



# LOGAN TOWNSHIP

## POLICE DEPARTMENT

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### PERMIT APPLICATION FOR PUBLIC GATHERING

Logan Township Code of Ordinances, Chapter 6, Part 6, Public Gatherings

1. DATE OF APPLICATION	2. DATE OF EVENT	3. EVENT START TIME	4. EVENT END TIME
5. APPLICANT NAME			6. APPLICANT PHONE NO.
7. APPLICANT ADDRESS		8. APPLICANT E-MAIL	
9. GROUP/SPONSOR OF PUBLIC GATHERING/EVENT			
10. OFFICIAL NAME OF PUBLIC GATHERING/EVENT			
11. NON-PROFIT <input type="checkbox"/> YES <input type="checkbox"/> NO	12. IF NON-PROFIT, DOCUMENTATION PROVIDED		
13. TYPE OF PUBLIC GATHERING (e.g. political, charitable)			
14. NUMBER OF PEOPLE ATTENDING AND/OR PARTICIPATING			
15. EXTENT OF INTERFERENCE WITH PUBLIC RIGHT-OF-WAYS, IF ANY			
16. ROUTE OF RACE/RUN WITH INTERSECTIONS AND NUMBER OF CERTIFIED RACE/RUN MARSHALS TO BE UTILIZED			

<p>17. EXTENT AND NATURE OF COMMERCIAL ACTIVITY, IF ANY (e.g. sale of food or souvenirs)</p>
<p>18. SPECIAL SERVICES REQUIRED, SUCH AS ELECTRIC, SANITARY FACILITIES OR WASTE REMOVAL AND NAME OF ENTITY PROVIDING SAME</p>
<p>19. DETAILED PROVISIONS FOR SECURITY AND TRAFFIC CONTROL (include names and qualifications of individuals providing services)</p>
<p>20. ATTACH COPIES OF PERMITS FROM ANY OTHER GOVERNMENTAL AGENCY OR POLITICAL SUBDIVISION, SPECIFICALLY INCLUDING PENNSYLVANIA DEPARTMENT OF TRANSPORTATION IN THE EVENT STATE-OWNED ROADWAYS ARE TO BE UTILIZED, AND THE DEPARTMENT OF AGRICULTURE FOR THE LICENSING OF FOOD VENDORS AND TRANSIENT MERCHANT'S LICENSE.</p> <p>Copies Attached   <input type="checkbox"/> YES   <input type="checkbox"/> NO   If no, provide reason _____</p>
<p>21. NAME AND ADDRESS OF INSURANCE COMPANY/LIABILITY CARRIER FOR THE PUBLIC GATHERING</p>

<b>FOR OFFICIAL USE ONLY</b>
<p>PERMIT FEE COLLECTED</p> <p><input type="checkbox"/> YES \$ _____ Date _____      <input type="checkbox"/> NO Reason _____</p>
<p>DEPOSIT FEE COLLECTED</p> <p><input type="checkbox"/> YES \$ _____ Date _____      <input type="checkbox"/> NO Reason _____</p>
<p>DEPOSIT FEE RETURNED</p> <p><input type="checkbox"/> YES \$ _____ Date _____      <input type="checkbox"/> NO Reason _____</p>

## PERMIT APPLICATION FOR PUBLIC GATHERING

### A. PERMIT REQUIRED:

In accordance with the Logan Township Code of Ordinances, specifically Chapter 6, Part 6, Public Gatherings, any use of public property for a public gathering requires the issuance of a permit by the Township.

### B. SUBMISSION:

Applications for permits required under Section 602 hereof utilizing any public property in the Township, shall be submitted not less than sixty (60) days prior to the date of a public gathering utilizing a public street while applications for all other public gatherings shall be submitted not less than seven (7) calendar days prior to the date of the public gathering. Completed application and appropriate application fees shall be submitted to the Township Police Chief for review.

### C. BLOCK INSTRUCTIONS:

1. DATE OF APPLICATION: Date application is being submitted
2. DATE OF EVENT: Self-explanatory
3. EVENT START TIME: Self-explanatory
4. EVENT END TIME: Self-explanatory
5. APPLICANT NAME: Person applying for a Public Gathering permit either individually and/or on behalf and as a representative of a group and/or organization.
6. APPLICANT PHONE NO.: Self-explanatory
7. APPLICANT ADDRESS: Self-explanatory
8. APPLICANT E-MAIL: Self-explanatory
9. GROUP/SPONSOR OF PUBLIC GATHERING/EVENT: Self-explanatory
10. OFFICIAL NAME OF PUBLIC GATHERING/EVENT: Self-explanatory

11. NON-PROFIT: Indicate Yes or No
12. IF NON-PROFIT, DOCUMENTATION PROVIDED: Provide proof of Non-Profit Status
13. TYPE OF PUBLIC GATHERING: Political, Charitable, Etc.
14. NUMBER OF PEOPLE ATTENDING AND/OR PARTICIPATING: Self-explanatory
15. EXTENT OF INTERFERENCE WITH PUBLIC RIGHT-OF-WAYS, IF ANY: List specific intersections, streets, etc. to be utilized and the purpose for such utilization if blocking street.
16. ROUTE OF RACE/RUN WITH INTERSECTIONS AND NUMBER OF CERTIFIED RACE/RUN MARSHALS TO BE UTILIZED: Exact route or location of event along with the number of certified race/run Marshalls being used.
17. EXTENT AND NATURE OF COMMERCIAL ACTIVITY, IF ANY: Indicate type of food or souvenirs to be sold if any.
18. SPECIAL SERVICES REQUIRED, SUCH AS ELECTRIC, SANITARY FACILITIES OR WASTE REMOVAL AND NAME OF ENTITY PROVIDING SAME: Indicate what special services will be needed with evidence as to how such services will be provided.
19. DETAILED PROVISIONS FOR SECURITY AND TRAFFIC CONTROL: Provide the names and qualifications of those individuals and/or entities providing the security and/or traffic control.
20. ATTACH COPIES OF PERMITS FROM ANY OTHER GOVERNMENTAL AGENCY OR POLITICAL SUBDIVISION, SPECIFICALLY INCLUDING PENNSYLVANIA DEPARTMENT OF TRANSPORTATION IN THE EVENT STATE-OWNED ROADWAYS ARE TO BE UTILIZED, AND THE DEPARTMENT OF AGRICULTURE FOR THE LICENSING OF FOOD VENDORS AND TRANSIENT MERCHANT'S LICENSE: Indicate YES and attached copies or No and list reason.
21. NAME AND ADDRESS OF INSURANCE COMPANY/LIABILITY

CARRIER FOR PUBLIC GATHERING: List name of Insurance Company/Liability Carrier for the event. If the application is approved, prior to the issuance of the permit, the applicant may be required, depending on the type of event, to furnish to the Township an insurance certificate, together with any necessary endorsements, naming the Township as an additional insured with such insurance being on a primary and non-contributory basis. In addition, the applicant may be required to submit a deposit for damage to public property as set forth in Chapter 6 of Part 6 of the Logan Township Code of Ordinances prior to the issuance of a permit.