



SPECIAL EVENT APPLICATION: Important Information & Instructions

- **Upper Macungie Township reserves the right to deny** special event applications that are incomplete, received less than 90 days prior to requested event date lacking the time for proper planning and communication, or outside of the realm of what is deemed appropriate.
- **Submitting an application, or payment along with your application prior to approval** is in no way to be construed as approval or confirmation of your event.
- **UMT Park Rules** must be read and followed by applicants. By submitting this application, you are agreeing to read and follow all rules, policies, and requirements made available
- **Alcohol-** Events with Alcohol **MUST** be approved by the Township Board of Supervisors at a regularly scheduled meeting. Events with alcohol will also require security be present.
 - Meetings are the first Thursday of each month, 7pm in the Township Building
- **Electricity-** Generators must be provided by the applicant if needed
- **Water-** UMT does not allow access to public water (hose hook-ups, fire hydrants)
- **Fees-** Rental fees are included in this application. A complete Township Fee Schedule can be seen here <http://www.uppermac.org/finance-taxes/>
- **Contact for UMT Depts.-** are within this application, and at <http://www.uppermac.org/contact-umt-offices-by-email/>
- **Additional Documents Required-** each section of the application will specify if additional documents are required, and when they are due. (COI's and insurance for food, alcohol, tents, security, etc..)
- **Trash Removal and Trash Receptacles** will be the responsibility of the applicant.
- **Street Closures:** UMT roads only. State Roads closures must be requested through PennDOT.
- **Traffic Control:** should your event increase traffic, you will be responsible for a traffic control plan



**Upper Macungie Township
Special Events Application**

** UMT STAFF ONLY**		
Recreation: _____	DATE RECEIVED: _____	Twp. Man.: _____
Public Works: _____	Finance: _____	BOS Approval: __/__/__
Police: _____	Zoning: _____	Date Paid: _____
	Fire: _____	Cash/Check #: _____

Special Event/Tournament Description:

Event Title: _____

Event Date: First Choice _____ Second Choice _____

Event Location (Site Name/Address/Fields used): _____

Event Description: _____

Setup Start: _____ Event Start: _____ Event End: _____ Cleanup End: _____

List items to be set up in advance (include dates): _____

Estimated Participants: _____ Estimated Spectators: _____

Describe your parking plan/needs: _____

Yes No Is this an annual event? If so, how many years have you been holding the event? _____

Where did you hold your event in previous years? _____

Yes No Will there be Alcohol at this event? See specific requirements below.

Yes No A site plan/route map will be submitted with this application

Yes No Are admission, entry, or participant fees required? Fee Amounts: \$ _____

Yes No Are vendors or other fees required? Fee Amounts: \$ _____

Yes No Are you selling merchandise?

Organization/Applicant Contact Information

Organization Name (if applicable): _____

Point of Contact (event organizer): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

Email Address: _____

Yes No Are you a 501(c) certificate holder?

NOTE: All fundraisers by and/or directly benefit a non-profit organization must submit proof of non-profit status with this application.



Alcohol:

Yes No Does your event involve the possession, consumption, or sale of alcoholic beverages?

If Yes, circle **ALL** that apply: Beer Wine Distilled Spirits Alcohol Sales Free Alcohol

Please describe your security and carding plan to ensure the safe sale of alcohol at your event: _____

Authorization and Insurance: If you plan to sell or furnish alcoholic beverages at your event, you must receive authorization from the State of Pennsylvania Liquor Control Board (PLCB). Liquor Liability Coverage must be included on your Certificate of Insurance.

NOTE: Any events with alcohol must be approved by the Board of Supervisors, and are required to have security present. The Upper Macungie Township Police Department must review and approve security plans for events with alcohol.

Security:

If you are having Alcohol, security is required. The UMT Board of Supervisors may require security for certain event sizes and types even if no alcohol is consumed.

Yes No Are you requesting security?

