



**UPPER MACUNGIE TOWNSHIP  
Special Events Application**

<b>** UMT STAFF ONLY**</b>		<b>DATE ADMINISTRATIVELY COMPLETE:</b> _____	
Recreation: _____	Finance: _____	Twp. Man.: _____	
Public Works: _____	Zoning: _____	BOS Approval: <u>  </u> / <u>  </u> / <u>  </u>	
Police: _____	Fire: _____	Date Paid: _____	
SPYA: _____		Cash/Check #: _____	

**Special Event/Tournament Description:**

Event Title: \_\_\_\_\_

Event Date: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

Event Location - Park Name/Specific Fields or Areas used:

Event Description **(MUST ATTACH MAP WITH APPLICATION):**  
\_\_\_\_\_  
\_\_\_\_\_

Setup Start: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_ Cleanup End: \_\_\_\_\_

List items to be set up in advance **(INCLUDE DATES)** \_\_\_\_\_  
\_\_\_\_\_

Estimated Participants: \_\_\_\_\_ Estimated Spectators: \_\_\_\_\_

Describe your parking plan **(specific parking lot letters if in Grange Park):** \_\_\_\_\_  
\_\_\_\_\_

**Organization/Applicant Contact Information:**

Organization Name (if applicable): \_\_\_\_\_

Point of Contact (event organizer): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

- Yes No** Are you selling merchandise?
- Yes No** Will you be requesting assistance in lining fields?
- Yes No** Are vendors or other fees charged? Fee Amounts: \$ \_\_\_\_\_
- Yes No** Are admission, entry, or participant fees charged? Fee Amounts: \$ \_\_\_\_\_
- Yes No** Is this an annual event? If so, how many years have you been holding the event? \_\_\_\_\_
- Yes No** **A detailed map MUST BE submitted with this application.** This map must show the location of all elements of your event (ie. Bounce house, porta potties, stage, dumpster, tents, etc.)
- Yes No** **I understand that a meeting with Park Staff is mandatory! I understand that I need to email [recreation@uppermac.org](mailto:recreation@uppermac.org) to schedule this meeting at least 2 weeks PRIOR to my event.**
- Yes No** Are you a 501(c) certificate holder? IF YES: All fundraisers by and/or directly benefit a non-profit organization must submit proof of non-profit status with this application.

**Alcohol:**

**Yes No** Does your event involve the possession, consumption, or sale of alcoholic beverages?

**Circle all that apply:** Beer Wine Distilled Spirits Alcohol Sales Free Alcohol

**NOTE: Events requesting alcohol must adhere to the requirements listed below and in the Security Section. These sections must be approved by UMTPD. All events with Alcohol must also be approved by the Board of Supervisors.**

- Bartender** (who including copy of Certificate): \_\_\_\_\_
- Age verification method** (stamps, bracelets...etc.): \_\_\_\_\_
- Event Insurance (alcohol liability coverage):** UMT must be named "Additional Insured."
  - If you plan to sell or furnish alcoholic beverages at your event, you must receive authorization from the State of Pennsylvania Liquor Control Board (PLCB). Liquor Liability Coverage must be included on your Certificate of Insurance.

**Security:**

**If you are having Alcohol, security is required. The UMT Board of Supervisors may require security for certain event types and sizes even if no alcohol is consumed.**

- N/A**
- Detail Security Plan** (alcohol safety, general crowd control, name of company, etc.): \_\_\_\_\_

**NOTE: Professional, uniformed and licensed security guards are required if an event has a large number of people attending, if crowd control may be an issue, if alcohol is being served, if public safety issues are expected, or if deemed necessary by the Upper Macungie Township Police Department. The Upper Macungie Police Department must review private security companies used for events. UMTPD Officers may be contacted for security requests sixty (60) days prior to your event for scheduling purposes (4 hour minimum). UMTPD Fees are available on the Township Fee schedule or by contacting UMTPD directly.**

**Tents:**

**Yes No** Are you using tents? What size tents? \_\_\_\_\_

**NOTE: If you will have tents, you MUST indicate the exact location on your attached map. Tents over 400sq ft. will require an additional permit. Tents may not be staked down without completing a PA-1 Call and submitting a copy of the response to the UMT Public Works Dept. Dial 811 or 1-800-242-1776.**

**Medical Plan:**

**NOTE: UMT staff and/or Board of Supervisors may require a medical service plan upon review of application.** Events over 500 people should include a First Aid Station with a CPR/First Aid Certified individual. The first aid station **MUST** be labeled on your event map. Events over 2000 people will require trained medical professionals on site for the safety of all participants. We recommend that you contact Cetrionia EMS at least 90 days prior to your event for scheduling purposes.

**Yes No** We will have a first aid station will be at our event.

**Yes No** First aid station to be staffed by event staff who are first aid/CPR certified.

**Yes No** First aid station to be staffed by professionals. Company Name: \_\_\_\_\_

**Electricity & Amplified Sound:**

**Yes No** Will sound amplification equipment or system be used at the event?

If yes, please describe: \_\_\_\_\_

Amplified Sound will be used: **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**NOTE:** You must supply your own power source, i.e. a generator. Electrical outlets are limited in number and location, and not guaranteed to be operational.

**Block Party:**

**Yes No** Is this a block party? If yes, you will need to submit a signed petition.

**NOTE:** Applicants **must** reside on block being closed. Block party application **must** have a petition signed by 75% of residents on the block, and/or 75% of the residents of an apartment complex. Applications **must** be received at least ninety (90) days before the event.

**Street Closures/Traffic Control:**

**Yes No** Are Street closures being requested or required?

Reason for street closure: \_\_\_\_\_

List streets & intersections to be closed: \_\_\_\_\_

*UMT can only grant road closures on Township Roads. State Road closures must be requested through PennDOT.*

**If your event will significantly increase traffic, you MUST submit a traffic control plan.** UMTPD may be requested for traffic control (4-hour minimum). If UMTPD is unavailable, you are required to hire a professional traffic control company. Any cost of traffic control is the responsibility of the event organizer.

**Food, Drink, & Entertainment Vendors:**

**Yes No** Does your event include food, beverage, or entertainment vendors?

If yes, please describe the number and type of food/beverage/entertainment:

If yes, please describe how it will be prepared, held and served:

- I certify and agree to the following:** All food vendors must have a valid business license and insurance, as well as a temporary concession license through the Allentown Health Bureau. The Event Organizer is responsible for validating vendors have the proper insurance, and licensing. The Event Organizer is solely responsible and liable for all participating vendors.

**Trash and Recycling:**

- The Township does NOT provide trash or recycling removal from events. Applicant is responsible for providing proper trash and recycling receptacles and for removal of all trash after the event.** Permanent onsite receptacles are NOT intended for events over 100 patrons. For events over 1000 patrons you MUST provide at least one trash dumpster, and a recycling dumpster may also be required if cardboard and other recyclables generated from food and beverage are a large part of your event.

**NOTE:** Trash must be removed from the property and disposed of by the event organizer immediately after the event. Failure to properly dispose of trash and/or recycling after an event will be subject to fines. A cleaning crew, staffed with your organization’s personnel or volunteers, is required to clean during and at the end of each day of an event. Bottles, Cans, Paper and Cardboard must be recycled. As an event organizer, you must ensure the proper disposal of waste and garbage throughout the term of your event, and immediately upon conclusion of the event, the area must be returned to a clean condition. If you, as an event organizer, set a standard of leaving the venue as clean as you found it, you can have a highly beneficial impact on the Upper Macungie Township community. If it is determined by Township staff that there is past history of poor cleanup, your event may not be approved in future years.

**Portable Restrooms:**

**Yes No** Are you arranging for portable restrooms?

**Equipment Set-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ **Equipment Pick-up:** Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE:** Portable restrooms may be required based on event size and location. Park restrooms are CLOSED and winterized the first week in November. If portable restrooms are required, you must provide at least two portable toilets for every 500 people attending the event. For events with alcohol, you must provide four portable toilets for every 500 people attending the event. Federal guidelines require that five (5%) of these facilities must be ADA accessible.

### Signage:

- All organizational and event signage must be reviewed and approved by Upper Macungie Township staff. The Township must approve the location of all signage which must be shown on your event map.

**NOTE:** Failure to get prior approval of signage, the use of signage deemed inappropriate, or signage placed in spots deemed hazardous to vehicle and pedestrian safety may result in a fine or penalty.

### IMPORTANT INFORMATION:

- ❖ Upper Macungie Township reserves the right to deny special event applications that are incomplete, received less than 90 days prior to requested event date lacking the time for proper planning and communication, or outside of the realm of what is deemed appropriate.
- ❖ Submitting payment prior to approval is in no way to be construed as approval of your event.
- ❖ UMT Park Rules must be read and followed by applicants. By submitting this application, you are agreeing to read and follow all rules, policies, and requirements made available.
- ❖ Cancellations:
  - 30 days or more prior to event- 10% administrative fee held.
  - 15 - 29 days prior to event- ½ Refund
  - Less than 15 days prior to event, no refund
- ❖ Refunds will NOT be issued due to inclement weather.
- ❖ The use of all fields, amenities, or open space may require a refundable Security Deposit
- ❖ Use of Public Works and/or Police Department Staff- overtime fees will apply after normal business hours.
- ❖ UMT reserves the right to charge additional fees for events with attendance over 100 people constituting a change in requested use, and for set-up or tear-down time outside of the day(s) of the event.
- ❖ UMT reserves the right to charge Fees/Penalties for damage and clean-up:
  - Damage/destruction of grass, fields or pathways, property; clean-up after an event (including street sweeping), will be billed to the event organizer as the cost of equipment, material & labor for township staff and/or a contracted service to complete the work. Fees/Penalties will be deducted from applicant security deposit, if applicable.
  - Fastening any object to a pavilion, utility pole, tree, shrub or natural amenity- \$25.00/occurrence
  - Destruction of UMT Property- Charged the cost of the item damaged.
- ❖ **DAY OF YOUR EVENT- call 610-395-4892 if you need township assistance. Our after-hours service will relay your message to staff. Call 610-437-5252 to reach the Lehigh County non-emergency dispatch office. Call 911 for any emergencies.**

**COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.**

**Insurance Requirements:**

Before a permit will be issued, you will need to submit proof of General Liability Insurance or event insurance that names, as the **additional insured**, the “Upper Macungie Township, its elected officials, officers, appointees, employees, agents, independent contractors, or assigns,” impacted by your event. The Certificate of General Liability insurance **must** be accompanied by the additional insured endorsement form or it will not be accepted. The necessary amount of coverage required is \$1,000,000. Insurance coverage must be maintained for the duration of the event including setup and cleanup dates. If your event will include alcohol, liquor liability coverage **must** be included on your Certificate of Insurance. **The certificate holder is: Upper Macungie Township, 8330 Schantz Road, Breinigsville, PA 18031.** This **must** be submitted no later than thirty (90) days prior to the commencement of the event. Permits will not be issued until all insurance requirements have been received, verified, and approved by Upper Macungie Township staff.

**Affidavit of Application:**

The applicant, and if applicable, the professional event contact, must complete, sign and date this application and submit application by mail: **Upper Macungie Township Attn: Recreation; 8330 Schantz Road, Breinigsville, PA 18031**, or email to [recreation@uppermac.org](mailto:recreation@uppermac.org). Please make checks payable to “Upper Macungie Township”.

I hereby certify the foregoing statements to be true and assigns correct and agree to indemnify, defend, and hold harmless Upper Macungie Township, its elected officials, officers, appointees employees, agents, independent contractors, or assigns, as additional insured’s from and against any and all loses, damages, liability, claims, suits, costs and expenses whatsoever, including attorney’s fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity. In the event that a possessory interest subject to property taxation is create by virtue of this use permit, I agree to pay all possessory interest taxes and Upper Macungie Township shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid Upper Macungie Township pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization to, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to Upper Macungie Township. I also agree, if approved, to comply with all permit conditions, including those listed in Parks Rules and other policy/rule documents provided by the Township website and representatives and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.

**Organization (if applicable)** \_\_\_\_\_

**Point of Contact (event organizer)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**UMT Contact Information:**

Please contact the appropriate Department for further information. Please keep in mind your application should be received 90 days prior to your event for proper planning.

Item & Timeline	Department & Phone Number
Electricity Information	Public Works (Parks Dept.): 610-395-4892 x138
Insurance Certificates	Finance Department 610-395-4892 x115
Medical/Paramedics	Cetronia EMS 610-398-0239 x511
Park Availability	Recreation Department 610-395-4892 x130
Parking- street/public lots	Public Works (Parks Dept.): 610-395-4892 x138
Police/Security	UMT Police Department 484-661-5911
Road Closures	UMT Police Department 484-661-5911
Recycling & Trash Questions	Public Works (Parks Dept.): 610-395-4892 x138
Tents over 400 sq. ft.	Permits Department: 610-395-4892 x113
Vendor Sales	Finance Department 610-395-4892 x115
General Event Questions	Recreation Department 610-395-4892 x130

**\*\*\* The Township will be addressing the Grange Park field conditions in 2024. This will include an annual maintenance program to improve the aesthetics, safety, and playability of all field areas. The process will include fertilizing, core cultivating, overseeding, topdressing, and spot spraying. This maintenance plan may affect field availability throughout 2024, including resting periods for heavily used athletic fields. Township staff will contact you if this plan affects your event. \*\*\***



UPPER MACUNGIE TOWNSHIP

COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.



## SCHEDULE "J" RECREATIONAL RENTAL, EVENT, & GENERAL FEES

### PAVILION RENTAL FEES (CONSTRUCTED PAVILIONS):

Park Pavilion Rental Facilities	Pavilion Rental Fees			
	Capacity	Resident & Non-profit Fee	Non-Resident Fee	Security Deposit (if requested)
Earl Adams Memorial Park (Breinigsville Park) Lower Pavilion	100	\$100.00	\$150.00	\$100.00
Earl Adams Memorial Park (Breinigsville Park) Upper Pavilion	100	\$100.00	\$150.00	\$100.00
Grange Park Pavilion #1	100	\$100.00	\$150.00	\$100.00
Grange Park Pavilion #2	100	\$100.00	\$150.00	\$100.00
Grange Park Pavilion #3	100	\$100.00	\$150.00	\$100.00
Grange Park Pavilion #4	100	\$100.00	\$150.00	\$100.00
Grange Park Pavilion #5	40	\$50.00	\$75.00	\$100.00
Grange Park Pavilion #6	40	\$50.00	\$75.00	\$100.00
Lone Lane Park Pavilion	300	\$125.00	\$175.00	\$100.00
Ricky Park Pavilion	50	\$50.00	\$100.00	\$100.00
Upper Macungie Park (Rt. 100 Park) Falcon Pavilion	100	\$100.00	\$150.00	\$100.00
Upper Macungie Park (Rt. 100 Park) Hawk Pavilion	100	\$100.00	\$150.00	\$100.00
Township Churches & Schools (max 3 rentals per year/group)	No Charge	No Charge	No Charge	No Charge

### GENERAL RECREATIONAL USE RENTAL FEES

Field & Court Rental Facilities	Per Field/Court, Per three hours		
	Resident & Non-profit Fee	Non- Resident Rental Fee	Commercial Organization Rental Fee
*Individual Pickleball Courts may not be rented. *Six (6) hour maximum per day rental *UMT Churches/Schools: No Charge max 9hrs per year *Non-profit rate same as Resident Rate			
Baseball, Softball, Basketball, Volleyball, Tennis	\$25.00	\$30.00	\$40.00
Soccer, Football, Lacrosse	\$35.00	\$40.00	\$50.00

### SPLASH PARK FEES

Fee Type:	Fees:			
Annual	Resident Fee	Non- Resident Fee	Lower Macungie Resident	Replacement Card Fee
Membership + Card	\$15.00	\$25.00	\$20.00	\$10.00

