

# SPECIAL EVENT PERMIT APPLICATION PACKET

All Special Event permit applications require a  
\$50 non-refundable fee

Checks should be made out to "Kennett Township"

Applications should be brought to our office or mailed to:

**Kennett Township/Permit Department**

**801 Burrows Run Road**

**Chadds Ford PA 19317**

**Special event permits can take up to 30 days to approve, please get your packet in early to ensure approval.**

**Kennett Township cannot accept applications within 10 days of an event.**

**All event signage and equipment need to be removed from the event grounds by the end of the event day.**

**Site maps are required with all applications (please use Google Mapping).**

**Kennett Township charges fees for POLICE and PUBLIC WORKS**

**If requesting Police or Public Works, you will receive an invoice after the event.**

**Please see our fee schedule on the Kennett Township website for rates and more information. [www.kennett.pa.us](http://www.kennett.pa.us)**

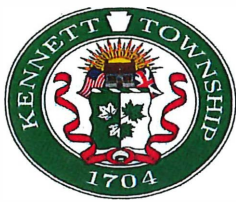
Kennett Township Police reserve the right to have the final decision regarding security presence needed at any event where alcohol is **sold**.

## KENNETT TOWNSHIP SPECIAL EVENT CHECKLIST



1. Special Event Permit Application (5 pages)
2. Google Map with site plan
3. Flyer for event if applicable
4. Narrative of event
5. Road closure information and narrative if applicable
6. Proof of Insurance Certificate (if applicable)
7. HOA approval letter, if applicable
8. Check for \$50.00 made out to "Kennett Township".  
Payment can also be made with a credit card; we will send an invoice if checked on application
9. For events with Tents (including weddings), separate permit form must be filled out- please email us for more info
10. List of food vendors with Chester County Health department licenses if applicable
11. PA Liquor Control board permit if alcohol is to be served

**Reminder:** Kennett Township charges for Police and Public Works, please see our fee schedule on our website for current fees.



# KENNETT TOWNSHIP SPECIAL EVENT APPLICATION

## **Event and Applicant Information:**

Event Title: \_\_\_\_\_

Event Date: Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

Rain Date (if applicable): \_\_\_\_\_

Description of Event: \_\_\_\_\_

Is this an ANNUAL Event: \_\_\_\_\_ If yes how many years? \_\_\_\_\_

Event Location- Site Name and Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email of Primary Contact: \_\_\_\_\_

Event Day Contact Name/Phone #: \_\_\_\_\_

Is there an entry fee? \_\_\_\_\_ If yes, cost: \$ \_\_\_\_\_

Set up time: \_\_\_\_\_ Break Down time: \_\_\_\_\_

Will alcohol be served at this event? \_\_\_\_\_

Will KENNETT TOWNSHIP Police be required? \_\_\_\_\_

Will KENNETT TOWNSHIP Road Crew be required? \_\_\_\_\_

Please check all KENNETT TOWNSHIP services requested:

\_\_\_\_\_ POLICE SECURITY      \_\_\_\_\_ POLICE TRAFFIC CONTROL

\_\_\_\_\_ NO PARKING NOTIFICATIONS

\_\_\_\_\_ PUBLIC WORKS ROAD CLOSURES

\_\_\_\_\_



## KENNETT TOWNSHIP SPECIAL EVENT APPLICATION

Please explain KENNETT TOWNSHIP services required.  
Fees are on PG 2 of application.

**Event Category- Check all that apply:**

Street Race     Fireworks     Parade     Festival  
 Walk     Block Party     Church Event     Craft Fair

Other: \_\_\_\_\_

Estimated Participants: \_\_\_\_\_ Estimated Workers/Volunteers: \_\_\_\_\_

**Recycling and Clean Up**

The Event organizer must properly dispose of waste and recycle. The area must be returned to a clean condition. Event organizers are responsible for providing trash receptacles. Failure to do so will result in denial of future permits. Initial here: \_\_\_\_\_

Please describe your CLEAN UP PLAN and how trash/recyclables will be disposed of.



## KENNETT TOWNSHIP SPECIAL EVENT APPLICATION

### **Sound and Music:**

Will LIVE or AMPLIFIED music be played at the event? \_\_\_\_\_

Will sound amplification equipment be used at the event? \_\_\_\_\_

Amplified sound will be used:

\_\_\_\_\_ Start Time \_\_\_\_\_ End Time

Please review the Kennett Township Noise Ordinance prior to your event.

### **If Alcohol is to be served:**

1. You MUST receive authorization from the State of Pennsylvania Liquor Control Board (PLCB).
2. Insurance requirements for liquor liability must be met.

### **Payment of Township Services:**

Party responsible for Payment: \_\_\_\_\_

Email address: \_\_\_\_\_

Best Contact Phone: \_\_\_\_\_

### **Payment of Special Event Permit (Application Fee):**

\_\_\_\_\_ Check

\_\_\_\_\_ Please email me an invoice with a credit card link.

