

**BOARD OF SUPERVISORS
EAST BRADFORD TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

AN ORDINANCE AMENDING THE EAST BRADFORD TOWNSHIP CODE OF ORDINANCES BY ADDING A NEW CHAPTER 81 ENTITLED PRIVATE SPECIAL EVENTS. EFFECTIVE FIVE (5) DAYS FROM ENACTMENT.

The Board of Supervisors of East Bradford Township, Chester County, Pennsylvania hereby enacts and ordains as follows:

Section 1. The East Bradford Township Code of Ordinances is amended by adding a new Chapter 81, "Private Special Events", to read as follows:

1. Purpose – To plan for private gatherings and organized activities that, due to their size and/or special requirements, place demands on Township Support Services or pose a danger to public health, safety and welfare, and necessitate that the Township receive advance notice of these events and be compensated for services required for the event that go beyond usual operations.
2. Definitions
 - A. Sponsor – Person, association, firm, corporation, group or other entity responsible for organizing, hosting or paying for the event.
 - B. Community Event – Any public event officially sponsored or officially organized by the Township from time to time.
 - C. Landowner – The legal owner or owners of land on which the Private Special Event is to take place.
 - D. Private Special Event – A preplanned single event or series of events that, because of its nature, interest, location, promotion or any combination of similar influences, is expected to draw a large number of persons, proposed to be held on private property or on a roadway, and requiring the use of Support Services. Private Special Event shall include, but not be limited to, races, festivals, shows, neighborhood celebrations, parades, galas, fundraisers, public events which are privately sponsored but open to the public, or similar activities generally considered to be recreational or social in nature. The term shall not include the normal operations, activities or affairs taking place on the land of any duly established educational, recreational or religious organization located in the Township, an event venue otherwise approved by the Township (e.g. Bed and Breakfast Estate), an event whose estimated total attendance of all participants is anticipated to be less than ~~100-200~~ people, to any Community Event or to an event where West Chester University is the Sponsor.

- E. Support Services – Those services provided by the Township, or the Township’s designated emergency services providers, to ensure that an event is conducted in such a manner as to protect the rights, safety, health, property and general welfare of its citizens. These services include, but are not limited to, fire protection, ambulance services, police protection, crowd management and control, traffic and parking management, and solid waste management.
- F. Township – The Township of East Bradford.
- G. Township Manager – The Township Manager of East Bradford or their designee.

3. Requirements

- A. No Sponsor shall conduct a Private Special Event in the Township without first obtaining a permit from the Township.
- B. The Sponsor and Landowner shall be jointly and severally responsible for the payment of the Support Services necessary for a Private Special Event, as determined by the Township.
- C. Township approval to conduct a Private Special Event by this process does not relieve the Sponsor, the Landowner or any participants from the responsibilities of applying for any other permits or licenses, complying with federal or state law, or meeting any other requirements of the Township’s ordinances that may be applicable.
- D. The Sponsor shall obtain liability insurance for the Private Special Event with minimum coverages and amounts as determined by the Township. The insurance shall name the Township, its officials, employees, agents and designated emergency providers as additional insureds. The Sponsor shall submit a certificate of insurance evidencing the minimum coverages and amounts to the Township in advance of the event.
- E. All required permits, licenses, security deposits, fees, insurance policies, or any other conditions of the permit so indicated on the permit shall be obtained no later than ten (10) days prior to the Private Special Event.
- F. The Sponsor and the Landowner shall be jointly and severally responsible to the Township for any cost, expense or damage sustained to the Township caused by participants during the Private Special Event. This includes, but is not limited to Township buildings and facilities, roads, bridges, and signs. Such additional costs, expenses or damages shall be paid to the Township within five (5) days of receipt of an invoice.
- G. The Sponsor and the Landowner shall be jointly and severally responsible for the cost of any Support Services required, at the sole discretion of the Township, to

address specific unindicated circumstances by the Sponsor, or where the nature of the Private Special Event is not consistent with the event as applied for by the Sponsor. Such unanticipated circumstances may include, but are not limited to, crowd control and emergency response. Such additional costs and expenses shall be paid to the Township or other appropriate Support Service provider within five (5) days of receipt of an invoice.

4. Application for Permit.

- A. The application for a permit for a Private Special Event shall be submitted by the Sponsor to the Township no less than ~~60~~90 days prior to the Private Special Event. Depending on the nature of the Private Special Event, additional information may be required by the Township (e.g. approvals from other agencies).
- B. Payment of the application fee, the amount of which is to be set by resolution of the Board of Supervisors from time to time, shall be submitted along with each permit application.
- C. The Township Manager may waive the requirement of the ~~60~~90 days' advance notice for spontaneous Private Special Events for celebrations important to the Township, the Commonwealth of Pennsylvania and the nation, including but not limited to the celebration of local sports teams and the end of wars or pandemics or other occurrences of national significance.

