



GREGG TOWNSHIP
106 SCHOOL STREET, P.O. BOX 184
SPRING MILLS, PA 16875
PHONE: 814-422-8218

EMAIL: secretary@greggtownship.org

SPECIAL EVENT PERMIT APPLICATION - \$35.00 FEE

This application must be received by Gregg Township Office **45 days prior to the event.**

Please fill out the following information in its entirety:

Name of Organization: _____

Name of person in charge of organization: _____

Phone number of person in charge: _____

Email address of person in charge: _____

Alternate person in charge: _____

Alternate person phone number: _____

Alternate person email address: _____

Date of event: _____

Circle one: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Hours of event: _____

Approximate number of people expected: _____

Nature of event: _____

How will traffic control be handled? (fire police, local or state police):

Road(s) in Gregg Township that will be used during this event: _____

Emergency Medical Plan:

At a minimum, local emergency services must be notified of your event. Notify Penns Valley EMS at 814-422-8015 and notify them of the dates and times of the event so that they are aware of the scope of the event. On-site Emergency Medical Services may be required to be in attendance at the event. Also notify Gregg Twp Fire Department at 814-422-8626.

Date PV EMS Notified: _____ Date Gregg Twp. Fire Co. Notified: _____

Neighborhood Impact:

The event organizers are required to include mitigation measures for negative consequences imposed on others by the event. Notice may include local press releases to community newspapers, radio, television and flyers to those residents who will be affected by the event delivered at least seven days prior to the special event but not more than thirty days prior to the event. Notice shall identify the times of the event and a contact person and phone number to call in the event of a concern during the event. Organizers may not put notices on private property. A copy of the neighborhood notice must be attached to application.

Trash:

The event organizer shall be responsible for leaving the area in "as good or better condition" than the area 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 area 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. Placement of all dumpsters must be approved by the Township prior to placement.

Gregg Township has a **Special Events Ordinance**. The applicant can review the Special Events Ordinance by using this link:

<https://greggtownship.org/wp-content/uploads/2024/12/Special-Events-Ordinance-2024.pdf>

Or by going to Gregg Township.org and then clicking on Resources and the Ordinances and Resolutions and then click on [Special Events Ordinance 2024-01](#)

I have read Gregg Township's Special Events Ordinance and I will comply with the ordinance.

Applicants Signature: _____ Date: _____

Name and address of Insurance Company/Liability carrier for this event:* _____

*Certificate of Liability needs to be submitted to Gregg Township with township being listed as additional insured.

I declare, under the penalties of perjury, that this application has been examined by me, and to the best of my knowledge, is a true, correct, and complete application.

Applicant's printed name: _____

Applicant's signature: _____ Date: _____

For Official Use Only: Special Event Permit Application

Date Received: _____

Date Permit Fee Collected: _____

Amount of Permit Fee Collected: _____

Approved By: _____

Date Approved: _____