



**TOWNSHIP OF UPPER PROVIDENCE
DEPARTMENT OF FIRE AND EMERGENCY SERVICES**

1286 BLACK ROCK ROAD
PHOENIXVILLE, PA 19460

www.uprov-montco.org

PHONE: 610-933-9179

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SPECIAL EVENTS PERMIT APPLICATION

I. Permit Type

INDOOR SINGLE EVENT PERMIT
\$200.00 (*Indoor Events*)

OUTDOOR SINGLE EVENT PERMIT
\$75.00 + \$200.00 *Cleanup Deposit (Outdoor Events)*

ANNUAL EVENT PERMIT
\$500.00 *Indoor Events Exceeding Four*

Fees are subject to change in accordance with the Upper Providence Township Fee Schedule

II. General Information

Property Owner:

- Greater Philadelphia Expo Center
 Upper Providence Township
 Other (fill in below):

Name: _____

Business Name: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Cell Number: _____

Applicant:

Name: _____ Title/Position: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Cell Number: _____

On-site contact:

Name: _____

Title/Position: _____ Cell Number: _____

Alternate On-Site Contact:

Name: _____

Title/Position: _____ Cell Number: _____

III. Event Information

Event Title: _____

Description: _____

Event Description: Private Public

Event Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Athletic/Recreation | <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> Circus |
| <input type="checkbox"/> Exhibits/Misc. | <input type="checkbox"/> Farmer/Outdoor Market | <input type="checkbox"/> Carnival |
| <input type="checkbox"/> Festival/Celebration | <input type="checkbox"/> Museum Special Attraction | <input type="checkbox"/> Parade/Procession/March |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Other (Describe): _____ | |

Anticipated Attendance (Guests): Total _____ Per Day _____

Anticipated Participants (Exhibitors): Total _____ Per Day _____

IV. Provisions

Yes	No	N/A (Indoor Event)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you plan to provide portable rest room facilities at your event? If yes: Total number of portable toilets _____ Number of ADA accessible portable toilets _____

If no, please explain _____

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared _____

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Do you plan to erect any tents over 400 square feet? If so, a separate building permit is required.

Yes No
 Do you plan to display any motor vehicles? (cars, trucks, boats, RVs, etc.)

Yes No
 Do you seek special exemption from any fire code requirements? This includes cooking in the indoor event area, use of open flame, use of tents/canopies indoors, covered or multi-level booths/structures, etc. *This request does not guarantee approval of exemption.*

If yes, specify the requested exemption(s) **and** summarize the proposed method of protection:

Yes No
 Are there any musical entertainment features related to your event?
 If yes, complete the following information or provide an attachment listing all bands/performers,type of music, sound check and performance schedule.
 Number of Stages:_____

Number of Performers/Bands:_____

V. Time/Date

Setup Date _____ Time _____ Day of Week _____
Dismantle Date _____ Time _____ Day of Week _____

Event Operation Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Start Time							
End Time							

Location (*Greater Philadelphia Expo Center*):

- | | | |
|---------------------------------|--|--|
| <input type="checkbox"/> Hall A | <input type="checkbox"/> Hall E | <input type="checkbox"/> Conference Room 4 |
| <input type="checkbox"/> Hall B | <input type="checkbox"/> Conference Room 1 | <input type="checkbox"/> Conference Room 5 |
| <input type="checkbox"/> Hall C | <input type="checkbox"/> Conference Room 2 | <input type="checkbox"/> Conference Room 6 |
| <input type="checkbox"/> Hall D | <input type="checkbox"/> Conference Room 3 | <input type="checkbox"/> Conference Room 7 |

Other: _____

VI. Signage

Any signs utilized in conjunction with the event, including directional signs that will be placed within the township require additional fees.

- I do intend to place signage offsite which requires an additional fee of **\$45**. Signage is limited to four off-site signs, and they shall be removed immediately after the show ends.
- I do NOT intend to place signage offsite, any signs found offsite in conjunction with the event will be removed.
-

VII. Plans

To ensure appropriate review of your event, a site plan/floor plan shall be submitted. This is applicable for moving routes and fixed venues. This map/drawing should be produced in a clear and legible manner. Maps/drawings must be submitted in a 8 1/2" x 11" or 8 1/2" x 14" standard format. At minimum, the following items must be shown:

1. The locations and widths of aisles
2. The locations of exits
3. The locations and arrangement of all booths
4. The location of all fire protection equipment
5. The type and location of any heating and electrical equipment, where applicable
6. The location of any items/displays for which an exemption has been requested
7. The storage location and quantities of any highly combustible goods
8. The location and type of any vehicle displays, where applicable

Should the scope of work proposed for the event include portable structures, prefabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, tents and membrane structures as well as other similar structures, the township Code Officials may require the issuance of Building Permits.

***All checks shall be made payable to the order of Township of Upper Providence and must be submitted with the application. The permit application fee is non-refundable.**

Structures/tents shall be brought to the attention of the Fire Marshal's Office **PRIOR** to set-up as additional information may be required.

**LPG CYLINDERS (FULL OR EMPTY) and PYROTECHNICS ARE PROHIBITED INDOORS
*NO EXCEPTIONS***

Acknowledgement/Agreement

We, the undersigned owner/promoter of this event hereby agree to comply with all Upper Providence Township ordinances, resolutions, rules and regulations including those pertaining to, without limitation, special events permitting, fire safety and any Township amusement tax. We hereby acknowledge that there is a Fire Safety and Evacuation Plan (indoor events only) for this event and have read the same and agree to be fully responsible for their implementation and execution in the event of emergency.