5. Application Review

- A. Township review of Private Special Event applications may involve input from a variety of personnel and departments. In reviewing a proposed Private Special Event, personnel shall review, evaluate, and estimate the cost of the Support Services that will be charged to the Sponsor or the Landowner.
- B. Township review of the application will involve consideration of various criteria and factors, including but not limited to the following:
 - (1) Does the Township, or the Township's designated emergency services providers, have the ability to provide, if needed, the required Support Services regardless of who bears the cost?
 - (2) Will the proposed Private Special Event adversely affect the normal and necessary functions of the Support Services to the Township?
 - (3) Will the proposed Private Special Event adversely affect neighboring or nearby property owners?

(4) Does the proposed Private Special Event conflict with any other proposed events or activities?

C. Any personnel conducting the Township review shall recommend either approval or disapproval of a proposed Private Special Event, submit the conditions required if approved, and submit an estimate of costs of Support Services and any other related issues to the Township Manager in a timely manner so as not to delay the planning process.

D. The Township Manager may require additional conditions not mentioned herein as may be necessary to maintain peace and order or to protect the health, safety and general welfare of the citizens of the Township or any neighboring property.

E. A final decision on the approval of a permit for the Private Special Event proposed, along with all costs and conditions attached, shall be made by the Township Manager, except those applications which require road closures and anticipate more than ~~250~~ 300 participants; then, in such case, a final decision shall be by the Township Board of Supervisors at a public meeting.

6. **Notification of Decision on Application.** The Township Manager shall notify the sponsor of a Private Special Event whether an application is approved or denied. If the notification is an approval, it shall include any costs and/or conditions attached to the approval. If the notification is a denial, it shall include the reasons for denial.

7. **Charges for Support Services.**

A. The anticipated costs of Support Services for each individual Private Special Event shall be calculated by the Township and set forth in the permit. No later than ten (10) days prior to the Private Special Event, the Sponsor or the Landowner shall secure the costs associated with Support Services according to the following schedule:

(1) Events with estimated Support Services costs of less than \$2,500 shall provide financial security in the amount of 25% of costs.

(2) Events with estimated Support Services costs between \$2,500 and \$7,500 shall provide financial security in the amount of 50% of costs.

(3) Events with estimated Support Services costs over \$7,500 shall provide financial security in the amount of 100% of costs.

B. Security may be in the form of a cash escrow or other financial security in a form acceptable to the Township.

C. Within thirty (30) days of the close of the Private Special Event, the actual cost of Support Services, including services arising for unanticipated circumstances, shall

be calculated by the Township. If the actual costs exceed the amount of security held by the Township, additional payment shall be made by the Sponsor or Landowner to the Township within five (5) days of receipt of an invoice. Otherwise, any excess security shall be released by the Township to the Sponsor or the Landowner, as applicable.

- D. Any Support Service cost not paid on or before the due date set in this Chapter shall be collected in the same manner as other municipal claims.

8. Permit Revocation; Permit Appeals

- A. In the event that all required permits, licenses, security deposits, fees, insurance policies or any other conditions of the permit so indicated on the permit are not obtained ten (10) days prior to the Private Special Event, the permit shall be revoked by the Township.
- B. Any violation of one or more of the regulations set forth herein or conditions of the permit shall be sufficient grounds for the Township to immediately revoke the permit and order the Sponsor and Landowner to cease and desist their activities. Should the Sponsor and/or Landowner fail to cease and desist its activities, in addition to any other remedy available to the Township at law or in equity, they shall be prevented from applying for another permit for at least two (2) years from the date of revocation.
- C. If the violation is not discovered by the Township until the Private Special Event has ended, the Township shall suspend for two (2) years the right of the Sponsor and/or Landowner to apply for another Private Special Event permit.
- D. A Sponsor and/or Landowner who has been denied a permit to conduct a Private Special Event, whose permit has been revoked or whose right to apply for a permit has been suspended or revoked for violation of this Chapter or contests a permit condition shall have the right to appeal said denial, suspension, revocation or condition to the Board of Supervisors, in writing, within five (5) business days of the date of the notice of said denial, suspension, revocation or condition. The Board of Supervisors shall conduct a hearing on said appeal within sixty (60) days from the date of filing of the appeal. The Board of Supervisors shall render a decision within thirty (30) days after the hearing, either upholding the denial, suspension, revocation or condition or granting the appeal and ordering the Township to grant the permit or rescind the revocation or suspension notice or remove the condition.

- 9. Indemnification.** By issuing a Private Special Event permit, the Township makes no guarantees and assumes no liability for the safety of participants in, or spectators of, the event. The Township shall require as a condition of an event permit that the Sponsor and Landowner agree to indemnify, defend, and hold the Township, its officials, employees,

agents and designated emergency providers harmless for any and all costs, damages, or other liabilities related to the Private Special Event.