Email: \_\_\_\_\_

Please sign and date Insurance form- next page



## KENNETT TOWNSHIP SPECIAL EVENT APPLICATION

**Subcontractors and 3<sup>rd</sup> Party Companies**- Please list all including fencing, inflatables, porta-potty

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Food Vendor Information:

Kennett Township requires that all food vendors must contact and comply with all Chester County Health Department regulations. They can be reached at: 610-344-6225

Will your event have FOOD VENDORS? \_\_\_\_\_

If YES, approximately how many? \_\_\_\_\_

### Medical Plan:

Please include location of FIRST AID/MEDICAL SERVICES in your event site map/route plan.

Please describe your medical plan and the types of resources that will be at your event:

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### Street Closures:

Any requested STREET CLOSURES are reviewed on a case-by-case basis. Please note that State Road closures require a permit from PENNDOT. Along with your map, please provide your closure plans with routes and times:

### Music and Amplified Sound:

Will live or recorded music be played at this event? \_\_\_Yes \_\_\_No

If yes, please describe:

Amplified Sound will be used: \_\_\_\_\_ Start Time \_\_\_\_\_ End Time

## Insurance Requirements

Before a permit will be issued, you will need to provide proof of the following insurance coverage:

- General Liability Insurance in the minimum amount of \$1,000,000 that names the "Township of Kennett, its officers and employees" as additional insured. You must provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to Diane Hicks.
- If you intend to serve alcohol free of charge or to sell alcohol as authorized by Township Manager under a Special Event Permit, you shall (1) obtain either a liquor liability insurance policy, or a special event liability insurance policy including host liquor liability insurance coverage, or a general liability policy including host liquor liability insurance coverage, that satisfies coverage limits specified by the Township, names the "Township of Kennett", its officers and employees" as additional insured's, and is scheduled in force for the duration of the event; (2) provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to the Township of Kennett.

Permits will not be issued until all insurance requirements have been received, verified and approved by the Township of Kennett. If insurance is at any time determined non-compliant in the judgment of the Township Manager, a Permit can be rejected or revoked without advance notice. **Please contact our Township with any questions pertaining to insurance.**

### Please Note the following additional instructions:

- Insurance coverage **must** be maintained for the duration of the event including setup and cleanup dates. The date(s) of your event **must** be stated on your insurance coverage.
- **The Certificate Holder is: Township of Kennett, 801 Burrows Run Road Chadds Ford, PA 19317**
- All required Insurance Certificates must be accompanied by the additional insured endorsement form with the required language or they will be rejected as non-compliant.
- All required Insurance Certificates must be submitted no later than thirty (10) days prior to the commencement of the event.

### Property Damage

The Permittee and any person responsible for causing equipment or property damage to the licensed premises or Township property or equipment are jointly liable to the Township for its costs to repair, replace, restore or clean the property damage. The Permittee's liability hereunder arises contractually and regardless of fault.

### Affidavit of Application

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit application fee to: **Township of Kennett, 801 Burrows Run Road Chadds Ford, PA 19317.**

Applications may be emailed [permits@kennett.pa.us](mailto:permits@kennett.pa.us) ; however until non-refundable application fee is received, the application will not be reviewed. Submittal of this application does not guarantee a permit.

I warrant the following with full authority to bind the applicant, also the "organization," I hereby certify the foregoing statements to be true and correct. Applicant agrees to indemnify and hold harmless the Township of Kennett, its, Township Supervisors, Officers, Agents, Employees from and against any and all losses, damages, liability, claims, suits, costs, taxes, fees, fines and expenses whatsoever, and music licensing fees, costs and fines charged to the Township, also 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 permitted event. In the event that a possessory interest subject to property taxation is created by this use permit, I agree to pay all possessory interest taxes and the 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 the township pursuant to this use permit. I certify that I, on behalf of the applicant, am also authorized to bind the organization to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the Township of Kennett. Applicant agrees to comply with all permit conditions and rules, including those listed in the special event planning guide and other documents provided by city representatives and understands that failure to comply with any conditions or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.

Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR TOWNSHIP USE ONLY:

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

■ ALCOHOL- PLEASE FILL OUT THIS FORM ONLY IF  
SERVING ALCOHOL

Do you plan to offer alcoholic beverages **for sale** at your Kennett Township event?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

If yes, the following apply for the SALE of alcohol:

- (1) You must receive authorization from the State of Pennsylvania Liquor Control Board (PLCB)
- (2) See the notice of insurance requirements for liquor liability insurance.

Do you plan to serve/furnish alcoholic beverages **free of charge** at your Kennett Township event?

\_\_\_\_\_ YES      \_\_\_\_\_ NO

(2) See the notice of insurance requirements for liquor liability insurance;

(3) If you intend to serve alcohol free of charge at your event, the provision of alcohol shall not be conditioned upon (i) the purchase of a ticket for admission to the event; (ii) in exchange for a donation or other fee; (iii) a required purchase or payment that would constitute a sale of alcohol under Pennsylvania Liquor Code.

Type of Alcohol that will be served: \_\_\_\_\_ Beer      \_\_\_\_\_ Wine      \_\_\_\_\_ Hard Alcohol

Other: \_\_\_\_\_

Alcohol containers to be used:

\_\_\_\_\_ Cans      \_\_\_\_\_ Glass Bottles      \_\_\_\_\_ Kegs      \_\_\_\_\_ Plastic Cps

Please describe below your security and carding planning to ensure the safe sale of serving/ furnishing of alcohol at your event: