



# Allen Township

4714 Indian Trail Road, Northampton, Pennsylvania 18067

## Mass Gathering Permit Application

*Instructions on completion of application: Complete every section of this application. Where a section does not apply, place "N/A" in the space provided. Do not submit an incomplete application. If insufficient space is provided, attach a separate sheet with a reference on the application to the separate sheet.*

### 1. Date:

Date of application

### 2. Purpose of Public Gathering:

Attach a program and provide a narrative description of the activities including dates and times of the gatherings.

### 3. Legal Name of Sponsor(s):

If the sponsor-applicant is a partnership or joint venture, all parties thereto shall sign as applicants. If the sponsor-applicant is a corporation, copies of the Articles of Incorporation, bylaws and corporate resolution authorizing the application shall be required.

(1.)

(2.)

(3.)

(4.)

### 4. Sponsor(s) Address and Telephone:

(1.)

(2.)

(3.)

(4.)

### 5. Legal Name of Person(s) in Charge of Property and/or Property Owner(s) of the Property being used for the public gathering:

(1.)

(2.)

(3.)

(4.)

### 6. Address and Telephone of Person(s) in Charge and/or Property Owner(s):

(1.)

(2.)

(3.)

(4.)



**Allen Township Mass Gathering Permit Application**

**9. Evidence of All Required State,**

**County & Local Permits:**

Determine and list all permits required and attach evidence that all permits and licenses required by State, County and Local statutes and rules and regulations enacted thereunder have been obtained or will be obtained, or attach a written statement from the proper authorities stating that said permits or licenses shall not be required.

---

---

---

---

---

---

---

---

---

**10. Number of Persons Estimated to**

**Attend the Gathering(s):**

Provide estimated attendance for each day of the gathering. After submitting this application if the sponsor-applicant determines that the estimated attendance exceeds this estimate by more than 10 percent, the sponsor-applicant shall notify the Township and shall propose additional site improvements to compensate for the larger number of attendees.

---

---

---

---

---

---

---

---

---

**11. Duration and Date of Attendance:**

List date and times when public attendees will begin arriving at the gathering and when public attendees will finish leaving the site for each day of the gathering(s).

---

---

---

---

---

---

---

---

---

**12. Specific Details:**

Provide a narrative description of the provisions made for each of the following categories. If more space is needed reference a separate attached sheet. Attach referenced supporting documentation showing provisions made.

**A. Food and Drink:**

During summer events provide for multiple locations where free, potable water is available to the public.

---

---

---

**B. Sanitary Facilities:**

Show compliance with general health requirements and Americans with Disabilities Act requirements.

---

---

---

**C. Transportation and Parking Facilities:**

Determine the number of cars expected based on estimated attendance and provide at least 30 sq. ft. of parking area for each car. If off-site parking is to be used, provide agreements for facilities use and provisions for transportation between parking areas and gathering site.

---

---

---

---

---

---

---







**Allen Township Mass Gathering Permit Application**

**20. Signatures:**

All sponsor-applicant(s) and property owner(s) must sign under the seal of a notary public.

**Sponsor-Applicant(s):**

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Notary

**Property Owners:**

---

---

---

---

---

---

---

---

---

---

\_\_\_\_\_  
Notary



## **Allen Township Emergency Management Coordinator**

**Short version of a Special Event Emergency Action Plan for Allen Township,  
Northampton County**

**This short version is for Events such as Bike Runs, Walks, Small Carnivals, and  
Small Festivals within our community**

**Key things to cover within plan**

- 1) Notification chart**
- 2) Notification Procedures**
- 3) Responsibilities**
- 4) Emergency Identification, Evolution, and Classification**
- 5) Preventive Action**
- 6) Appendix (es) Example (map of area)**
- 7) Notification Flow Chart**

**Any questions please contact**

**Gary Krill**

**Emergency Management Coordinator**

**Phone:**