10. Violations and Penalties.

- A. In addition to paying for all Support Services required in association with the Private Special Event, any Sponsor or Landowner who violates or permits the violation of any of the provisions of this Chapter shall be subject to a civil penalty not to exceed \$600 per violation, plus all court costs, including reasonable attorney fees incurred by the Township. A separate offense shall arise for each day or portion thereof in which a violation is found to exist or for each section of this Chapter which is found to be violated. Upon a finding of liability for committing or permitting the violation in a civil enforcement proceeding commenced by the Township, the defendant shall pay the fine, plus all court costs, including attorney fees. No judgment shall be imposed until the date of determination of a violation by a Magisterial District Judge and such fines, costs and attorney fees shall be collectible before any Magisterial District Judge as like fines, costs and attorney fees are now by law collectible. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable Rules of Civil Procedure.
- B. In addition to the above-provided penalties, the Township may maintain any action or proceedings in the name of the Township in the Chester County Court of Common Pleas, at law or in equity, to compel compliance with or enforce any violation of this Chapter.
- C. All remedies of the Township shall be cumulative.

Section 2. The provisions of this Ordinance shall be severable.

Section 3. This Ordinance shall be effective five (5) days after the date of enactment.

ENACTED and ORDAINED this ____ day of _____, 2020.

BOARD OF SUPERVISORS
EAST BRADFORD TOWNSHIP

Vincent M. Pompo, Chairman

John D. Snook, Vice Chairman

Patrick Davis, Member

Mandie Cantlin, Secretary



EAST BRADFORD TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

SPECIAL EVENT PERMIT ASSESSMENT

The purpose of the Township's Private Special Event regulations is to plan for private gatherings and organized activities that, due to their size and/or special requirements, place demands on Township Support Services or pose a danger to public health, safety and welfare, and necessitate that the Township receive advance notice of these events and be compensated for services required for the event that go beyond usual operations.

Not all events require a Private Special Event Permit. The purpose of this initial assessment is to determine whether your event is exempt from the permit process.

Please submit this completed form and application fee to Mandie Cantlin, Township Manager at mcantlin@eastbradford.org. Form must be submitted at least 60 days prior to event, and before event has been publicized.

Part I – Basic Information

Contact Information

Contact Person:¹ _____

Cell Phone: _____ Alternate Phone: _____

E-Mail: _____

Address of Contact Person: _____

Event Sponsor:² _____

Landowner:³ _____

¹ This person must be in attendance for the duration of the event and immediately available to Township officials via cell phone.

² Person, association, firm, corporation, group or other entity responsible for organizing, hosting or paying for the event.

³ The legal owner or owners of land on which the Private Special Event is to take place.

Event Information

Event Title: _____

Location of event:

Address: _____

Tax parcel number(s): _____

Type of Event (e.g. race, parade, festival): _____

Event Date(s):⁴ _____ Alternate/Rain Date(s): _____

Describe the Event Location. *If the event is located in one location, provide the property address and tax parcel number(s). If it is a moving event (e.g. race), describe the route. If the event covers multiple properties (e.g. tour), identify the locations within the Township.*

Actual Event Hours: _____

Setup Date, Time and Duration: _____

Breakdown/Clean-up Date, Time and Duration: _____

Estimated # of Participants (*Including volunteers, staff and participants*): _____

⁴ The application for a permit for a Private Special Event shall be submitted by the Sponsor to the Township no less than 90 days prior to the Private Special Event.

Has the event been conducted in the past? If yes, describe the approximate dates/times of prior events and the frequency (e.g. annual). Also describe any support services⁵ that were utilized for the event and how those services were paid for.

Part IV – Signatures

Signature of Event Sponsor: _____

Signature of Landowner: _____

Part V – Fees and Submission

Please submit this completed form and application fee (refer to fee schedule) to Mandie Cantlin, Township Manager at mcantlin@eastbradford.org. Form must be submitted at least 90 days prior to event, and before event has been publicized.

⁵ Support Services are those services provided by the Township, or the Township's designated emergency services providers, to ensure that an event is conducted in such a manner as to protect the rights, safety, health, property and general welfare of its citizens. These services include, but are not limited to, fire protection, ambulance services, police protection, crowd management and control, traffic and parking management, and solid waste management.



EAST BRADFORD TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

INTERNAL SPECIAL EVENT PERMIT REVIEW FORM

Part I – Pre-Event

Schedule provided below is based on 90 days to process the application (12 weeks)

Date of Private Special Event: *April 1, 2021*

Date of Submission: *January 1, 2021*

Review Application (Weeks 1-3: *January 4-22, 2021)*

Township Manager evaluates the following information.

- The event is a Community Event, which is a public event officially sponsored or officially organized by the Township.
 - Yes – Event is exempt.
 - No – Continue review
- The event is sponsored by West Chester University.
 - Yes – Event is exempt.
 - No – Continue review
- Is the event is expected to draw less than 200 people?
 - Yes – Event is exempt.
 - No – Continue review
- Has the event occurred in the past?
 - Yes – Has event occurred in the past?
 - Yes – Have prior events required support services?
 - Yes – How were support services paid for?
 - Paid for by sponsor – Verify information with applicable support service(s). Continue review, but this could exempt event from application process.
 - Other – Continue review. Application likely required unless exempted below.
 - No – Continue review
 - No – Continue review
 - No – Continue review
- Is the event located on a property that hosts events as part of its normal approved operations? Work with staff to evaluate prior approvals.
 - Yes – If event falls within the scope of what was approved, the event is exempt.
 - No – Continue review
- Is the event located on a property that is a duly established educational, recreational, or religious organization? Work with staff to evaluate prior approvals.
 - Yes – If event falls within the scope of the permitted use, the event is exempt.
 - No – Continue review

