



# 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.)



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**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.

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**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.

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**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).

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**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.

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**B. Sanitary Facilities:**

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

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**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.

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**D. Security, Traffic Control,  
Crowd Control and  
Protection**

Security and protection of internal areas and external surrounding areas including specific reference to the number of security personnel assisting in the control of traffic and the number of security personnel assisting in crowd control. For gatherings of 3,000 or more estimated attendance, propose the use of "one-way" traffic flow to the site, proper traffic control signage and separate entrances and exits to parking areas. Notify PA State Police and show compliance with their recommendations. Provide 24-hour contact information for the Township to contact the chief of security or his designated representative. Fireworks, pyrotechnic displays require Fire Marshall approval.

**E. Medical Facilities, Medical  
Transportation,  
Intermediate Care, Hospital  
Care, Emergency  
Management**

For more than 500 estimated attendance, an on-site medical treatment facility to provide Basic Life Support (BLS) must be staffed with at least one Emergency Medical Technician (EMT). For 3,000 estimated attendance, a staffed, on-site BLS facility with two EMT's must be provided, plus a separately-staffed, licensed BLS ambulance must be on site.

Provide an additional EMT at the on-site facility for each additional 3,000 persons above 3,000. For 3,000 or more estimated attendance, provide on-site transportation using four-wheel drive "ATV-type" vehicles capable of transporting a stretcher and an enclosed, sheltered location for EMS treatment facilities. For 6,000 or more estimated attendance, make provisions with a local intermediate care facility for treatment of minor medical conditions not required to be transported to a hospital. For estimated attendance of 9,000 persons or more, provide an additional staffed, licensed BLS ambulance and a staffed, licensed Advanced Life Support (ALS) unit, a climate controlled treatment facility, notify the trauma center(s) for each day that a large gathering is taking place and have the Emergency Management Coordinator approve the EMS plans. Complete attached EMA form and submit with this application.

**F. Janitorial Services, Trash  
Removal and Site  
Restoration**

Trash removal must be contracted with a Garbage Hauler licensed by the Township. To the extent possible (voluntary, not required), provide for collection of recyclables by providing separate on-site trash containers for public deposit of recyclables. Propose and provide janitorial services with sufficient frequency that windblown trash can be collected before crossing site property lines. Propose and provide site restoration services that will return the area to the pre-gathering appearance.



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**18. Bond of Indemnity or Cash**

**Deposit:**

List Bond or Deposit amount and attach Bond or Cash Deposit for faithful compliance with provisions of Chapter 13 and all other State, County or Local Laws or Rules and Regulations. Please read the attached copy of Chapter 13 in its entirety.

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**19. Liability Insurance:**

Every applicant for a permit under Chapter 13 shall furnish satisfactory evidence to the Board of Supervisors that a public liability insurance policy in amounts of not less than Five Hundred Thousand (\$500,000.00) for one (1) person and Five Hundred Thousand (\$500,000.00) for any one (1) accident will be in force and effect insuring the liability of the Township; an equal amount of liability coverage for an adjacent Township (if the gathering is being conducted on a property fronting on a borderline road); and an equal amount of liability insurance for each quasi-public entity. The policy shall be in force for the protection of the insureds during all times where any of the named insureds could be deemed to be liable from activities attributed to the gathering. Such policy shall be subject to the approval of the Board of Supervisors of Allen Township (and the adjacent Township, if any). All public and quasi-public entities shall be listed on such policy as named insureds. (Insurance coverage example: Sponsor-applicant, two townships and one fire department on one policy as named insureds requires \$2,000,000 coverage.)

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**The Board of Supervisors shall either grant or deny a permit at its next regularly scheduled meeting that occurs no less than 15 days following the submission of the completed application.**

Any person who initiates, organizes, promotes, permits, conducts or causes to be advertised a public gathering without obtaining the permit provided for in Chapter 13; or who knowingly conducts, permits or allows a public gathering with a permit but in violation of the terms and provisions of Chapter 13 of Allen Township and of the permit granted; or who shall counsel, aid or abet such violation or failure to comply shall, upon conviction thereof by any District Justice, be subject to a fine of not less than three hundred dollars (\$300.00), together with costs.

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**20. Signatures:**

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

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**Sponsor-Applicant(s):**

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Notary

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**Property Owners:**

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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:**