

**MANOR TOWNSHIP, ARMSTRONG COUNTY,
PENNSYLVANIA
Large Gathering Ordinance
2016-2**

1. Definitions.

Unless the context requires otherwise, the following words shall have the following meanings:

LARGE GATHERING

All assemblies of people for the purpose of public amusement anticipated to amount to a number of more than 100 people at any one time, whether or not an admission fee is charged. The term “large gathering” does not include funerals, weddings, day or sleepover camps for children up to the age of 18 years of age, academic activities incidental to the daily routine of a private or public school and/or athletic activities held on the property of a private or public school.

PERSON IN CHARGE OF PROPERTY

An agent and his principal, occupant, lessee, contract purchaser, or the owner, having possession or control of property in the Township.

SPONSOR

Any person, association, partnership, firm, corporation, joint venture or any other legal entity whatsoever, who or which initiates, organizes, promotes, permits, conducts or causes to be advertised a large gathering. “Sponsor” shall also be referred to herein as the applicant.

2. Prohibited activity.

It shall be unlawful for any sponsor, owner of property, or person in charge of property to initiate, organize, promote, permit, conduct, or cause to be advertised a large gathering, unless a permit has been obtained. A separate permit shall be required for each gathering for the period of time designated by the permit.

3. Permit requirements.

No large gathering may be held within the boundaries of Manor Township unless the sponsor, the owner of the property, and the person in charge of the property upon which the gathering will be conducted jointly apply for and are granted a permit as herein provided.

A. No permit shall be granted for a large gathering for more than 72 hours in duration unless the application specifically requests, and the permit specifically allows, the same by an extension of that period of time.

B. No applicant shall be under 21 years of age.

C. No permit may be transferred or assigned.

D. In case of a dispute over the number of people and/or vehicles reasonably anticipated to attend the public gathering, the decision of the Board of Supervisors of Manor Township shall be final.

E. Manor Township shall only be responsible for approving or denying permits and licenses required by the Township. It is the responsibility of the sponsor and person in charge to obtain any permits and/or licenses which may be required by the County or State.

4. Application.

A. Written application for each large gathering shall be made to the Township Secretary for review by the Board of Supervisors.

- (1) For gatherings numbering 100 to 249 persons, written application must be made 30 days prior to the first day upon which announcement, promotion or advertising is to be made or the day upon which the large gathering is to commence, whichever occurs first.
- (2) For gatherings numbering 250 or more persons, written application must be made 60 days prior to the first day upon which announcement, promotion or advertising is to be made or the day upon which the large gathering is to commence, whichever occurs first.

B. Applications shall be made on forms specified by the Board of Supervisors of Manor Township and shall contain all of the following information at a minimum.

- (1) The full legal names, addresses and telephone numbers of all sponsors.
- (2) The full legal name and address of the owner and person in charge of the property to be utilized for the large gathering.
- (3) If the sponsor-applicant is a partnership or joint venture, then all partners and parties to the joint venture thereto shall sign as applicants. If the sponsor-applicant is a corporation, copies of the articles of incorporation and corporate resolution authorizing the application shall be required. If the sponsor-applicant is a limited liability company, a copy of its certificate of organization shall be required.
- (4) The location and address of the property to be utilized for the large gathering.
- (5) The program for the large gathering, or if no program is prepared, a narrative statement as to the purpose for which the large gathering is to be conducted.
- (6) A plan of the proposed site of the large gathering showing the locations and dimensions of the area where the event is to be conducted, areas for spectators or persons attending the event, all structures existing and to be constructed and/or placed, proposed parking area and service roads, portable water facilities, sanitary facilities, medical service

facilities, facilities for and distribution of security personnel, and facilities for food and beverage storage, preparation and service, as well as camping facilities and projected plans for enclosure, if necessary, of the proposed site.

- (7) Evidence that all permits and licenses as required by state and county statutes, ordinances and regulations enacted thereunder have been obtained and copies submitted with the application.
- (8) A statement of the number of persons expected to attend such event and the duration of such event.
- (9) A statement regarding the first day, upon which public announcement, promotion, or advertising is to be made.
- (10) Specific information and details relating to:
 - (a) Sanitary and waste disposal facilities and providers thereof.
 - (b) Transportation and parking facilities.
 - (c) Security and protection of surrounding areas, including specific reference to the number of security personnel.
 - (d) On-site medical facilities and providers thereof.
 - (e) Post-gathering trash removal and site restoration and providers thereof.
 - (f) Lighting and other utility services.
 - (g) Any applicable permits issued by the Pennsylvania Liquor Control Board or County Treasurer.
- (11) Certificates of insurance issued by an insurance company licensed to do business in Pennsylvania, evidencing comprehensive general liability, or special event public liability, in an amount of at least \$1,000,000 for personal injury and \$100,000 for property damage, unless said required amounts are either decreased or increased by the Township after considering the proposed gathering. The policies shall name the Township of Manor as an additional named insured.
- (12) Examples of proposed advertising of the event, if any.
- (13) Applicants' statement that they shall bear all responsibility for ensuring compliance with all applicable laws and regulations, including but not limited to compliance with the Manor Township ordinances, any and all regulations governing wetlands and/or other natural resources and all other Township, county, state and/or federal laws and regulations.