- Is the event associated with an event venue otherwise approved by the Township (e.g. Bed and Breakfast Estate).
 - Yes – If event falls within the scope of the approved use, the event is exempt.
 - No – Continue review

Exemption/Application Needed (Week 4: *January 25, 2021 - January 29, 2021*)

Based on the above evaluation, the Township Manager would notify the sponsor of a Private Special Event whether the event is exempt or an application is needed. If a full application is required, the Manager will give the sponsor the application form. If the notification is an exemption, it shall remind the sponsor of the following requirements (others could be added):

1. The landowner or sponsor shall comply with all other applicable Township codes and regulations and applicable federal and state laws and requirements, including but not limited to Fire, Health, Plumbing and Building Codes.
2. The landowner or sponsor shall agree that all applicable Township noise regulations shall be complied with.

Part II – Event (*March 1, 2021*)

Part III – Post-Event

Evaluation of Exempt Events: (Weeks 1-4: *March 2-26, 2021*)

Township Manager contacts support service individuals/entities to verify that no support services were needed. If support services were needed, a note will be made to require a full application in the future. The sponsor/landowner will be informed of the same.



EAST BRADFORD TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

SPECIAL EVENT PERMIT APPLICATION

The purpose of the Township's Private Special Event regulations is to plan for private gatherings and organized activities that, due to their size and/or special requirements, place demands on Township Support Services or pose a danger to public health, safety and welfare, and necessitate that the Township receive advance notice of these events and be compensated for services required for the event that go beyond usual operations.

Please submit this completed form and application fee to Mandie Cantlin, Township Manager at mcantlin@eastbradford.org. Form must be submitted at least 60 days prior to event, and before event has been publicized.

Part I – Basic Information

Contact Information

Contact Person:¹ _____

Cell Phone: _____ Alternate Phone: _____

E-Mail: _____

Address of Contact Person: _____

Event Sponsor:² _____

Landowner:³ _____

Event Information

Event Title: _____

Location of event:

Address: _____

Tax parcel number(s): _____

Type of Event (e.g. race, parade, festival): _____

¹ This person must be in attendance for the duration of the event and immediately available to Township officials via cell phone.

² Person, association, firm, corporation, group or other entity responsible for organizing, hosting or paying for the event.

³ The legal owner or owners of land on which the Private Special Event is to take place.

Event Date(s): _____ Alternate/Rain Date(s): _____

Describe the Event Location. *If the event is located in one location, provide the property address and tax parcel number(s). If it is a moving event (e.g. race), describe the route. If the event covers multiple properties (e.g. tour), identify the locations within the Township.*

Actual Event Hours: _____

Setup Date, Time and Duration: _____

Breakdown/Clean-up Date, Time and Duration: _____

Estimated # of Participants (*Including volunteers, staff and participants*):⁴ _____

⁴ If the event anticipates more than 300 participants, the Private Special Event Permit application will be considered by the Township Board of Supervisors at a public meeting.

Part II – Support Services Information

Event Map

Provide a site layout sketch and/or “moving route”/closures plan. Plan should include information including, but not limited to:

- Natural features (steep slopes, floodplains, wetlands, riparian buffers, etc.)
- Existing manmade features (buildings, structures, driveway, etc.)
- Parking (including handicap spaces)
- Road closures
- Road crossings
- Vending
- Lighting
- Restroom facilities
- Trash/recycling containers
- Fencing/barriers
- Security details
- Medical treatment stations/first aid
- Signs/banners
- Accessory structures (e.g. tents, stage, enclosures, trailers, rides/games)
- Scaffolding, bleachers
- Generators
- Circulation route(s) (pedestrian, shuttle, bicycle, vehicles, etc.), indicating direction of travel.
Provide a written narrative to accompany map.
- Emergency evacuation routes

Event Narrative

The information requested in the sections below are intended to collect information about the type and extent of support services needed for the event. Use additional pages if necessary.

Marketing/Promotion

Will this event be promoted, advertised, or marketed in any manner? If yes, please describe.

