



SPECIAL EVENT NOTIFICATION FORM

A map of the event site and/or route **must** be submitted with this notification.

If Township services are requested, event organizers must submit this notification **no later than 30 days prior to the event date.**

The event organizer is responsible for notifying all residents and businesses affected by the event.

Event Organizer Information

Applicant Name: _____

Applicant Address: _____

Cell Phone: _____

Email Address: _____

Event Details

Event Name: _____

Event Location: _____

Event Date: _____

Estimated Number of Attendees: _____

Event Start Time: _____

Event End Time: _____

Type of Event (Please check one)

- Running / Walking / Bicycle Race
- Parade
- Block Party
- Church Event
- Other (Bonfire, Fireworks, etc.)

If the event will take place on Township-owned property, a **Parks & Recreation Facility Permit** must also be completed.

A **certificate of insurance** is required, listing **Lower Gwynedd Township** as an additional insured.

Lower Gwynedd Township Services Requested (Check all that apply)

- Police Department/Traffic Control (LGPD reserves the right to determine police presence at events where alcohol is served.)
- Street Closures
- No Parking Sign Notifications
- Barricades
- Traffic Cones
- Digital Message Board
- Light Towers
- Other: _____

Ambulance

Must contact Community Ambulance Association of Ambler (CAAA) directly at 215-643-6517. CAAA will bill event organizers separately.

Street Closures

All requested street closures will be reviewed on a case-by-case basis and must be approved by the Lower Gwynedd Police Department and Public Works Department.

Closures involving state roads require a permit from the Pennsylvania Department of Transportation.

Requested Streets: _____

Fees

Public Works:

- \$40/hour per employee (regular rate)
- \$60/hour per employee (overtime rate)

Police Services:

- \$101/hour per officer (includes vehicle)

Recycling and Cleanup Plan

Event organizers are responsible for recycling and proper waste disposal. The event area must be returned to a clean condition.

Organizers must provide adequate waste and recycling receptacles.

Signature

Signature of Person Submitting this Form: _____

Printed Name: _____

Date: ____ / ____ / _____