If yes, please describe your security plan including crowd control, internal security or venue safety:

NOTE: The Upper Macungie Police Department must review private security companies used for events. UMTPD Officers may be contacted for security requests sixty (60) days prior to your event for scheduling purposes. UMPTD Fees are available on the Township Fee schedule or by contacting UMTPD directly. UMT Fire Police may also be requested for security and traffic control. Contact The UMT Bureau of Fire.

Tent Usage:

Yes No Are you using tents? What size tents? _____

If yes, please indicate on map (Please contact UMT Permits Department for tents permit requirements 400 sq.ft. or larger)

NOTE: Tent permits may be required. Tents may not be staked down without completing a PA-1 Call and submitting a copy of the response to the UMT Public Works Department. Dial 8-1-1 or 1-800-242-1776.



Medical Plan:

Yes No Are you requesting EMS?

If no, please describe your medical plan: _____

NOTE: UMT Board of Supervisors may require a medical service plan/contract upon review of application. Please contact Cetronia EMS 90 days prior to your event for scheduling purposes. Events under 5,000 people typically do not require EMS on standby.

Electricity & Amplified Sound:

Yes No Will sound amplification equipment or system be used at the event?

If yes, please describe: _____

Amplified Sound will be used: **Start Time:** _____ **End Time:** _____

NOTE: You must supply your own power source, i.e. a generator. Electrical outlets are limited in number and location, and not guaranteed to be operational.

Block Party:

Yes No Is this a block party? If yes, you will need to submit a signed petition.

Please complete the Street Closure section of this application below.

NOTE: Applicants **must** reside on block being closed. Block party application **must** have a petition signed by 75% of residents on the block, and/or 75% of the residents of an apartment complex. Applications **must** be received at least **thirty (30) days** before the event. Photocopies of petition will not be accepted.

Street Closures/Traffic Control:

Yes No Are street closures required?

Reason for street closure: _____

List streets & intersections to be closed: _____

Traffic Control- Should your event increase traffic you will be responsible for a traffic control plan. UMTPD or UMT Fire Police may also be requested for traffic control. Contact The UMT Bureau of Fire and UMTPD, any cost of traffic control would be the responsibility of the event organizer. The Board of Supervisors may require traffic control for certain events.

NOTE: UMT can only grant closers to Township Roads. PennDOT Road closures must be requested through PennDOT.



Food, Drink, & Entertainment Vendors:

Yes No Does your event include food, beverage, or entertainment vendors?

If yes, please describe the type of food/beverage/entertainment you will have available: _____

Yes No Are food vendors cooking food at the event?

If yes, please describe how it will be prepared, held and served: _____

Upper Macungie Township requires that all food vendors have a valid business license and insurance, as well as a temporary concession license through the Allentown Health Bureau.

NOTE: The Event Organizer is responsible for validating vendors have the proper insurance, and licensing. The Event Organizer is solely responsible and liable for all participating vendors.

Trash and Recycling:

The Township does NOT provide trash or recycling removal from events. Applicant will be responsible for providing proper trash and recycling receptacles and for removal of all trash after the event.

Yes No Will your event be contracting for trash and recycling dumpsters, along with trash and recycling pick-up? **(May be required based on event size & content)**

Trash Items that must be recycled: Bottles, Cans, Paper and Cardboard

NOTE: Trash must be removed from the property and disposed of by the event organizer immediately after the event. Failure to properly dispose of trash and/or recycling after an event will be subject to fines.

Portable Restrooms:

Yes No Are you arranging for portalets? **(May be required based on event size and location)**

Location: _____

Equipment Set-up: Date: _____ Time: _____ **Equipment Pick-up:** Date: _____ Time: _____

NOTE: It is recommended one (1) chemical or portable toilet for every 200 people attending the event. For events with alcohol, the recommendation is one (1) for every 100 people. Federal guidelines require five (5%) percent of these facilities must be ADA accessible.



Signage:

All organizational and event signage must be reviewed and approved by Upper Macungie Township staff. The Township must also approve the location of all signage.