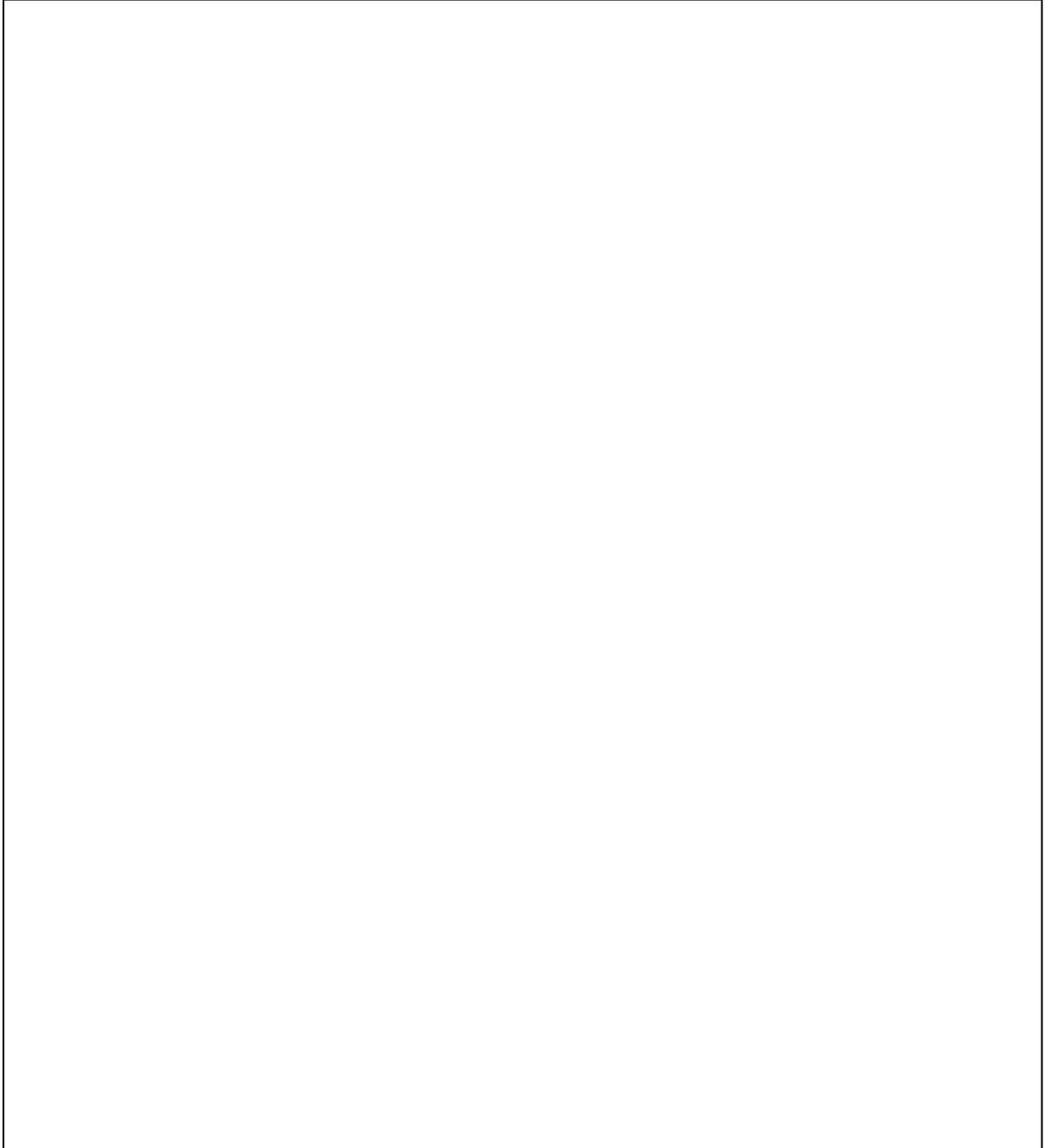
Will there be any live media coverage during the event? If yes, please explain.

Police/Fire

Describe your procedure for crowd control, internal security, and compliance with federal disability access requirements.

Discuss your plan for emergency evacuation.

Describe your need for police and/or fire police support. Are you requesting police and/or fire place support? If so, how many officers are you seeking?

A large, empty rectangular box with a thin black border, intended for the user to provide detailed answers to the questions listed above. The box occupies the majority of the lower half of the page.

Medical Treatment/First Aid

Discuss whether medical treatment stations/first aid will be provided at the event.



Solid Waste

Discuss how solid waste and recycling will be accommodated at the event.

