

Upper Darby Township
Special Event Permit Application



Date of Event: _____

Name of Event: _____

Location of Event: _____

(For use of township owned Parks and Facilities please also include a Facilities Permit Application).

Event Start Time: _____

Event End Time: _____

Permit Start Time: _____

Permit End Time: _____

Name of Organization: _____

Address: _____

Name of Contact Person(s): _____ Cell#: _____

Email: _____ Address: _____

HOW MANY OF THE FOLLOWING WILL BE AT THIS EVENT:

Volunteers: _____ Participants: _____ Banners/Signs: _____ Portable Toilets: _____

Tents/Canopies (include sizes): _____ Vendors: _____ Tables (include size): _____

Vehicles (proof of insurance required): _____ Vehicle Type: _____

List All Sound Amplification (ie - DJ, Band, Microphone, Loud Speakers, Bullhorn): _____

Detailed Description of Event Including Any Other Attention Attracting Devices to be Used: _____

Will Any Streets Need to be Blocked? YES / NO (circle one)

(If YES, a map and a list of the intersections requested to be blocked must be included with this application)

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

If food will be provided at this event, please contact **Delaware County Health Department at 484-276-2100**

(Use of School District Property requires approval from the Upper Darby School District: 610-789-7200)

➤ **If necessary, a meeting with the applicant may be requested to further discuss the event.**

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. Fire Dept may require fire detail - this must be arranged by the organizer. 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)**

Upper Darby Township may require the organizer to provide/show a Certificate of Insurance with a minimum general liability limit of One Million dollars. This certificate must name Upper Darby Township, 100 Garrett Rd, Upper Darby, PA 19082, 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/Public Works Department Details. **Police Details must be arranged by the organizer at <https://upd.org/contact-us/> or 610-734-7693.** **Permit requests must be submitted to the Township no less than ninety (90) days prior to the event date.**

Name of Applicant: _____ Signature: _____

Date: _____

Please direct any questions to recreation@upperdarby.org or 610-789-3656.

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