

LOWER SAUCON TOWNSHIP SPECIAL EVENTS POLICY

GENERAL

All organized activities involving the use of or having an impact on a Lower Saucon Township property, park, facility, sidewalks, pathways, rail trail, streets, etc. shall require a permit approved by Lower Saucon Township. A Special Event Permit will be issued only when all permit requirements have been met and approved and all fees/costs have been paid.

WAIVERS

Lower Saucon Township reserves the right to waive policies in whole or in part; to waive restriction or conditions; to impose restrictions and conditions; to require additional security; to waive fees in whole or in part; to impose additional insurance requirements; to require township inspections and approvals; and to take such steps as may be necessary to ensure the health, safety and welfare of the residents of the Township and the users of the Park.

APPLICATION PROCEDURE

- All applications for Special Events permits must be submitted to Lower Saucon Township, 3700 Old Philadelphia Pike, Bethlehem, PA 18015
- Applications must be received no later than sixty (60) days prior to the actual event date
- Acceptance of the application does not imply final approval or confirmation of the request. The application must be forwarded through the Township departments and to the Township Council for approval
- During the review process the applicant will be notified if the event requires any additional information or permits. During the initial application screening process the applicant will be allowed time to provide the Township with all pending documents. These items must be received no later than ten (10) days prior to the issuance of the permit. Delays in providing these items may delay the Township's ability to complete the review of the application and may jeopardize final approval of the permit
- All request for fee/cost waivers, special exemptions must be submitted in a detailed written request
- All required attachments must be included with the application

RULES & REGULATIONS

- All Lower Saucon Township Park Use Rules (see Township Code, Chapter 118, Parks and Recreation) shall remain in effect at all times during the duration of the Special Event

- Unless a Special Event permit is granted for the exclusive use of an entire Township park, other park facilities will remain open to the public during the event
- Special Event requests on holidays or on summer week-ends may be rejected due to the heavy public use of these facilities during these times
- Organizers of any Special Event must comply with all Lower Saucon Township ordinances, regulations and policies, as well as all applicable Commonwealth of Pennsylvania statutes and laws (for example, the Local Option Small Games of Chance Act).
- The Township, as deemed necessary, may impose special rules, regulations and restrictions on a Special Event

SET-UP/ASSEMBLY/CONSTRUCTION

- Special events that require more than one day to set-up or assemble must provide a detailed set-up/assembly and dismantling plan indicating the time(s) and locations where impacts to Township & public property may occur
- Request for Township support for the Special Event (equipment, labor, etc.) must be submitted in a detailed written plan

ON-SITE CONTACT PERSON

- A person representing the sponsoring organization must be immediately available on-site the day of the event, with authority over all elements of the event. The contact person shall provide the Township with a cell phone number to contact them during the event

FEES/COSTS

- A non-refundable application fee of \$25.00 must be included with the application at the time of submission
- All costs incurred by the Lower Saucon Township for the event (equipment, labor, supplies, garbage disposal, etc.) shall be reimbursed in full by the sponsoring organization upon receipt of an itemized invoice from the Township
- All other facility use fees in accordance with the Fee Schedule shall be payable to Lower Saucon Township within 30 days of receipt of the final invoice

SECURITY BOND/DAMAGE DEPOSIT

- A refundable security/damage deposit/bond is required for all Special Events held on Lower Saucon Township property. Based on the size and nature of the event, the Township will determine the amount of security deposit required. At no time will a security deposit be less than \$250.00.
- Prior to the Special Event, Township staff will inspect the event site/facility. Following a post-event inspection, if it is determined that the site/facility has been left in acceptable

condition and no damage from the event is evident, the Township will release the security deposit to the sponsoring organization

REQUEST FOR FEE WAIVER/SPECIAL EXEMPTIONS

- Organizations requesting a waiver of fees/costs payable to Lower Saucon Township for the Special Event must submit a written request to the Lower Saucon Township Council for special consideration. The Lower Saucon Township Council will make the final determination as to the waiving, in part or in full, of any fees/costs payable to the Township in conjunction with the Special Event

