



## Upper Darby Township Special Event Permit Application

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Contact Person(s): \_\_\_\_\_ Cell#: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Name or Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time & Location: \_\_\_\_\_ End Time & Location: \_\_\_\_\_

TOTAL NUMBER OF:

Volunteers: \_\_\_\_\_ Participants: \_\_\_\_\_ Banners or Signs: \_\_\_\_\_

Tents/Canopies: \_\_\_\_\_ Portable Restrooms: \_\_\_\_\_ Vendors: \_\_\_\_\_

Vehicles (proof of insurance required): \_\_\_\_\_ Describe: \_\_\_\_\_

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

List Any Other Attention Attracting Devices To Be Used During Event: \_\_\_\_\_

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

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

Will any food be provided during the event? \_\_\_\_\_ If yes, describe: \_\_\_\_\_

**(Delaware County Health Department license & inspection is required for all food preparation 484-276-2100)**

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

**(Use of School District Property requires approval from the Upper Darby School District. The School District can be reached at 610-789-7200)**

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://udpd.org/contact-us/> or 610-734-7693.** Permit requests must be submitted to the Township no less than three (3) weeks prior to the event date.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_