Lower Alsace Township

1200 Carsonia Avenue Reading PA 19606 Phone (610) 779-6400 Fax (610) 370-0797



Code Enforcement Department
Permit Number:

Rev Jan 2024

APPLICATION FOR NO FEE PUBLIC GATHERING/SPECIAL EVENT PERMIT

(WHEN APPLICABLE)		
PART A: TO BE COMPLETED BY APPLICANT / SPONSOR		
Name of Property Owner:	Address:	
Phone No.: Mobile Phone No.:	Email Address:	
Name of Applicant/Sponsor:	Address:	
Phone No.: Mobile Phone No.:	Email Address:	
Person in Charge of Event on Day of Event:	Address:	
Phone No: Mobile Phone No.:	Email Address:	
EVENT INFORMATION		
Location of Event:	Number of Attendees Expected:	
Event Date: Set Up Date: Time: (For additional dates, rain dates, etc., attach schedule/listing)	Tear Down Date: Time:	
Event Open to Public: Yes No Admission Fee Charged: Yes No If Yes, Amount: \$		
STATEMENT BY APPLICANT, SPONSOR, and/or SPONSOR'S AGENT:		
If the Sponsor(s)is (are) a partnership or joint venture, all partners and parties to the joint venture shall sign as applicant. If the Sponsor(s) is (are) a corporation, a copy of the Articles of Incorporation and a corporate resolution authorizing the application shall be made part of the application. If the Sponsor is a non-profit, present a copy of the IRS Determination Letter.		
The event sponsor at its expense, shall carry and maintain in full force at all times during the term of the sponsored event: Certificates of Insurance issued by an Insurance Company licensed to do business in Pennsylvania, evidencing, Comprehensive General Liability, or Special Event Public Liability, in an amount of at least \$1,000,000.00 (One-Million Dollars) for personal injury and property damage shall be required. In the case of events that create the possibility of special hazards, such as fireworks displays, the Township Manager, in consultation with the Township Solicitor and the Township Insurance Consultant, may require insurance with higher policy limits than set forth above. A copy of the policy or a certificate of insurance, along with all necessary endorsements, must be filed with the Township no less than 20 days before the date of the event. All such Certificates of Insurance shall list the Township as an additional insured and provide the Township with a copy of said certificate. In consideration of the issuance of this permit, the undersigned hereby agree to comply with the provisions of all Ordinances of Lower Alsace Township which in any wise appertain to, or cover the above Public		
Gathering/Special Event, and further agree to properly safeguard the public and indemnify Lower Alsace Township against injury or damages which may arise in connection with the Public Gathering/Special Event as covered by this permit.		
Signature of Applicant:	Date:	
Signature of Sponsor/Agent:	Date:	