

Events Application Checklist

- Description of event:
 - Block party
 - Community yard sale
 - Fireworks
 - Food truck rally
 - Large private event
 - Charity event/race
 - Carnival
 - Parade
 - Other: _____

- Will street closure be required? If so, submit map with which sections of the street will be closed.

- Preferred date of event.
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- Address of where the event will take place? Will it be held at a Township park?
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- Will there be food trucks at the event? If so, how long will the trucks be there? Will the food truck be parked on the street?
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- Submit Department of Agriculture certificate for food trucks.

- Will you be having a tent? If so, how long will the tent be at the event?
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- What is the size of the tent? Will it be over 400 square feet?
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- If the tent is over 400 square feet, submit fire retardant certificate.
 - If the tent is over 400 square feet, how will the tent be anchored to the ground? Submit manufacturer's anchorage instructions.
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- What is the occupancy of the tent?
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- Are there exit signs properly placed on the tent?