**TOURNAMENT, CAMPS & SPECIAL EVENT RENTAL FEES:**

<b>Rental Facilities</b>	<b>Rates</b>					
	<b>Duration</b>	<b>Resident Rental Fee</b>	<b>Non-Resident Rental Fee</b>	<b>Commercial Organization Rental Fee</b>	<b>Non-Profit Rental Fee</b> <small>not to exceed 10% of profit</small>	<b>Security Deposit</b> <small>If requested</small>
Baseball, Softball, Basketball, Volleyball, Tennis	One Day	\$200.00	\$300.00	\$400.00	\$150.00	\$250.00/field
Soccer, Football, Lacrosse	One Day	\$250.00	\$400.00	\$500.00	\$200.00	\$250.00/field
Disc Golf Course	One Day	\$200.00	\$300.00	\$400.00	\$150.00	\$200.00
Pickleball (all 12 courts)	One Day	\$600.00	\$800.00	\$1,000.00	\$400.00	\$300/day
Reservation of Open Space (areas not deemed official fields or listed under park rental fees)	One Day	\$80.00/Acre	\$120.00/Acre	\$160.00/Acre	\$60.00/Acre	\$50/Acre
Park Road Closure (cones, barricades, signs)	Per Day	\$60/event	\$60/event	\$60/event	\$60/event	N/A
Football Light fees (per field/lighted area)	One Day	\$30/day	\$30/day	\$30/day	\$30/day	N/A

**PARK RENTAL FEES:**

<b>Rental Facilities</b>	<b>Rates</b>					
Grange Park Athletic Area 1 (15 Acres)	One Day	\$1,000.00	\$1,250.00	\$1,500.00	\$800.00	\$1,000.00
Grange Park Athletic Area 2 (12 Acres)	One Day	\$750.00	\$1,000.00	\$1,250.00	\$600.00	\$1,000.00
Grange Park Athletic Area 3 (11 Acres)	One Day	\$700.00	\$950.00	\$1,200.00	\$500.00	\$1,000.00
Grange Park Athletic Area 4 (1.5 Acres/includes Pavilion #4)	One Day	\$150.00	\$200.00	\$250.00	\$100.00	\$250.00
Grange Park Rec Field (5 Acres)	One Day	\$350.00	\$550.00	\$750.00	\$300.00	\$500.00
Grange Park (48 Acres) (excludes pickleball courts, playground, & splash pad)	One Day, all fields	\$2,500.00	\$3,500.00	\$4,500.00	\$2,000.00	\$2,000.00
Grange Park (48 Acres) (excludes pickleball courts, playground, & splash pad)	Two Days all fields	\$4,500.00	\$6,500.00	\$8,000.00	\$3,750.00	\$2,000.00
Lone Lane Park (35 Acres) (excludes playground)	One Day, all fields	\$1,750.00	\$2,750.00	\$3,750.00	\$1,250.00	\$1,000.00
Lone Lane Park (35 Acres) (excludes playground)	Two Days, all fields	\$3,250.00	\$5,000.00	\$7,000.00	\$2,250.00	\$1,000.00

Organizations will be charged a fee according to the Upper Macungie Township fee schedule. These fees help offset the annual costs of fertilization, repair (including seed, top dressing, etc.) and preparation of the fields for play (scheduling, administrative duties). Staff may prorate fees for the large Athletic Areas in Grange Park to proportionately allocate park land and/or amenities. In addition, an organization imposing costs on Upper Macungie Township, such as the use of lighting, repair of damage, etc., will be responsible for such costs. Security deposits may also be required prior to your rental.