NOTE: Failure to get prior approval of signage, the use of signage deemed inappropriate, or signage placed in spots deemed hazardous to vehicle and pedestrian safety may result in a fine or penalty.

Fees & Escrow

The Township Fee Schedule can be seen in it's entirety here <http://www.uppermac.org/finance-taxes/>. Park rental fees vary depending on length of rental and number of amenities rented. Some rental fees can be seen below.

TOURNAMENT RENTAL FEES: (Can be used for Event fees- charge per area used)

Baseball/Softball

- Commercial Organization - \$400 per field/per day
- Non Profit (Resident) - \$200 per field/per day
- Non Profit (Non-Resident) - \$300 per field/per day
- Security Deposit- \$250/Field

Rugby/Football/Lacrosse

- Commercial Organization - \$700 per field/per day
- Non Profit (Resident) - \$400 per field/per day
- Non Profit (Non-Resident) - \$550 per field/per day
- Security Deposit- \$250/Field

Soccer (Small Field)

- Commercial Organization - \$450 per field/per day
- Non Profit (Resident) - \$300 per field/per day
- Non Profit (Non-Resident) - \$350 per field/per day
- Security Deposit- \$250/Field

Soccer (Large Field)

- Commercial Organization - \$600 per field/per day
- Non Profit (Resident) - \$400 per field/per day
- Non Profit (Non-Resident) - \$500 per field/per day
- Security Deposit- \$250/Field

Pickleball Courts

- Commercial Organization - \$500 per day
- Resident - \$300 per day
- Non-Resident - \$400 per day
- Security Deposit- \$300/Field

Sand VolleyBall

- Commercial Organization - \$400 per court/per day
- Resident - \$200 per court/per day
- Non-Resident - \$300 per court/per day
- Security Deposit- \$200 per court/per day

COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.



Disc Golf

- Commercial Organization - \$400 per day
- Resident - \$200 per day
- Non-Resident - \$300 per day
- Security Deposit- \$200 per day

- ❖ **The use of all fields, amenities, or open space shall require a refundable Security Deposit**
- ❖ **Cancellations:**
 - 30 days or more prior to event- full refund
 - 15 days prior to event- ½ Refund
 - Less than 15 days prior to event, no refund
 - Per Day refers to a rental of 5 hours
- ❖ Refunds will NOT be issued due to inclement weather.

PARK PAVILION RENTAL FEES: Pavilion Rental must vacate by 9pm.

Lone Lane Park Pavilion

\$125 resident, \$175 non-resident per day plus a \$100 security deposit

Earl Adams Memorial Park (Breinigsville Park) Pavilions (2)

\$100 resident, \$150 non-resident plus a \$100 security deposit per day per pavilion

Upper Macungie Park (Route 100 Park) Pavilions (2)

\$100 resident, \$150 non-resident plus a \$100 security deposit per day, per pavilion

Grange Park Pavilions (3)

\$100 resident, \$150 non-resident plus a \$100 security deposit per day, per pavilion

Ricky Park Pavilion

\$50 resident, \$100 non-resident plus a \$100 security deposit per day

NON-TOURNAMENT BALLFIELD & COURT RENTAL FEES: All organizations, groups, or individuals using fields for leagues, team play, practice need a reservation permit.

Upper Macungie Park (Route 100) Baseball/Softball fields (not used by Youth Associations)

\$10 resident, \$15 non-resident per field, per game or practice (per play)

* All other field rental availability is based on local youth league usage. Apple Park and Fogelsville Park fields are practice fields and are not regulation size fields.

Sand Volleyball Courts (Upper Macungie Park (Rt 100) and Earl Adams Memorial Park (Breinigsville Park)

\$10 resident, \$15 non-resident per field, per game or practice (per play)



**Upper Macungie Township
Special Events Application**

OPEN SPACE RENTAL (NOT A DESIGNATED SPORT FIELD): UMT reserves the right to charge additional fees for events with attendance over 100 people, and for set-up or tear-down time outside of the day(s) of the event.

