Upper Darby Township  
Special Events Permit Application

Today’s Date: ________________________

Name of Organization: ________________________________________________________________

Address of Organization: ______________________________________________________________

Phone # of Organization: __________________________ Fax # of Organization: ______________________

Name of Contact Person(s): _____________________________________________________________ Email: ____________________________________________

Home phone # of Contact Person: __________________________ Cell # of Contact Person: ________________

Address of Contact Person: _____________________________________________________________

Name or Type of Event: __________________________

Date of Event: __________________________ Rain Date: __________________________

In the case of a parade or race, a map showing the proposed location and route must be submitted with this application. In the case of a bonfire, a site plan must be submitted showing the exact location of the bonfire along with all nearby buildings and structures. Bonfires are not permitted on Township owned or leased property. (Location, route, date and time may be subject to change based on safety concerns determined by the Township)

Do Streets/ Highways need to be blocked? ______ (If yes, please list the intersections requested to be blocked along with the number of barricades requested)

Time and Location the event will start: ______________________________________________________

Time and Location the event will end: ______________________________________________________

(Use of School District Property requires approval from the Upper Darby School District Recreation Dept. at (610)446-1904)

Will the applicant be applying for other permits from the Township or School District? ______________________

Total Number of Participants: __________ Total Number of Volunteers excluding participants__________

Number of Vehicles to be used in the event and description (proof of insurance required): __________

____________________________________________________________________________________

Will any animals be used during the event? ____ If yes, describe: __________________________________

Will any food be provided during the event? ____ If yes, describe: __________________________________

(Upper Darby Health Department license & inspection may be required)

List all sound amplification equipment, banners, signs and other attention attracting devices which will be utilized during the event: __________________________________________________________

Upper Darby Township may require the organizer to provide/show proof of a certificate of Insurance with a minimum general liability limit of One Million dollars. This certificate must name Upper Darby Township as an additional insured. The organizer must also understand that they may be responsible for the cost of Township services provided for this event including police/fire department details.

Name of Applicant: ________________________________ Signature: ________________________________