We hereby agree to release, indemnify, protect and save harmless Upper Providence Township and its officers, agents, employees, engineers and solicitors from all costs, expenses (including attorney's fees), losses and damages resulting from any and all loss of life, property or injury or damage to any person or the property of any person or entity from and against any and all claims, demands or actions for such loss, injury or damage, in any manner arising out of the application for, approval of and/or conduct of the event and/or the actions of the permittee, its officers, employees, agents or any person under the permittee's control.

Owner/Promoter Name (Print): _____

Owner/Promoter Signature: _____

Date: _____

General Special Events Fire Safety Regulations



Plans must be approved by the Upper Providence Department of Fire & Emergency Services (DFES) prior to any event set-up. Approvals are subject to final inspection by a representative of the DFES. A copy of approved plans will be kept on file with the DFES and with the event manager. No modification of the set-up shall occur once the approved plan has been established without prior written approval on the plans from the DFES. Inspections will be conducted according to the approved plans.

All events shall comply with the adopted codes of Upper Providence Township, including the 2009 International Fire Code (IFC). Adopted codes are subject to change, the most current fire code can be found at <https://www.uprov-montco.org/> under Chapter 80 of the Township Ordinances. The items outlined below are commonly applicable to special events, however, the list is not exhaustive and does not exempt compliance with adopted codes and standards.

Inspection of the Event

In order to maintain compliance with the provisions related to Fire and Life Safety requirements, periodic inspections shall be conducted by a representative of the Department of Fire and Emergency Services (DFES). These inspections may include:

1. A walk-through inspection with the property manager, authorized representative, or the Events Coordinator of the Convention Center may be required during the move-in/set-up period.
2. Any violations noted shall be corrected immediately or within the agreed time frame.
3. Daily visits by the DFES (once the event has opened), as well as the township Building Inspector(s), as necessary. Cooking and motor vehicle displays will be spot checked by a representative of the DFES. Requirements will be strictly enforced.
4. During the closing (move-out) and removal of materials used in the Event, a representative of the DFES may inspect for maintenance of firefighting accessibility, i.e., exiting and fire lanes.

Standby Personnel

Whenever, in the opinion of the DFES, the safety of the public is imperiled, due to the number of the persons present or the nature of the activity, the owner, agent or lessee shall employ one or more DFES approved person(s) to perform the duties of standby personnel. If DFES personnel are used, the event will be billed at the current Township approved rates.

Stopping Event

Upon finding any overcrowded condition or obstruction in aisles, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, the DFES SHALL cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.

Special Considerations

All decorative material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay/straw, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in aflame retardant condition by means of an approved flame retardant solution. Single hay bale will be allowed if it is properly treated with fire retardant. Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be immediately removed from building.

All electrical fixtures and appliances must be approved in accordance with the National Electrical Code. Only fused multi-plugadapters will be permitted. Electrical code stipulations that will be rigidly enforced include:

- a) Three wire (ground) cords shall not be plugged into two (2) wire extension cords.
- b) Extension cords shall not run under carpets/rugs unless designed to.
- c) Grounded appliances must be plugged into a grounded receptable.
- d) There shall be a three (3) foot clearance from lights to any combustible materials.
- e) All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items are not allowed and may be confiscated.
- f) The ampacity of the extension cord shall be appropriate for the circuit and appliance(s) being supplied.

All required "EXIT" signs shall be always visible from any location in the room. Drapes, curtains or displays shall not block signs.

Exits and aisles shall be free of obstructions. Aisles shall be a minimum of 8' wide with 10' for the perimeter aisles in the Exhibit Halls and a minimum of 4 feet wide in Meeting rooms and Ballrooms. Booths which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.

All fire protection equipment (fire extinguishers, hose stations, fire alarm equipment) shall be always maintained, clearly visible, and accessible. A minimum of 3 feet of clearance shall be provided around fire extinguishers and fire hose stations.

Aggregate booth square footage totals of 400 or more square feet shall have a minimum 2A:10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use.

The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits. The total occupancy includes ALL persons in the building/space including vendors, staff, occupants standing to view or participate, fixed seating capacity, etc.

Pressurized tanks and other similar hazards shall be properly secured to prevent tipping over or damage (i.e.: helium tanks). Portable holders will be allowed.

Display of liquid- or gas-fueled vehicles, boats or other motor craft:

Vehicle batteries shall be rendered inoperable. Batteries in liquid- and gas-fueled vehicles shall be disconnected. Batteries in electric vehicles shall be rendered inoperable by the removal of fuses or other *approved* methods but shall not be required to be disconnected.

Vehicles shall not be fueled or defueled within the structure.

Vehicle fuel tanks shall contain not more than one quarter of the tank capacity or 5 gallons (18.93 L) of fuel, whichever is less.

Vehicle fuel systems shall be inspected for leaks prior to the vehicle being brought into the structure.

Vehicle fuel tank openings shall be locked and sealed to prevent the escape of vapors.

Vehicles shall not be located in such a manner that they obstruct a *means of egress*.

Additional requirements may be determined by the DFES for each event