- Commercial Organization - \$160 per acre/per day
- Resident - \$80 per acre/per hour
- Non-Resident - \$120 per acre/per hour
- Security Deposit- \$100 per acre/per hour

FEES/PENALTIES CHARGED FOR CLEAN-UP POST EVENT: Damage/destruction of grass, fields or pathways; clean-up after an event (including street sweeping), will be billed to the event organizer as the cost of equipment, material & labor for city staff to complete the work. Fees/Penalties will be deducted from applicant Escrow.

Fastening any object to a tree, shrub or natural amenity	\$25.00/occurrence
Destruction of UMT Property	Charged the cost of the item damaged



Insurance Requirements:

Before a permit will be issued, you will need to submit proof of General Liability Insurance or event insurance that names, as the additional insured, the “Upper Macungie Township, its elected officials, officers, appointees employees, agents, independent contractors, or assigns,” impacted by your event. The Certificate of General Liability insurance **must** be accompanied by the additional insured endorsement form or it will not be accepted. The necessary amount of coverage required is \$1,000,000. Insurance coverage must be maintained for the duration of the event including setup and cleanup dates. If your event will include alcohol, liquor liability coverage **must** be included on your Certificate of Insurance. **The certificate holder is: Upper Macungie Township, 8330 Schantz Road, Breinigsville, PA 18031.** This **must** be submitted no later than thirty (30) days prior to the commencement of the event. Permits will not be issued until all insurance requirements have been received, verified, and approved by Upper Macungie Township staff.

Affidavit of Application:

The applicant, and if applicable, the professional event contact, must complete, sign and date this application and submit application and fee by mail: **Upper Macungie Township Attn: Lynn Matula; 8330 Schantz Road, Breinigsville, PA 18031**, by phone: **610-395-4892**, or emailed to recreation@uppermac.org. Please make checks payable to “**Upper Macungie Township**”.

I hereby certify the foregoing statements to be true and assigns correct and agree to indemnify, defend, and hold harmless Upper Macungie Township, its elected officials, officers, appointees employees, agents, independent contractors, or assigns, as additional insured’s from and against any and all loses, damages, liability, claims, suits, costs and expenses whatsoever, including attorney’s fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity. In the event that a possessory interest subject to property taxation is create by virtue of this use permit, I agree to pay all possessory interest taxes and Upper Macungie Township shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid Upper Macungie Township pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization to, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to Upper Macungie Township. I also agree, if approved, to comply with all permit conditions, including those listed in Parks Rules and other policy/rule documents provided by the Township website and representatives and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.

Organization (if applicable) _____

Point of Contact (event organizer) _____

Signature _____ **Date** _____



UMT Contact Sheet:

If any of the below items pertain to your event, please contact the appropriate Department for further information. Please keep in mind your application should be received 90 days prior to your event for proper planning.

Item & Timeline	Department & Phone Number
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Barricades/Cones/No Parking Signs (4 weeks in advance)	Public Works (Parks Dept.): 610-395-4892 x138
Electricity Information	Public Works (Parks Dept.): 610-395-4892 x138
Insurance Certificates (30 business days in advance of event)	Finance Department 610-395-4892 x115
Medical/Paramedics (pref. 90 days in advance of event)	Cetronia EMS 610-395-8161
Park Availability (pref. 90 days in advance of event)	Recreation Department 610-395-4892 x130
Parking- street/public lots, (30 days)	Public Works (Parks Dept.): 610-395-4892 x138
Police/Security (pref. 60 business days in advance of event)	UMT Police Department 484-661-5911
Road Closures (pref. 60 business days in advance of event)	UMT Police Department 484-661-5911
Recycling & Trash Questions	Refuse/Recycling 610-395-4892 x128
Tents over 400 sq. ft. (pref. 30 business days in advance of event)	Permits Department: 610-395-4892 x113
Vendor Sales (pref. 30 business days in advance of event)	Finance Department 610-395-4892 x115