



# TOWNSHIP OF SPRING

Department of Public Safety

Berks County, PA

2850 Windmill Rd.

Reading, PA 19608

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[www.springtwperks.org](http://www.springtwperks.org)

## Public Gathering Application

### Applicant

Name and Title of Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Business Phone #: (\_\_\_\_) \_\_\_\_\_

### Sponsors of Program/Event

Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

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

### Location

Gathering Location Address: \_\_\_\_\_

Name of Person in Charge of Property: \_\_\_\_\_

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

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Business Phone #: (\_\_\_\_) \_\_\_\_\_

### Timing and Duration

Date(s) of Event: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Rain Dates, if any: \_\_\_\_\_

**General**

Public Gathering Narrative Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attendance**

Total Anticipated Attendance at Program / Event: \_\_\_\_\_

Anticipated Peak Attendance at Any Time: \_\_\_\_\_

Date and Approximate Time of Peak Attendance: \_\_\_\_\_

Method of Estimating or Predicting Attendance: \_\_\_\_\_  
\_\_\_\_\_

Will an Entry Fee be Charged? Yes / No

Proposed Method(s) for Controlling Attendance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are temporary overnight accommodations required for the Public Gathering? Yes / No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Will alcoholic beverages be consumed? Yes / No

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Will alcoholic beverages be sold? Yes / No

If yes, please attach copy of Liquor Control Board license or approval.

## Sanitary Sewage Facilities

Number of Public Sewer Connected Sanitary Fixtures: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Uni-  
(show location of all restrooms on submitted site plan)

Number of Private On-lot Sewage Disposal Fixtures: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Uni-  
(show location of all restrooms on submitted site plan)

Permitted Gallons Per Day of Existing On-lot Sewage Facilities: \_\_\_\_\_ GPD  
(if unknown, on-lot system shall be rated for 400 gpd max)

Number of Temporary Toilets to be provided: \_\_\_\_\_  
(show locations of portable toilets on site plan)

Temporary Toilet Provider: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

## Garbage and Rubbish Disposal

Are any garbage and rubbish disposal facilities currently on site? Yes / No  
(show location of all waste disposal facilities on submitted site plan)

Number and Size of existing waste disposal dumpsters: \_\_\_\_\_

Will additional waste disposal facilities be necessary? Yes / No

Number and Size of additional waste disposal dumpsters: \_\_\_\_\_

Waste Disposal Provider: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

## Traffic and Parking

Number of off-street parking spaces available during the event:

Paved: \_\_\_\_\_ Stone/Similar: \_\_\_\_\_ Grass: \_\_\_\_\_

Are all parking areas illuminated? Yes / No

Describe methods of traffic and parking control to be implemented: \_\_\_\_\_

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Will Township Fire Police services be requested for traffic control? Yes / No (If Yes, please contact Director of Public Safety at least 60 days in advance of event)

## Security

Describe the event's security plans and needs: \_\_\_\_\_

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Number of privately employed personnel devoted entirely to security: \_\_\_\_\_

Will outdoor activity areas be fenced or otherwise enclosed? Yes / No

## Fire Prevention / Operational Permits

Indicate the presence of any feature requiring an operational permit defined by the adopted International Fire Code:

- Special Amusement Building: .....   
(A temporary, mobile, or permanent building that conveys passengers or provides a walkway along, around, or over a course in any direction as a form of amusement arranged so that a path of egress is not readily apparent)
- Carnival or Fair: .....
- Exhibits and Trade Show: .....
- Explosives (including fireworks): .....
- Flammable or Combustible Liquids: .....
- Hot Work Operations: .....   
(Operations including cutting, welding, soldering, grinding or similar activity)
- Fueled Vehicles Inside Buildings: .....
- Propane Tanks > 500 gallons: .....
- Open Burning: .....
- Open Flames and Torches: .....
- Candles: .....
- Place of Assembly: .....
- Pyrotechnic Special Effects: .....
- Temporary Membrane Structures and Tents (>400 sq.ft.): .....

## Noise

List all sources of noise potentially generated by the event that could be perceived at exterior property boundaries:

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## **Plot Plan**

Submit a plot plan of the property and/or structure to scale where the Public Gathering will be held. The plot plan must contain sufficient detail and clarity for the application to be considered complete. Please show the following information and any other pertinent detail or activity:

- Location and dimensions of the areas where entertainment or recreation is proposed to be conducted.
- Location and dimensions of areas for spectators.
- Location of all existing and proposed, permanent and temporary structures.
- Parking areas and parking layouts including access aisles.
- Service Roads.
- Potable water facilities.
- Sanitary and waste disposal facilities.
- Sewage disposal facilities.
- Medical service facilities.
- Security facilities and personnel
- Facilities for food and beverage.
- Preparation and service facilities.
- Camping facilities.
- Projected plans for enclosure
- Audible noise sources.
- Location of all Operational Permit required functions.

## **Attest**

I hereby certify that the proposed event is authorized by the owner of record and that I am or have been authorized by the owner to make this application as his or her agent. I also certify that all information submitted in this application is true and correct to the best of my ability, and I agree to conform to all applicable laws and regulations of jurisdiction.

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Owner/Agent

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Date