

BOROUGH OF CHESTER
APPLICATION FOR AN EVENT LICENSE

Name of applicant _____
(Organization or Group Name)

Address _____

Phone # _____ Date of Application _____

Name of Representative _____

Signature of Representative _____

Name of Event _____

Date(s):

Hours of Operation:

From To:

Location(s): Grove St. Park Borough Ball Field(s)
 Gazebo Park Other (Give Street Locations) _____

Estimated attendance per day _____

Maximum anticipated being present at any one time _____

Please provide a brief descriptive narrative to explain the nature, scope and purpose of the proposed event _____

A detailed event site plan showing the following must be attached to this application.

- The area, public and/or private to be licensed.
- Layout of concessions: fixed and movable facilities including, but not limited to the nature, size, extent, and construction thereof, signs, displays, pennants, banners, balloons, and similar advertising or attraction devices.
- Sanitary and solid waste control and removal plans
- Circulation (on and off site), loading and unloading, crowd and traffic control, fire prevention, lighting and emergency access plans.
- Proof of insurance.

1. **Will there be food handling at this event?** Yes No
(If yes, all food concessionaires will need to see the Board of Health for an event food-handling license)

2. **Will there be a promotional banner put across any street?** Yes No
(if yes a banner permit must be applied for through the Clerk's office)

3. **Is a solid waste/recycling plan attached to this application?** Yes No

4. **Is a Traffic control plan attached to this application?** Yes No

5. **Will there be any of the following activities during the event?**

Cooking with, or use of an open flame Yes No

Cooking with, or use of propane? Yes No

Use of tents with sides? Yes No

6. **Will any raffles or games of chance take place during the event?** Yes No
(If yes, an application for the appropriate license will need to be applied for)

7. **Will there be concessionaires at this event?** Yes No

If yes, how many concessionaires licenses will be needed? _____

A fee of \$15/day/concessionaire will be due to the borough and a fee of \$15/day/concessionaire for any concessionaire on borough property will be due to the recreation commission. ***A complete list of all concessionaires including name, address, telephone #, tax ID #, and type of merchandise sold, must be attached to this application.***

SOLID WASTE CONTROL PLAN

The applicant must make arrangements with a solid waste hauler to provide solid waste and recyclable material containers during the event. The applicant agrees to be responsible for litter control in and along the Borough streets affected by the event, and agrees that the condition of the public streets shall be in the same condition after the event as they were before the event.

Name of Solid Waste Hauler _____

Contact person and phone number of hauler _____

Number of containers _____ **Size of containers** _____

Name of recyclable Hauler if different _____

Contact person and phone number _____

Number of recyclable containers _____ **Size of recyclable containers** _____

The nature of this event is limited in scope, and there will be no need for any additional solid waste containers or recyclable containers.

Details of your solid waste plan must be included in your event site plan.

Party responsible for implementation of Solid Waste Plan Control _____

Signature _____ Date _____

TRAFFIC CONTROL PLAN

- The existing, available parking spaces of the Borough should be sufficient to accommodate the scope of the proposed activity.**

- Traffic congestion may be expected within the scope of this activity, and therefore the applicant has made arrangements for remote area parking with a shuttle service to and from the event.**

Location(s) of remote parking areas: _____

Routes of travel for the shuttle(s) _____

Please list any other factors regarding traffic control, which are relevant for this event

Details of the traffic control plan must be included in your event site plan.

Party responsible for implementation of traffic control plan _____

Signature _____ **Date** _____

MUNICIPAL APPROVALS - FOR MUNICIPAL USE ONLY

BOARD OF HEALTH

Special event name _____

Date of event _____

- The proposed activity meets with the requirements of the Board of Health for adequate sanitary facilities, and food handling licenses with the Borough of Chester.

- The applicant is required to meet directly with the Secretary to the Board of Health prior to the proposed activity, as a condition of this approval.

Signed _____ Dated _____
Authorized representative of the Bd. of Health

Other Comments:

POLICE DEPARTMENT

Special event name _____

Date of event _____

- The information provided in this application has been verified, and the business background of the applicant does not disqualify them from being considered for issuance of this license, in accordance with the requirements of Borough ordinances.
- The applicant has been found to be in non-compliance with the requirements of the ordinance governing the issuance of proprietor and/or concessionaire licenses.
- Police Officers will be required to control traffic during the proposed event.
- Private Security Guards will be required for crowd control during the proposed event.
- The applicant is required to meet with the Chief of Police prior to the date of the event, as condition of this approval.

Signed _____ Dated _____
Chief of Police or Authorized Designee

Other Comments:

MUNICIPAL APPROVALS - FOR MUNICIPAL USE ONLY

BOARD OF RECREATION COMMISSIONERS

Special event name _____

Date of event _____

- The proposed activity meets with the requirements of the Board of Recreation regarding the rules and regulations for the use of public parks within the Borough of Chester.

- The applicant is required to meet directly with the President of the Recreation Commission prior to the proposed activity, as a condition of this approval.

Signed _____ Dated _____
Authorized representative of the Bd. of Recreation

Other Comments:

MUNICIPAL APPROVALS - FOR MUNICIPAL USE ONLY

ZONING OFFICER

Special event name _____

Date of event _____

- The proposed activity does not violate any existing Zoning regulations of the Borough of Chester.

- The applicant is required to meet directly with the Zoning Officer prior to the proposed activity, as a condition of this approval.

Signed _____ Dated _____
Zoning Officer

Other Comments:

MUNICIPAL APPROVALS - FOR MUNICIPAL USE ONLY

FIRE PREVENTION BUREAU

Special event name _____

Date of event _____

- The proposed activity meets with the requirements of the Uniform Fire Code.

- The applicant is required to obtain permit(s) for the event, and should meet with the Fire Official prior to the date of the proposed activity as a condition of this approval, for the purpose of obtaining said permit(s).

Signed _____ Dated _____
Fire Official

Other Comments:

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DPW SUPERINTENDENT

Special event name _____

Date of event _____

- The trash removal plan of the applicant, as submitted is acceptable.

- The applicant is required to meet with the DPW Superintendent prior to the date of the proposed activity as a condition of this approval.

Signed _____ Dated _____
DPW Superintendent or Authorized Designee

Other Comments:

MUNICIPAL APPROVALS - FOR MUNICIPAL USE ONLY

ADMINISTRATOR/CLERK

Special event name _____

Date of event _____

- All appropriate fees have been submitted
- Applicant has submitted the event site plan
- Proof of insurance has been submitted

Signed _____ Dated _____
Administrator/clerk