

EVENT NAME / TITLE: _____ **REQUESTED DATE(S):** _____

EVENT ELEMENTS: Indicate with Y/N in the left column whether your event will include any of the following elements

*** Items marked with a star (*) may require additional permits. Please see staff for more details. ***

YES / NO	TYPE OF ACTIVITY	TWP DEPT	YES / NO	TYPE OF ACTIVITY	TWP DEPT
	Alcohol: <input type="checkbox"/> beer <input type="checkbox"/> wine <input type="checkbox"/> spirits	2		Live animals	2, 5, 6
	Special lighting	1, 5, 6		Shuttle buses / mass transportation	2
	Amplified music / sound	2, 5		Parade on Township streets / in public right of way	All
	Barbecue / open flame	1		Casino games / bingo / drawing / lottery	2, 4
	Car show	1, 2		Food / beverage preparation / service / vendors	1, 2, 5
	Carnival (attach detailed description)	All		Retail sales booth(s)	1, 4, 6
	Circus (attach detailed description)	All		Trade / craft show	1, 2, 4, 6, 5
	Live performance / concert (attach details)	1, 2, 4, 5		Tents / canopies (*attach details listing quantities & sizes)	1, 6
	Public dance	1, 2		Scaffolding / temporary structures (e.g. stages)	1, 2, 5
	Use of venue dumpsters / trash receptacles	5		Private security	2
	Dunk Tank	5		Posting of signs / promotional banners etc.	6 *
	Electrical generators	1, 5, 6		Skydivers / hot air balloons / aerial activities	1, 2, 5
	Exclusive use of Township parking area (attach details)	2, 3, 6		Solicitation of funds	2, 4
	Fencing	1, 2, 5		Street closures (attach detailed descriptions & maps)	1, 2, 5
	Fireworks / pyrotechnics / lasers / rockets, etc.	1, 2		Signs (temporary, directional, etc.)	6
	Portable restrooms	5		Race: type _____	2
	Vehicles driven / parked in parks	1, 2, 5		Media coverage	3
	Inflatables (jumps, etc.)	5		Other _____	

TOWNSHIP SERVICES REQUESTED / REQUIRED: Indicate with Y/N in the left column whether you require or request any of the following Township services. *Note: Fees may be charged for Township services.*

YES / NO	TYPE OF ACTIVITY	TWP DEPT	YES / NO	TYPE OF ACTIVITY	TWP DEPT
	Electrical hookup to Township / venue power sources	1, 5		Crowd control / security by BCSO	1, 2
	Additional trash services / receptacles	5		First aid on site	1
	Use of Township park / recreation field / shelter / building	1, 2, 5		Fire Department suppression equipment	1, 2
	Traffic control by Butler County Sheriff's Office (may be required for street closure)	2		Other _____	

DEPARTMENT KEY

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|--------------------------|------------------------|-------------------------|
| 1. FIRE & EMS DEPARTMENT | 2. BCSO | 3. ECONOMIC DEVELOPMENT |
| 4. FINANCE | 5. SERVICES DEPARTMENT | 6. PLANNING & ZONING |