**NEWSLETTER ADVERTISEMENTS:**

Type	RATE	
	One Issue	Two Issues
Newsletter Ad.- Business Card	\$150.00	\$275.00
Newsletter Ad.- Quarter Page	\$300.00	\$580.00
Newsletter Ad. – Half Page	\$600.00	\$1,150.00
Newsletter Ad. – Full Page	\$1,200.00	\$2,300.00
Newsletter Ad.- Business Profile	\$1,500.00	\$2,900.00

**SUMMER RECREATION CAMP**

Type	RATE	
	Resident	Non-Resident
Annual (per child ages 6-12)	\$400.00	\$450.00

**LOWER MACUNGIE POOL PASSES  
(Upper Macungie Resident Rates)**

Fee Type:	Annual Fee:
Family (up to 4 people)	\$300.00
Family of 5	\$325.00
Family of 6	\$350.00
Family of 7	\$375.00
Family of 8	\$400.00
Couple	\$190.00
Adult (18 and over)	\$125.00
Child (under 18)	\$90.00
Infant (2 and under)	Free
Senior Adult (59 and over)	\$80.00

**2024 RECREATION DEPARTMENT SPONSORSHIP FEES**

Fee Type:	Annual Contribution:
Friend Level	\$50.00
Family Level	\$250.00
Trojan Level	\$500.00
Park Partner Level	\$1,000.00
Visionary Level	\$2,500.00
Remembrance Tree	\$350.00 - \$500.00
Memorial Bench	\$1,750.00 - \$2,000.00 (concrete pad additional)
Athletic Field Banner	\$500.00
Pavilion Naming Program	\$1,200.00

## PROGRAM FEES

The Upper Macungie Township Recreation Department strives to provide the highest quality facilities, programs, events, and services. Fees for these programs and events are determined by staff based on instructor pay scales, as well as direct and indirect costs related to program/event expenses. Program and event fees, balanced with a combination of grants, donations, and municipal contributions are vital to the ongoing success of the Recreation Department.

## REFUND POLICY

### Township Programs and Events

- Full refunds/credits will be issued if the Recreation Department completely cancels a program or event.
- Refunds for township programs and events will not be given due to weather cancellations, however, makeup dates may be scheduled. If makeup classes are not possible due to instructor availability, you will be provided a prorated credit in your RecDesk account.
- Any household credit issued will expire at the end of the following calendar year.
- No credits or refunds are given when a participant withdraws from a program after the program start date.
- No credits or refunds are given when a participant is asked to leave due to inappropriate or unacceptable behavior.
- Refund requests made 21+ calendar days before the start of the program or event will receive a full refund.
- Any refund request made within 20 calendar days of the program or event will incur a 10% administrative fee.
- No refunds will be issued for any cancellation/refund requests made within 7 days of a program or event.
- No refunds for any reason will be issued once a program has concluded.

### Summer Camp

- Cancellation/refund requests before April 15th, a full refund will be issued.
- Cancellation/refund requests between April 15th and May 15th, a refund minus an administrative fee of 10% of your total cost of camp will be issued.
- Cancellation/refund requests between May 15<sup>th</sup> and June 1st, a refund minus an administrative fee of 25% of your total cost of camp, **IF the vacated spot can be filled**, will be issued.
- Cancellation/refund requests after June 1<sup>st</sup>, No credits or refunds will be issued.
- No credits or refunds are given if a participant is asked to leave due to inappropriate or unacceptable behavior.
- All requests must be in writing to [recreation@uppermac.org](mailto:recreation@uppermac.org)

### Facility Rentals (Pavilions, Ball Fields, Special Events)

- A full refund will be issued if the Recreation Department cancels your facility rental.
- Refunds for facility rentals will **NOT** be given due to inclement weather.
- Any cancellation/refund request made 21+ calendar days of the rental will receive a full refund.
- Any cancellation/refund request made within 20 calendar days of the rental will incur a 10% administrative fee.
- No refunds will be issued for any cancellation/refund requests made within 7 days of your facility rental.
- Attempts to reschedule must be made prior to the event date and must be within the same calendar year.

*Any cancellation/refund request made within any of the terms listed above due to extenuating circumstances (injury, death, facility condition, etc.) will be handled on a case-by-case basis and will require Recreation Manager and Township Manager approval. If extenuating circumstances exist, requests must be made in writing to the Recreation Manager at [recreation@uppermac.org](mailto:recreation@uppermac.org). Transfers, credits, or refunds for medical reasons will be prorated from receipt of notification. Proof of doctor's documentation may be requested by the township in order to process your request.*

**COMPLETION/SUBMISSION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.**