



UPPER FREDERICK TOWNSHIP

P.O. Box 597, Frederick, PA 19435

TOWNSHIP BUILDING
3205 Big Road, Zieglerville, PA 19492

www.upperfrederick.com

TELEPHONE-610-754-6436
FAX-610-754-6828

SPECIAL EVENT APPLICATION/PERMIT

BASIC PERMIT FEE: \$75.00 – 75 Plus Participants

Date: _____

Permit No.: _____

Permit Expires: _____

Name of Applicant: _____

Property Owner: _____

Telephone Number: _____

Address: _____

Address: _____

Email Address: _____

Email Address: _____

Name of Event: _____

Location of Event: _____

Nature of Event: _____

Expected Number of Persons to Attend: _____

Day(s) and Hours of Event: _____ RAINDATE: _____

Medical/Ambulance Support Required? _____ Yes _____ No

If yes, by whom? _____

Fire Police Required? * _____ Yes _____ No

*Upper Frederick Fire Police Not Available for Biking Events

If yes, by whom? _____

Has the Fire Police been contacted? _____

Road Closures/Redirection Required? _____ Yes _____ No

If so, indicate: _____

Insurance Company: _____

Insurance Contact No.: _____

Policy No.: _____

Applicant's Signature: _____

Date Issued: _____
Township of Upper Frederick

Basic Permit Fee (\$75.00): _____ Date Paid: _____ Check#/Cash: _____

Permit Fee for Fireworks Display**:_ _____ Date Paid: _____ Check#/Cash: _____

**10% of the Contract cost, with a copy of the Contract to be supplied to Upper Frederick Township at the time of Application.

Is drinking water being provided? _____ Yes _____ No

If so, a Montgomery County Health Department water analysis report must be provided for water which is not bottled.

SPECIAL EVENTS – SHEET 2

To: All Special Events Applicants:

Effective immediately, all signs and markings associated with special events, including bicycle races, will require authorization from the Code Enforcement Officer and Roadmaster.

- No markings or signs will be permitted without prior authorization.
- Any approved markings or signs must be removed within twenty-four (24) hours of the scheduled event.
- Markings on the road surface are of particular concern and will only be permitted on a case-by-case basis with the authorization of the Roadmaster.
- The necessary information for the marking of the road surface must be submitted to the Code Enforcement Officer and Roadmaster with the Application and at a minimum of thirty (30) days prior to the event.

In order to obtain authorization for signs and roadway markings, the following information is required to be submitted:

1. Site Map showing the locations of all markings and signs.
2. Material listings of all materials used to mark roadways.
3. Name/Address/Phone Numbers of person(s) responsible for marking of roadways.

Placement of signs and marking of the roadways without first obtaining the required authorization will result in revocation of permit and may result in the denial of future applications for a special events permit. Any cost incurred by the Township for removal of signs and/or markings will be billed to the Applicant.