



PATTON TOWNSHIP

100 PATTON PLAZA ● STATE COLLEGE, PA 16803

Telephone: 814-234-0271

www.twp.patton.pa.us

APPLICATION FOR SPECIAL EVENTS / TEMPORARY USE PERMIT

Special Event

Temporary Use

Sponsor Information:

Name: _____

Address: _____

Daytime Phone: _____ Emergency Phone: _____

Email Address: _____

Primary Contact: _____

Property Owner: _____

Date and Time of Activity: _____

Event Location on Property: _____

Activity Detail:

Describe your event in detail using additional sheets, if necessary:

Does your event require ticket sales? _____ No _____ Yes

Estimated Attendance:

Minimum _____ Probable: _____ Maximum: _____

***Provide a schedule including the duration of the event, and periods when higher levels of traffic can be anticipated.**

Does your event require a street closure? _____ No _____ Yes
(if yes, please complete Patton Township's Street Closing Request Form)

Agency Notification: Check agencies that have been provided written notification of Event and provide copies of such notification.

Patton Township Police

PennDOT

Alpha Fire Company

Centre LifeLink Ambulance

Centre County Emergency Communications Center

Other: _____

Provide the following information (if applicable):

Acknowledgement that the sponsor will prohibit the use of amplified sound, if proposed, after the hours of 7:00 pm.

A request detailing each additional municipal service, as defined per the Ordinance, to be provided by the Township.

Copies of agreements or arrangements for payment of all special services required for the event.

If the event is held in a municipal park, or utilizes any park facilities, notification shall be sent to the Centre Region Parks and Recreation Agency (CRPR) and all requirements of their large group event policy shall be addressed. Copies of approval shall be provided to Patton Township.

Noise Waiver Request

Street Closure Request Form

Site Plan

TOWNSHIP USE ONLY

Registration Reviewed by: _____ Date: _____

Registration Satisfactory

Registration Unsatisfactory

Reason(s), if unsatisfactory:

Notification(s), if applicable: _____

OFFICE USE ONLY: ROUTING FOR APPROVAL

Police Dept. _____

Public Works Dept. _____

Township Manager _____

RESPONSIBILITIES OF SPONSOR

1. The sponsor of a special event shall provide facilities and personnel to provide adequately for the health, safety, and morals of participants and attendees of such event; for neighbors, residents of the Township; and any other persons who will be affected by the event, including the traveling public.
2. In the event that special services are requested of the Township, or, after evaluation of the registration, necessitated by the Township, sponsor shall be responsible for the reasonable costs and expenses incurred in providing such services.
3. Sponsor shall provide adequate security or assurance that all costs for special services provided to the event shall be paid within 30 days of said event, or within 30 days after being billed or invoiced of said services, whichever is later.
4. The sponsor of an event shall execute an agreement with the Township, which shall provide for payment by sponsor of the total cost and expenses incurred by the Township in providing special services for such an event.

AGREEMENT FOR PAYMENT OF SPECIAL SERVICES

I/We, the undersigned, hereby agree to reimburse the Township of Patton for any expense directly incurred by the Township of Patton as a result of the Special Event described on the attached form. Special Services, which Patton Township may either provide, or be directly billed for, may include, but are not limited to:

Traffic control – crowd control – no parking signs or provisions – closure of streets for activities on public rights-of-way – police services – ambulance services – fire protection – clean up – special services, other than those listed above, which a particular event may need, and for which Patton Township provides.

Event Sponsor: _____

Signature

Date: _____

Subscribed and sworn to / affirmed before me this _____ day of _____
20_____

By _____

Notary Public

My Commission Expires: _____