

TOWNSHIP OF DARBY  
LICENSE & INSPECTIONS DEPARTMENT  
21 BARTRAM AVENUE, GLENOLDEN, PA 19036  
PHONE (610) 586-1514 FAX (610) 586-0779  
[www.darbytpw.org](http://www.darbytpw.org)

Application: _____
Doc's Received: _____
Permit Issued: _____

**EVENT PERMIT APPLICATION**

It is unlawful for any person(s) to hold or participate in any assembly including block parties, parades, tag days, yard sales and use of any township park or recreation area, unless the person organizing the event first obtains a permit, properly approved, which shall be issued without fee. **Application shall be made at least 30 days prior to the event to ensure approval methods as noted below.**

Refer to additional details below required for specific event types.

- Should a permit not be obtained a penalty fee of \$250.00 shall be imposed.

Event Type (circle One): BLOCK PARTY    TOWNSHIP PARK Event    YARD SALE    TAG DAY  
COMMUNITY CENTER W/AGREEMENT    PARADE

Date of Application: _____ Organization Name: _____
Contact Person: _____
Phone #: _____ Cell# _____ Email: _____
Address: _____ City/State/Zip: _____
<b>(Copy of Driver License is required and attached to the request)</b>
Purpose of the event: _____
Event Location Information: _____
Date of Event: _____ Time: Start: _____ End: _____ Not to exceed: _____ PM.
Rain Date if required: _____

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**BLOCK PARTY**

- Expected number of attendees: \_\_\_\_\_
- Will there be food (Circle one)? Yes No
- Will there be a food truck? (Circle one)? Yes No
- Will there be live music (Circle one)? Yes No
- Will there be any inflatable equipment Yes\_\_\_\_ No\_\_\_\_ (if so please describe) \_\_\_\_\_  
\_\_\_\_\_
- Will Barricades be needed (circle one)? Yes No (if yes, how many)? \_\_\_\_\_

**Use of TOWNSHIP PARKS: (Security Deposit of \$ \_\_\_\_\_ required). [Board approval required]**

- Expected number of attendees: \_\_\_\_\_
- Will there be food (Circle one)? Yes No
- Will there be Grilling equipment? Yes No
- Will there be a food truck? (Circle one)? Yes No
- Will there be live music (Circle one)? Yes No
- Will there be any inflatable equipment Yes\_\_\_\_ No\_\_\_\_ (if so please describe) \_\_\_\_\_  
\_\_\_\_\_
- Will Barricades be needed (circle one)? Yes No (if yes how many)? \_\_\_\_\_

**Use of COMMUNITY CENTER: (Security Deposit of \$ \_\_\_\_\_ required). [Board approval required]**

- Expected number of attendees: \_\_\_\_\_
- A minimum 70% of the group or organization are Township residents. Yes\_\_ No\_\_
- Obtained, understand, and signed the contract agreement? Yes\_\_ No\_\_
- Will there be food on premise? Yes\_\_ No\_\_
- Obtained and submitted the required Insurance certificate naming the Township of Darby as additional insured? Yes\_\_ No\_\_

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**PARADE EVENT: [Board approval required]**

- Provide on an attached sheet the parade route in specific detail including beginning and ending destinations. Must note each street and cross street throughout the route.
- Will Police, Fire and/or Ambulance services be required or participating? (Attach a list as appropriate)

**Responsibilities and Acknowledgements:**

- Event participants will comply with Township Ordinances, including but not limited, to Curfew ORD 494; Disorderly Conduct ORD 572 and Parks and Recreation ORD 486.
- Permit in violation of Township Ordinances can be revoked at any time.
- Event location(s) are to be left clean and free of debris.
- Township of Darby is not sponsoring this event, nor will the Township be responsible or liable for property damage, bodily injury or any other potential liability associated with the event.
- **No Alcoholic beverages are permitted on any Township property. No Exceptions**

By signing and submitting this application for a permit, I agree to abide by any associated Township Ordinances, and I will be a responsible party to advise participants of their responsibilities to ensure a safe and fun event. **(Signature must be that of the requestor or contact person so noted above).**

**Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

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

OFFICIAL USE ONLY	
<b><u>Board of Commissioner Approval:</u></b>	<b>Approval Date:</b> _____
<b>Signature:</b> _____	<b>Printed Name:</b> _____
<b><u>Police Chief or Designee Acknowledgement</u></b>	<b>Date:</b> _____
<b>Signature:</b> _____	<b>Printed Name:</b> _____
<b><u>Township Official Approval</u></b>	<b>Date:</b> _____
<b>Signature:</b> _____	<b>Printed Name:</b> _____
<b>Permit #</b> _____	<b>Issue Date:</b> _____