

Fee: \$250 (1000-2000)  
\$350 (2001-3500)  
\$500 (3501-5000)  
\$750 (5001-10,000)  
\$1500 (over 10,000)

# Application for Public Gathering

Ordinance 2013-100

## Jackson Township Monroe County, PA

(A separate permit is required for each public gathering)

### General Information

Property Address \_\_\_\_\_  
\_\_\_\_\_

Person in Charge \_\_\_\_\_  
of Property (full legal name)

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Applicant/Sponsor

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (full legal name – all parties or partners)

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Duration of Public Gathering

From \_\_\_\_\_ To \_\_\_\_\_  
(date & time) (date & time)

Total Hours \_\_\_\_\_

### Size of Gathering

- 1000 to 2000 (application due 30 days prior \*)
- 2001 and more (application due 60 days prior\*)

Specific Number of Persons Expected \_\_\_\_\_

\* First Day of Announcement, Promotion or Advertising \_\_\_\_\_

### Applicants' Statement

**I/We shall abide by the terms and provisions of Ordinance 2013-100. And all laws, rules and regulations of the United States, Commonwealth of Pennsylvania, County of Monroe and Township of Jackson.**

\_\_\_\_\_  
signatures

# Sponsor/Applicant Submittal Checklist

- Articles of Incorporation (if corporation)
- Resolution Authorizing Application (if corporation)
- Program for the Public Gatherings  
(or narrative statement as to the purpose of the public gathering)
- Diagrammatic Plan showing locations & dimensions of area (see Section 6B.6)
- Permit or License (State of PA for Facility)
- Food & Drink Facilities (and providers thereof)
- Sanitary and Waste Facilities (and providers thereof)
- Transportation and Parking Facilities
- Security and Protection of Surrounding Areas (includes security personnel & traffic control  
see Section 6B.10.d)
- On-site Medical Facilities (and providers thereof)
- Janitorial Services/Site Restoration (and providers thereof)
- Lighting and other Utility Services
- Certificates of Insurance (see Section 6B.11)
- Statement: names and addresses of licensed ticket printers, etc. (see Section 6B.12)
- Examples of Proposed Advertising

## Conditions of Approval

1. Sanitary Facilities (see Section 9.1)
2. Public Safety (see Section 9.2)
  - a. Security
  - b. Enclosures
  - c. Medical Services
  - d. Parking Facilities
3. Structures (see Section 9.3)

**Completion of Conditions:** due 5 days prior to first day of event (1000-5000 persons)  
due 10 days prior to first day of event (over 5000 persons)