



Upper Dublin Township Police Department  
801 Loch Alsh Ave.  
Ft. Washington, Pennsylvania 19034  
Phone: 215-646-2100 Fax: 215-628-8976

Terrence P. Thompson  
Chief of Police



UPPER DUBLIN TOWNSHIP  
LARGE EVENT APPLICATION  
ORDINANCE 997

PERMIT # \_\_\_\_\_

UDPD INCIDENT # \_\_\_\_\_

1.) DATE OF EVENT: \_\_\_\_\_ DAY: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TITLE: \_\_\_\_\_

2.) ALTERNATE CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

3.) SPONSOR'S NAME: (if other than applicant) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

4.) PERSON IN CHARGE AT LOCATION ON DAY OF EVENT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

5.) NATURE / PURPOSE OF EVENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.) START TIME OF EVENT: \_\_\_\_\_

END TIME OF EVENT: \_\_\_\_\_

7.) LOCATION OF EVENT: \_\_\_\_\_

PROPERTY OWNER IF OTHER THAN APPLICANT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
DATE

8.) ESTIMATED NUMBER OF PARTICIPANTS / SPECTATORS: \_\_\_\_\_

9.) ESTIMATED PARKING REQUIREMENTS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10.) WILL FOOD, BEVERAGES OR ALCOHOL BE SOLD OR DISPENSED? \_\_\_\_\_  
(COPY OF P.L.C.B. PERMIT REQUIRED IF SELLING /DISPENSING ALCOHOL)

11.) ESTIMATE OF NUMBER AND LOCATION OF MONITORS TO CONTROL THE EVENT:  
\_\_\_\_\_  
\_\_\_\_\_  
(SITE OR ROUTE PLAN INDICATING LOCATIONS OF MONITORS IF REQUIRED)

12.) DESCRIBE SOUND AMPLIFICATION EQUIPMENT THAT WILL BE USED AT THE EVENT.  
INCLUDE THE DECIBELS AND PROJECTED DIRECTION OF AMPLIFICATION:  
\_\_\_\_\_  
\_\_\_\_\_

13.) WHAT SANITARY FACILITIES ARE TO BE PROVIDED FOR THE EVENT? \_\_\_\_\_  
\_\_\_\_\_  
(INDICATE LOCATIONS ON SITE PLAN IF APPROPRIATE)

14.) NUMBER AND TYPE OF VEHICLES; ANIMALS; STRUCTURES; OR OTHER SPECIAL EQUIPMENT THAT WILL  
BE USED FOR THE EVENT:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15.) WHAT WATER AID / FIRST AID STATIONS WILL BE PROVIDED FOR THE EVENT?  
\_\_\_\_\_  
\_\_\_\_\_  
(INDICATE LOCATIONS ON SITE PLAN IF APPROPRIATE)

16.) **ADDITIONAL INFORMATION: (Refer to Local Events Ordinance)**

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

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

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

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

17.) **SUPPLEMENTAL INFORMATION: (Refer to Local Events Ordinance)**

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

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

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

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

18.) **INDEMNIFICATION AGREEMENT: (COPY MUST BE ATTACHED TO THIS APPLICATION)**

19.) **INSURANCE: An original certificate of insurance naming Upper Dublin Township as the additional insured must be attached to this application. Limits of liability to be set by the Upper Dublin Township.**

20.) **MUNICIPAL SERVICE FEES:  
TO BE DETERMINED BY THE TOWNSHIP PRIOR TO APPROVAL OF THE APPLICATION. PROPER SECURITY  
AND FEES MUST BE POSTED BEFORE APPLICATION CAN BE APPROVED.**

21.) **EVENT ROUTE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22.) **APPLICATION FEE (NONREFUNDABLE)** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

23.) **PERMIT CONDITIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24.) \_\_\_\_\_

APPLICANT (S) SIGNATURE  
(SIGNATURE INDICATES AGREEMENT WITH PERMIT CONDITIONS)

DATE



**§ 158-13. Large events. [Added 10-13-1998 by Ord. No. 977]**

- A. Purpose. It shall be unlawful for any person, as defined in this chapter, to sponsor a large event within the limits of the Township of Upper Dublin without first having made application and received permission to do so in accordance with any conditions or limitations imposed by the Police Department, Code Enforcement Department or other Township officials designated by the Board of Commissioners in accordance with the provisions of this Code and in the interest of the health, safety and welfare of the community.
- B. Other Code provisions. All Township Code provisions are applicable when sponsoring a large event.
- C. Exceptions. Any normal, ordinary and customary activities conducted under the sponsorship of an educational institution located in the Township of Upper Dublin are exempt from the provisions for large events.
- D. Application to sponsor a large event. Applications for a large event must be submitted to the Police Department on forms provided by the Township no less than 20 business days prior to the date of the proposed large event. Applications may be submitted no more than six months prior to any proposed large event, unless otherwise waived by the Chief of Police or his designee. Applications for a series of large events may all be made at one time, and one permit may be issued (with or without conditions) for the entire series.
- E. Permission to sponsor a large event.
  - (1) Written permission from the Police Chief or his designee is required before a large event can be sponsored. After review of the application and all applicable, relevant circumstances which might impact upon or be impacted by the proposed large event, the Police Chief or his designee may impose conditions on the large event based on the relevant circumstances of the specific proposed large event, which

conditions would safeguard the health, safety and welfare of the Township residents or the attendees of the large event, or would ensure compliance with other regulations of the Township Code.

- (2) An application may be denied if, in the sole opinion of the Police Chief or his designees, the event would adversely affect the health, safety and welfare of the community or would violate any provision of the Township Code.
  - (3) An application will be reviewed and returned to the applicant within five business days from the date of submission to the Police Department either approving the proposed large event (with or without conditions) or denying the proposed large event.
  - (4) The Police Chief or his designee may require that additional police or traffic protection be provided, and the cost for such additional personnel shall be charged to the sponsor of the proposed large event.
- F. Exemptions. The following events are exempt from the need to file an application for a large event but are not exempt from any other provisions of the Township Code:
- (1) Funeral processions.
  - (2) Yard sales.
  - (3) Events which are sponsored by the Township or for which a permit has been issued by the Township Parks and Recreation Department.
  - (4) Academic activities incidental to the daily, routine function of an educational institution.
  - (5) Athletic activities held on the property of an educational institution as part of the institution's annual or seasonal athletic program.
- G. Revocation of permission to sponsor a large event. The Police Department may revoke permission to sponsor a large event either prior to or during a large event if the Police Department determines that the application for the large event was fraudulent, or the large event fails to meet the conditions set by the Police Chief or his designee, or the large event adversely affects the health, safety or welfare of the community. If a revocation of permission order is issued by the Police Department, the sponsor of the large event must cease operations immediately. Failure to do so may result in the issuance of appropriate citations to the sponsor of the large event and others.
- H. Violations and penalties.
- (1) Violations and penalties of this section shall be enforced in accordance with the provisions of § 158-9 of this chapter.
  - (2) Conducting a large event without first obtaining written permission from the Police Chief or his designee shall constitute a violation of this chapter. Conducting a large event without adhering to any condition imposed by the Police Chief or his designee in granting permission for the large event shall constitute a violation of

this chapter. Failure to terminate a large event immediately after notice to do so by the Police Department shall constitute a violation of this chapter.