TAX-EXEMPT, NON-PROFIT

- Only events sponsored by non-profit and not-for-profit organizations will be considered for issuance of a Special Events Permit. Request submitted by private, for-profit organizations will not be considered
- An IRS 501 (C) 3 tax exemption letter or proof of tax exempt status must be submitted with the application for the Special Events Permit

RACE ROUTE/ROAD CLOSURES

- Organizers of Special Events involving road races will be required to contact the Lower Saucon Township Police Department for assistance in planning a safe and allowable route. The following issues must be considered in planning the route:
 - Impedance of emergency services vehicles
 - Conflicts with any public transportation
 - Interference with both motorized and/or pedestrian traffic patterns
- If the event involves road closures, the organizer will be required to work directly with the Police Department to make arrangements for any specific requirements and procedures for closing or altering traffic patterns on Township roads
- The organizer will be required to obtain all traffic safety equipment required which may include barricades, signs, cones, etc.
- The Police Department may require police officers to be on-site throughout the event
- A detailed route map for the event must be submitted with the Special Events application

EVENTS ON HISTORICAL PROPERTIES

- Effective February 18, 2015 events to be held on the Heller Homestead and Lutz-Franklin Schoolhouse properties will require approval following this policy.

LAYOUT MAP/DIAGRAM

- A detailed map of the site layout for the event must be submitted with the Special Events application

FOOD CONCESSIONS

- Requires completion of the Lower Saucon Township Concession Stand Agreement.

CONCESSIONS

- Lower Saucon Township reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property; including but not limited to: souvenirs, programs, parking permits, etc. **The sale of such items is expressly prohibited without the approval of the Township.**
- A plan for the regulation and control of concessionaires should be submitted with the Special Events application

CLEAN-UP, TRASH REMOVAL

- Event organizers are responsible for picking up trash both during and following the event and placing this trash in appropriate containers. If the trash is voluminous, the special event applicant will be responsible for arranging for a dumpster to handle the refuse created by the event. If a Township dumpster is utilized to dispose of the trash and a special pickup is required, the organization will be charged a fee for that pickup.
- Event organizers will be responsible for seeing that recyclables generated by the event (aluminum cans and glass) are placed in the appropriate recycling container for pick-up by the Township. If the recyclables are voluminous and a special pickup is required, the organization will be charged a fee for that pickup.
- The organization shall be responsible for leaving the facility in an “as good or better” condition than the site was found prior to the start of the event.

FIRE MARSHALL / FIRE DEPARTMENT / EMS / PUBLIC WORKS / ZONING REQUIREMENTS

- Dewey EMS must review and approve any plans for: first aid and/or emergency medical services (if needed) and emergency vehicle access
- The Lower Saucon Township Fire Marshall or the Fire Department covering the park facility must review and approve plans for the use of open flame, the handling of vehicle fuel, cooking facilities and the availability and location of on-site fire suppression equipment
- The Township Zoning and Public Works Department must review the location of power sources, the use of tents, air-supported structures and any fabric shelters, occupancy and spacing of tables and enclosures

- The Zoning Officer will notify the event organizer if a permit is required depending on the components of the event

CROWD CONTROL AND INTERNAL SECURITY

- Event organizers are required to provide a safe and secure environment for the event. A detailed plan for crowd control and security should be submitted with the Special Events Application
- The Township may require the staffing of off-duty uniformed officers, if deemed necessary, whose cost will be billed to the organization holding the event

ACCESSIBILITY PLAN

- The organization holding the event is required to comply with all established American with Disabilities (ADA) requirements and all event sites must be accessible to persons with disabilities

PARKING

- Parking for the event shall be limited to designated parking areas only
- If overflow parking is required, the Township must approve areas for overflow parking
- If space for overflow parking is not available at the event site, the event organizer will be responsible for a plan to transport/shuttle participants from an off-site area to the event
- Event organizers will be required to designate volunteers and erect signage to direct participants to designated parking areas