(14) The supervisors of the Township of Manor reserve the right to reject any application or any portion thereof, which, in their discretion, does not fulfill the requirements of this ordinance.

C. Permit fee; fee not refundable.

(1) Each application shall be accompanied with a check to cover the cost of review, investigation, issuance, and administration of the permit in the following amounts:

Person Reasonably Anticipated	Fee
250 or above	\$250.00

(2) No part of the permit fee is refundable.

D. Each large gathering shall be located on a property of sufficient size to ensure the safety, health and welfare of the public. The Township shall have the sole discretion to determine whether the property wherein the large gathering is proposed to be held is of a sufficient size.

E. The Board of Supervisors shall either grant or deny the application for permit within the time frame set in #4.

5. Conduct of public assembly.

A. The large gathering permittees must maintain the sanitary and sewage facilities, parking facilities, security and traffic control personnel and medical service facilities, and other facilities and utilities provided in accordance with the plans submitted and approved, and in a safe and healthful manner.

B. No permittee, or persons having control of the large gathering, shall condone any illegal conduct on the premises, including, but not limited to, disorderly conduct or illegal possession, sale, or use of intoxicating beverages or drugs.

C. The burden of preserving order during the large gathering shall be upon the permittees of the gathering and owners of the property. Any violations of the laws of the Commonwealth of Pennsylvania, or its rules and regulations, or of the terms and conditions of this chapter, or other ordinances of Manor Township or of the conditions of the permit granted hereunder may be cause for immediate revocation of the permit by the Township Supervisors, Township Police and/or Pennsylvania State Police, and upon notification to the person in charge that a violation exists and the failure of the person in charge to take immediate action to correct the violation. Upon revocation of any permit, the permittees of the large gathering shall immediately terminate the assembly and provide for the orderly dispersal of those in attendance.

D. Township Police and/or Emergency Management Coordinator shall be granted access to the large gathering at all times for the purpose of inspection and enforcement of the terms and conditions imposed herein.

E. No programmed entertainment, amusement or recreation or use of sound amplification equipment shall be provided or permitted between the hours of 11:00p.m. and 10:00a.m. All activities of the large gathering shall comply with all other Township ordinances, including but not limited to noise and nuisance ordinances.

F. Any permittee and the owner of property or person in charge of the property, or their designated agents or representatives, shall be required to be in attendance at the large gathering and shall be responsible for insuring that no person shall be allowed to remain on the premises who is violating any state or township laws, ordinances, rules or regulations.

G. If at any time during the conduct of the large gathering the Township Police, and/or Township Code Enforcement Officer determines that the gathering and the activities conducted therein are threatening the safety, health and welfare of the public, the Township Police, Township Code Enforcement Officer and/or other authorized Township representative shall have the authority to require the applicants to immediately terminate the assembly and provide for the orderly dispersal of those in attendance.

H. At the conclusion of the program, the permittees shall terminate the assembly or gathering and shall supervise the orderly dispersal of those in attendance. No one shall be permitted to remain overnight on the licensed premises, except permanent residents, unless overnight camping or other facilities were approved by the Township pursuant to the application process and this chapter.

6. Conformance with other law.

This chapter shall in no way be a substitute for, nor eliminate the necessity of, complying with any and all federal and state laws, rules and regulations, county and Township ordinances which are now, or may be in the future, in effect which pertain to the conduct of large gatherings and/or the activities or operations conducted therein.

7. Penalties.

Any person or persons failing to comply with any provisions of this ordinance, shall upon summary conviction thereof by any District Magistrate, shall be subject to a fine of not more than \$1,000.00, together with costs. In default of the payment of any fine, the defendant shall be sentenced to jail for a period not exceeding 30 days.

The Ordinance shall take effect on:

ENACTED AND ORDAINED into an Ordinance this 1st day of June 2016.

Manor Township
Board of Supervisors

ATTEST

Secretary

Paul Rearick, Chairman

Date: _____

Robert Q. Southworth, Vice-Chairman

Donald W. Palmer, Jr., Supervisor