are requested/planned)

- ___ 1. Central Pavilion
- ___ 2. Use of Charcoal Grills at C/P
- ___ 3. Electricity at C/P - for what purpose(s)?

- ___ 4. Water Access at C/P - for what purpose(s)?

- ___ 5. Pavilion in the Woods
- ___ 6. Use of Charcoal Grills at P/W
- ___ 7. Ballfield(s) How many? _____
- ___ 8. Basketball Courts
- ___ 9. Sand Volleyball Courts
- ___ 10. Open Field Area for Activities
- provide detailed list of planned activities
- identify activity location on site map (back of form)

Permission for Contracted Services:

(check all that are requested/planned)

- ___ 1. Caterer ___ 2. Food Vendor(s)
- identify all vendors & time(s) in the park:

- ___ 3. Caterer/Food Vendor equipment

- ___ 4. Entertainment – Live (no DJs)
- identify all entertainers & time(s) in the park:

- ___ 5. Entertainment – Activities
*(*Moon Bounce, Climbing Wall, etc.)*
- Certificate of Insurance required, if approved
- provide list of all activities in this category
- indicate activity location on site map (back of form)

- *NOTE: no electricity is provided for this type of activity;
vendor/sponsor provides own generator or other power source
- ___ 6. Tarps, Canopy, Banners, etc.
- fully describe any item in this category that you would like to place on site
- indicate location on site map (back of form)

Return to :
Derek Dureka, Director UDP&R
801 Loch Alsh Ave.
Fort Washington, PA 19034

UDP&R office use only:
Date of original request _____
Large Group Application sent _____
Large Group Application due date _____