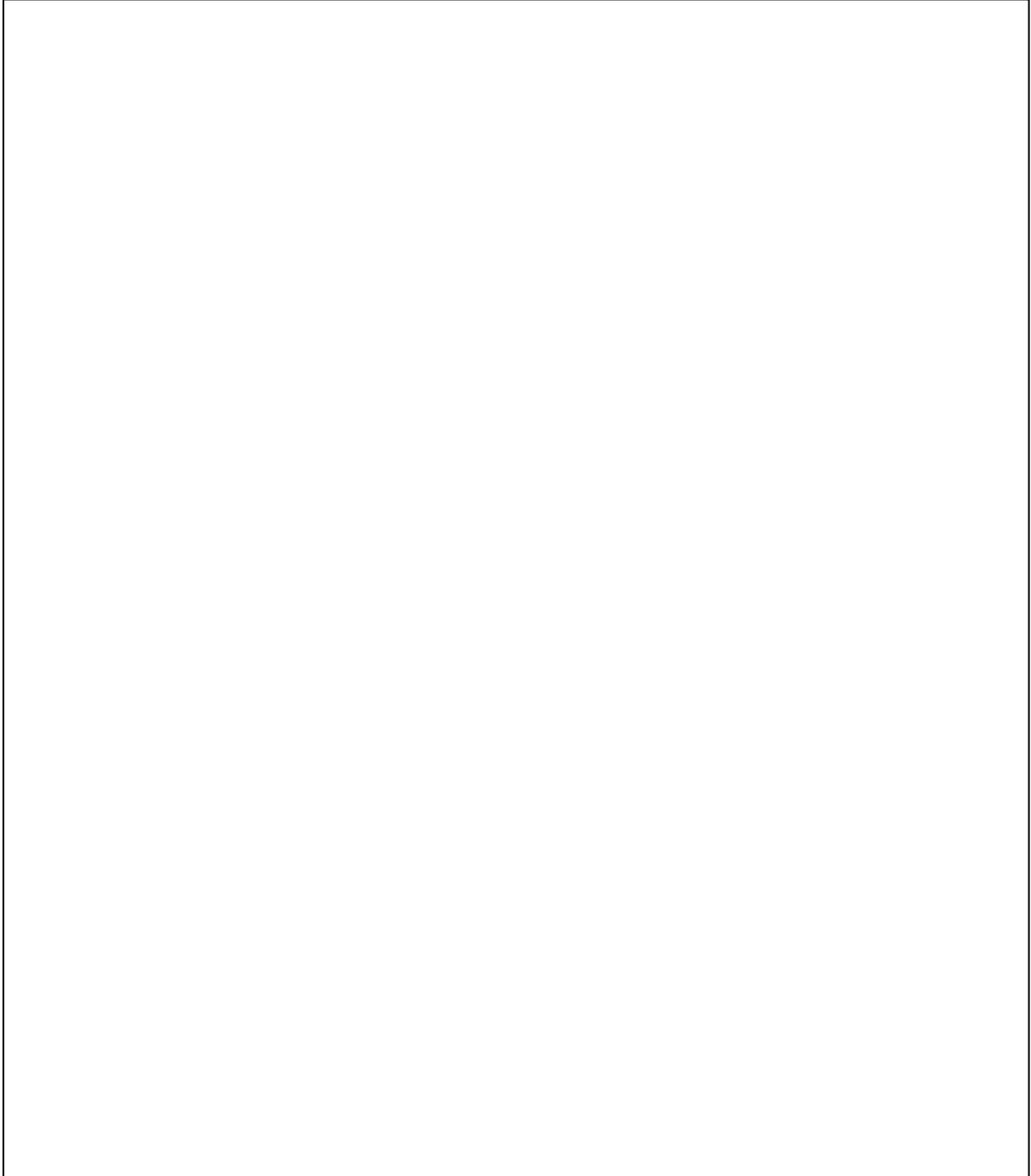
Describe the plan for cleanup and removal of waste during and after the event.



Parking and Transportation

Describe parking and/or transportation/shuttle plans, including handicap accessible parking.

Will there be road closures and/or road crossings? If yes, list the affected roads and discuss the anticipated impact. Note: If a state road will be impacted, permission must be obtained from PennDOT. If the event requires road closures, the Private Special Event Permit application will be considered by the Township Board of Supervisors at a public meeting.

A large, empty rectangular box with a thin black border, intended for the applicant to provide detailed information regarding parking and transportation/shuttle plans, including any road closures or crossings.

Codes/Zoning

Will restroom facilities be provided? If yes, describe the type and quantity that will be provided. Specify whether facilities will be ADA accessible.

Will be food cooked and/or served at the event? Will there be an outside vendor (i.e., food truck, caterer) be providing food? Note: vendors are required to obtain Chester County Health Department approval.

Will there be any temporary structures (e.g. booths, enclosures, fencing, barriers, scaffolding, bleachers, tents, trailers, vendor booths, concession stands, amusement type rides or games, platforms, stages, etc.? If yes, discuss the type, quantity, and use of any temporary structures. Note: some structures might require additional permits.

Will a generator be provided on-site for electrical usage above and beyond what is already available? If yes, describe how generators will be used.

Will merchandise or services, other than food, be sold at the event? If yes, please describe.

Will any portion of the event occur after dark? If yes, please describe how the event and the surrounding area will be illuminated to ensure the safety of all participants/spectators while mitigating any negative impact to neighbors.

Will there be amplified sound at the event? If yes, please describe and discuss how any negative impact to neighbors will be mitigated

Insurance

The Township will require a certificate of insurance that names the Township, its officials, employees, agents and designated emergency providers as additional insureds. The Township may also require additional coverage. The certificate of insurance must be submitted no later than 10 days before the event.

Part III – Signatures/Acknowledgements

I have read Chapter 81, Private Special Events and agree to comply with the standards set forth in the Chapter. I understand that the Sponsor and Landowner shall be jointly and severally responsible for the payment of the Support Services necessary for a Private Special Event, as determined by the Township. I understand that the Sponsor and the Landowner shall be jointly and severally responsible to the Township for any cost, expense or damage sustained to the Township or any landowners in the Township caused by participants during the Private Special Event. Such additional costs, expenses or damages shall be paid to the Township within five (5) days of receipt of an invoice.