NOISE LEVEL/DISPLAYS

- Event activities must comply with the Lower Saucon Township Code, Chapter 112, Nuisances, regarding noise levels
- If a Township official or police officer determines that the noise levels from the event exceeds allowable levels, the event organizer may be required to stop and/or lessen the noise level
- Any sound amplification devices used in a park area must be in conformance with Lower Saucon Township Code, Chapter 112, Nuisances
- Banners, signs and similar displays are regulated by Lower Saucon Township Code, Chapter 180, Zoning. The Zoning Officer must authorize the number and location of these items

ALCOHOL

- No alcohol beverages above an alcoholic content of 12% are permitted on Lower Saucon Township park properties

- The sale or furnishing of any illegal substance by the event organizers, sponsors and participants is strictly prohibited on Lower Saucon Township property

INSURANCE REQUIREMENTS

- Individual Use – Described as residents of the Township using facilities for private functions with no outside sales participation. A copy of Homeowner, condo or tenants policy with a minimum of \$100,000 liability is required of individuals.
- Individual Use or Group Use with Sales Participation – Any person or entity selling any type of product or item must provide:
 - Certificate of Insurance indicating either Comprehensive General Liability Coverage or Named Operation and Location of not less than \$1,000,000 C.S.L.
 - Proof of Workers Compensation coverage for any employees or persons working for or on behalf of the Individual or Group.
 - Name Lower Saucon Township, and its officers and employees as additional insured's.
- Group Use – Non-profit or not-for-profit applicant must provide Certificate of Insurance indicating either Comprehensive General Liability Coverage or Named Operation and Location of not less than \$1,000,000 C.S.L. and naming Lower Saucon Township, and its officers and employees as additional insured's.
- Certificates of Insurance shall state the following:
 - The Applicant's name and address
 - The Policy Data
 - That a minimum of 30 days cancellation notice shall be provided to the Certificate Holder

TEMPORARY LIGHTING

- All uses of temporary lighting must be approved by the Lower Saucon Township Council
- Temporary lighting must be directed away from abutting streets and properties

INDEMNITY AND HOLD HARMLESS

- The executed Indemnity and Hold Harmless Agreement form must be submitted with the application.

03/12/10 Draft
08/17/11 Final
04/17/13 Rev.
02/18/15 Rev.
03/04/15 Rev.

INDEMNITY AND HOLD HARMLESS AGREEMENT

_____ (USER), in consideration of the permission granted to it to utilize the facilities described in the application, hereby agrees to indemnify and hold harmless LOWER SAUCON TOWNSHIP (TOWNSHIP) and their officers, employees, agents or instrumentalities (the indemnified parties), from any and all claims, liabilities, injuries, demands, suits, causes of action or proceedings of any kind or nature, losses or damages including attorney's fees and costs of defense, which the indemnified parties may incur arising out of the negligence, error, omission, intentional acts, or other cause arising out of or resulting from the use of the Township facilities by the USER, its employees, volunteers, guests, invitees or others associated with the USER.

The obligation to indemnify and hold harmless specifically includes claims, liabilities, injuries, demands, and suits, causes of action or proceedings arising from the negligent acts or omissions of the indemnified parties.

The USER shall pay claims and losses in connection with all of the foregoing and shall investigate and defend all claims, suits, or actions of any kind or nature, including appellate proceedings in the name of the applicable indemnified party, and shall pay all costs, judgments, and attorney's fees which may issue thereon.

The USER and TOWNSHIP agree that this agreement and its underlying obligations shall be construed in accordance with Pennsylvania law, and that venue for any action brought hereunder shall lie in the Court of Common Pleas of Northampton County, Pennsylvania.

The USER hereby agrees that in no event shall any of its employees, volunteers, guests, invitees or others associated with the USER be considered to be employees, agents, guests, or invitees of the TOWNSHIP.

I, _____, being the _____ of _____ (USER), hereby warrant and represent that I have read and understand this agreement and that I have full legal authorization to enter into this Agreement.

Date

Signature

Print Name