

ADDRESS ALL CORRESPONDENCE TO:

TELEPHONE: (717) 626-8900

FAX: (717) 626-8901

WEBSITE: [www.warwicktownship.org](http://www.warwicktownship.org)

***WARWICK TOWNSHIP***

315 Clay Road

P.O. Box 308

Lititz, PA 17543-0308

(Lancaster County)

June 7, 2023

Brad Clubb  
2600 Lebanon Road  
Manheim, PA 17545

**RE: Rothsville Community Day - September 16, 2023**

Dear Mr. Clubb:

This letter serves as confirmation, that the Warwick Township Board of Supervisors, at their regular meeting on June 7, 2023 approved your request to hold the annual Rothsville Community Day on Saturday, September 16, 2023. This approval is for the use of Forney Field.

You will need to coordinate the event with the Lancaster Polo Association and contact Chief Dave Steffen at the Northern Lancaster County Regional Police Department at 717-733-0965.

On behalf of the Township Supervisors, I would like to extend our sincere appreciation to you for continuing with this community event. Your efforts are greatly appreciated. Please contact this office if you should have any questions.

Sincerely,

Brian Harris  
Township Manager

cc: Dave Steffen, Chief, NLCRPD  
Ron Stief - Regional Recreation Director  
file





**SPECIAL EVENTS APPLICATION  
WARWICK TOWNSHIP**

315 Clay Road  
Lititz, PA 17543  
Office 717-626-8900

MAY 19 2023

Please print and Fill out application **completely**; failure to do so may delay permit for event.

**This application must be submitted at least sixty (60) days prior to the event. Requests submitted less than 60 days run the risk of being denied.**

SPONSORING ORGANIZATION: Rothsville Community Day

CHIEF OFFICER OF ORGANIZATION: Brad Clubb

APPLICANT/CONTACT (Name) Brad Clubb E-mail bclubb@flywayexcavating.com

ADDRESS: 2600 Lebanon Road Manheim, PA 17545

PHONE (H): (717)665-7987 PHONE (W): (717)560-0731 PHONE (Cell): (717)629-4319

**Please identify the contact person "on-site" the day of event. (Note: This person must be in attendance for the duration of the event and immediately available to Township staff or Police/NLCRPD).**

NAME: Brad Clubb PHONE(Cell): (717)629-4319

TYPE OF EVENT:      Run/Walk      Bike Race      Sporting Event/Tournament      Fair/Festival  
                                 Fundraiser      Other (Specify) \_\_\_\_\_

EVENT TITLE: Rothsville Community Day

EVENT DESCRIPTION: Activities for community participation- food, information on local organizations, games

DATE REQUEST: 9/16/23 ALTERNATE DATE: none

IS PRE-REGISTRATION REQUIRED? Yes \_\_\_\_\_ No X

ESTIMATED # OF EVENT ATTENDEES /PARTICIPANTS: 200

**SITE PLAN AND ROUTE MAP**

Forney Field, Rothsville

Event Set-up: Date: 9/15/23 Day of Week: Friday Time: 2:00

Street Closing for set-up, Stages, Tents, etc. Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street(s) to be Closed: \_\_\_\_\_

(Submit a Site Map with the application)

Event Opens: Date: 9/16/23 Day of Week: Saturday Time: 8:00am

Street Closing for Race, Parade, etc.: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Street(s) to be Closed: none

(Submit Route Map with the application)

Race, Parade or escort Start Time: \_\_\_\_\_

Daily Festival or Street Party Times: \_\_\_\_\_

Road Race Service Co. And Phone: \_\_\_\_\_

Event Closes: Date: 9/16/23 Day of Week: Saturday Time: 2:00pm

Street Opening: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Event Dismantle: Date: 9/16/23 Day of Week: Saturday Time: 4:00pm

Street Opening Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Traffic Control by (Co. used and contact) \_\_\_\_\_

**INSURANCE:**

- Before final permit approval will be granted, the applicant must provide an original and current certificate of general liability insurance, including bodily injury and property damage in the amount of \$1,000,000 per occurrence and aggregate of \$2,000,000.
- The certificate must name "Warwick Township" as an "additional insured".
- Coverage must be maintained for the duration of the event. *The Township of Warwick reserves the right to request a copy of the entire Insurance policy.*

Name of Insurance Carrier: Brotherhood MutualAgent's Name: James O. Bower, Ins., Inc.Address: 5115 E. Trindle Road City: Mechanicsburg State: PA Zip: 17050Business phone: (717)326-7200 E-Mail: Jamie@bowerins.com