The Sponsor and the Landowner shall be jointly and severally responsible for the cost of any Support Services required, at the sole discretion of the Township, to address specific unindicated circumstances by the Sponsor, or where the nature of the Private Special Event is not consistent with the event as applied for by the Sponsor. Such unanticipated circumstances may include, but are not limited to, crowd control, trash removal and emergency response. Such additional costs and expenses shall be paid to the Township or other appropriate Support Service provider within five (5) days of receipt of an invoice.

The applicant shall be responsible for leaving any Township facility in an “as good or better condition” than the site was found prior to the start of the event. The applicant is responsible for the removal of all trash, litter, debris, etc. associated with the event. The applicant must make arrangements to supply an adequate number of trash and recycling receptacles and to remove trash and other event debris from the facility immediately upon conclusion of the event. Failure to perform adequate clean up and/or should damage occur to Township property, the applicant will be billed at full cost recovery rates for supplies, cleanup and repair.

A final decision on the approval of a permit for the Private Special Event proposed, along with all costs and conditions attached, shall be made by the Township Manager, except those applications which require road closures; then, in such case, a final decision shall be by the Township Board of Supervisors at a public meeting of the Township Board of Supervisors.

Other conditions of the permit so indicated on the permit shall be obtained no later than ten (10) days prior to the Private Special Event

Signature of Event Sponsor: _____

Signature of Landowner: _____

Part IV – Fees and Submission Checklist

Please submit this completed form and application fee to Mandie Cantlin, Township Manager at mcantlin@eastbradford.org. Form must be submitted at least 60 days prior to event, and before event has been publicized.

The following information must be submitted with this application:

- Completed application (this form)
- Site layout sketch and/or “moving route”/closures plan
- Permit fee (refer to fee schedule)

The following information must be submitted no later than 10 days before the event:

- Proof of liability insurance. The Township will require a certificate of insurance that names the Township, its officials, employees, agents and designated emergency providers as additional insureds. The Township may also require additional coverage.
- PennDOT approval, if using State roadway.
- Chester County Health Department approval, if applicable.
- Any other approvals or permits required by the Township.
- Financial security for Support Services, as determined by the Township.



EAST BRADFORD TOWNSHIP

CHESTER COUNTY, PENNSYLVANIA

INTERNAL SPECIAL EVENT PERMIT REVIEW FORM

Part I – Pre-Event

Schedule provided below is based on 90 days to process the application (12 weeks)

Date of Private Special Event: *April 1, 2021*

Date of Submission: *January 1, 2021*

Initial Assessment: (Weeks 1-4: *January 1-29, 2021*)

Process and Distribute Application (Week 5: *February 1-5, 2021*)

Township Manager distributes application to the following individuals/entities:

- West Chester Police Department
- First West Chester Fire Company or West Bradford Fire Company
- Good Fellowship Ambulance
- Township Engineer and Public Works Director
- Zoning Officer
- Trash and Recycling Coordinator
- Director of Property and Recreation
- Township Insurance Company

Individuals/Entities have 2 weeks to review. (Weeks 6-7: *February 8-19, 2021*)

Individuals/Entities are asked to consider the following questions/factors and provide comments/recommendations:

- Does the Township, or the Township's designated emergency services providers, have the ability to provide, if needed, the required Support Services regardless of who bears the cost?
- Will the proposed Private Special Event adversely affect the normal and necessary functions of the Support Services to the Township?
- Will the proposed Private Special Event adversely affect neighboring or nearby property owners?
- Does the proposed Private Special Event conflict with any other proposed events or activities?

If the event requires road closures and/or anticipates more than 250 participants, a final decision shall be by the Township Board of Supervisors at a public meeting. If an event meets this definition, it will be added to the Board meeting agenda on a date that will enable time for other entities to provide feedback (e.g. during weeks 4-8 of the review period).

Targeted BOS meeting: *February 4, 2021*

Review Comments Due (Week 8: *February 22-26, 2021*)

Individuals/Entities will respond as follows:

- Recommending action – either:
 - o Approval of the event permit and noting suggested conditions of approval OR
 - o Denial of the event permit and noting reasons for suggested denial
- Specifying cost estimate for services, if applicable.
- Listing any other permits/approvals needed for the event.

Approval/Denial (Weeks 9-10: *March 1-12, 2021*)

If the event requires BOS review/approval at a meeting, the Township Manager should share the application, recommendations, and suggested conditions with the BOS for consideration at their next meeting (*March 4, 2021*)

The Township Manager would notify the sponsor of a Private Special Event whether an application is approved or denied. If the notification is an approval, it shall include any costs and/or conditions attached to the approval. If the notification is a denial, it shall include the reasons for denial. Possible standard conditions are listed below:

1. The Township may require that a professional structural engineer registered in the State of Pennsylvania review the structural capacity of structures proposed for any events according to the proposed maximum occupancy.
2. Landowner(s) and/or sponsor(s) of any Special Event shall comply with all federal, state and local requirements for the preparation, handling and serving of food and beverages (including any permits required for alcoholic beverages).
3. The landowner or sponsor shall comply with all other applicable Township codes and regulations and applicable federal and state laws and requirements, including but not limited to Fire, Health, Plumbing and Building Codes.
4. The landowner or sponsor shall agree that all applicable Township noise regulations shall be complied with.
5. The landowner or sponsor shall present documentation which shall be satisfactory to the Township that adequate water supply shall be provided and that existing sewage disposal system(s) shall be adequate to accommodate the increased flows from any special event as well as the availability of sufficient backup area on the lot in accordance with applicable Pennsylvania DEP standards and regulations. If the system(s) is/are not adequate for the proposed use, the landowner or sponsor shall demonstrate that portable facilities will adequately be provided to service the special event.

The Township Manager will calculate the anticipated costs of Support Services and indicate how much financial security must be submitted in accordance with the ordinance:

1. Events with estimated Support Services costs of less than \$2,500 shall provide financial security in the amount of 25% of costs.
2. Events with estimated Support Services costs between \$2,500 and \$7,500 shall provide financial security in the amount of 50% of costs.
3. Events with estimated Support Services costs over \$7,500 shall provide financial security in the amount of 100% of costs.

The Township Manager will notify the applicant of the documentation/fees that need to be submitted within 10 days of the event. And, the manager will notify the sponsor that the permit will be revoked if required documents/fees are not submitted within 10 days of the event.

Submission of Final Documents (Week 11: *March 15-19, 2021*)

Items required no less than 10 days before event:

- Proof of liability insurance. The Township will require a certificate of insurance that names the Township, its officials, employees, agents and designated emergency providers as additional insureds. The Township may also require additional coverage.
- PennDOT approval, if using State roadway.
- Chester County Health Department approval, if applicable.
- Any other approvals or permits required by the Township:
- Financial security (determined by the anticipated cost of support services)

Part II – Event (*April 1, 2021*)

Part III – Post-Event

Calculation of Actual Fees: (Weeks 1-4: April 5-30, 2021)

Township Manager contacts support service individuals/entities and asks them to assess: 1) Damage sustained to the Township as a result of the event (this includes, but is not limited to Township buildings and facilities, roads, bridges, and signs). 2) Cost of any Support Services required (including services arising for unanticipated circumstances).

Send Invoice/Reimbursement: (Week 5: May 3-5, 2021)

If the actual costs exceed the amount of security held by the Township, the Township will send an invoice to the Sponsor. Additional payment shall be made by the Sponsor or Landowner to the Township within five (5) days of receipt of an invoice. Any excess security shall be released by the Township to the Sponsor or the Landowner.

Payment Required: (Weeks 6-7: May 10-21, 2021)

Second Notice: (Weeks 8-9: May 24-June 4, 2021)

If the sponsor fails to pay for costs exceeding the amount held in security within 5 days, the Township will send a second notice.

Lien: (Week 10-11: June 7-18, 2021)

If the sponsor fails to pay for costs after the second notice, the Township will place a lien on the property.

B. Townhouse (and 1- or 2-bedroom units of any type): \$65.25 per month (billed quarterly by the Township at \$195.75 per quarter)

VI. **Public sewer connection fee:** \$2,732 per Equivalent Dwelling Unit (EDU). This rate may be amended from time to time by the Board of Supervisors (e.g. budget adjustment, Conditional Use decision).

VII. **Public sanitary sewer connection fee for plan review and inspection:** \$1,000 escrow deposit shall be posted with the Township. The escrow is for reasonable and necessary charges by the professional consultants in accordance with the schedule provided above. If at any time the escrow falls below \$500, including all balances due, the Township shall cease any work and/or withhold permits until the applicant submits a deposit to bring the account back to a minimum balance.

VIII. **Copies:**

A. Black and white: \$0.25 per page

B. Color: \$0.50 per page

Right-To-Know requests: Fee Structure as promulgated by PA Office of Open Records (On file at Township Office or on line at <http://openrecords.state.pa.us>)

IX. **Alarm registration and schedule of costs (per Chapter 42, Alarm Systems, of the East Bradford Code):**

A. Police alarms:

First false alarm per calendar year: warning

Second false alarm per calendar year: \$50

Third false alarm per calendar year: \$100

Fourth false alarm per calendar year: \$100

Fifth false alarm per calendar year and any subsequent false alarm per calendar year: \$250

B. Fire alarms: \$300 per occurrence

X. **Hawking, peddling and soliciting:**

Registration fee: \$50 per person

Motor vehicle registration: \$25 per vehicle

XI. **Return check fee:** \$50

XII. **West Chester Area Council of Governments application fee for appeals to the WCACOG Joint Building Code Appeals Board:** \$500 (approved 08-04-05 by the Board of Supervisors)

XIII. Private Special Events:

A. Private Special Event assessment: \$50

B. Private Special Event Permit: \$150

~~XIII~~.XIV. **Fees and escrows:** For the purposes contained herein, the term "Fee" is defined as a one-time, non-refundable payment and the term "Escrow" is defined as a deposit against