



# Radnor Township Special Event Permit Application

*All special events that take place within Radnor Township need to be preapproved to determine the impact, additional permit needs, considerations, and challenges in relation to each event for the safety of both the attendees and Township residents.*

***Incomplete applications will not be considered for permit***

## Applicant & Sponsoring Organization Information

Organization <small>(must match certificate of insurance)</small>		
Contact Person <small>(will be on site Day of Event)</small>		Cell Number:
Street Address		
City, State, ZIP Code		
Organization's Phone Number		Cell Number:
Fax Phone		
E-Mail Address		
Tax Exempt Number		

## Event Information

Type of Event :	Event Date:		
Event Title:	Event Location:		
Event Attendance:			
Participants: _____	Spectators: _____	Vendors: _____	Total: _____
Is this event open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		Admission Price: _____	

## Overall Event Description

*Please submit the following information, attach additional sheets to application form -*

- Details of event and activities, to include - timeline of event and activities, requested services, vendors, items, or services to be sold at the event
- If event is a fundraising event, please describe.
- If the event involves the sale or consumption of food, beverages, and/or alcoholic beverages, please describe.
- Details of construction of stages or other improvements including tents, fenced areas, awnings, amplified sound, generators
- Detailed layout of event, including road closures and map of area, if a road closure is required, the Highway Patrol Unit needs to be notified for evaluation and approval
- Promotional Information – examples of flyers and/or signage as additional permits may be required
- Parking plan for event, including blocked spaces for event, Assembly area, Disbanding area
- Portable bathrooms – number and map of locations
- Cleanup Plan – details
- Certificate of Insurance – See Rules and Regulations for more information
- Any additional permit applications required (building/tent, electric, fireworks)

<https://www.radnor.com/government/departments/community-development/construction-permits>

## Security/Safety/Volunteers

Please describe your procedures for both crowd control and internal security. Have you hired a Security company to handle security arrangements for this event? Please describe the guards' schedule and the number of guards to be used:

Security Company Name:

Phone:

Do you anticipate a need for Emergency Medical Services to be present at the event? If so, what arrangements have you made?

Do you plan on utilizing volunteers? If yes, in what capacity?

## Additional Event Details

Will vendors be providing food to the public?  Yes  No

If yes, please provide proof of Delaware County Health Department Approval.

<https://www.delcopa.gov/health/index.html>

Do you request the Radnor Township Public Works Department to provide barricades, trash cans, etc. for the event? If so, please describe what is needed and the quantity of each.

**Submit completed application and additional attachments to [phagan@radnor.org](mailto:phagan@radnor.org), or by mail to:**

Radnor Township  
Township Manager's Office  
301 Iven Avenue, Wayne, PA 19087  
Phone: 610-688-5600 / Fax: 610-688-1279

## Rules & Regulations

- Special Event Sponsor fee is \$250, required **at the time the application is approved** by Radnor Township. Please keep in mind that additional fees may be charged for any additional permits as needed.
  - A site plan map of your event must be included with your Special Event Permit Application identifying the location of stages, vendor booths, portable toilets, registration area, etc. For runs, walks, and parades, the site plan map must also outline your proposed route. If your event will generate additional traffic, or interrupt existing traffic on any township street, a traffic control plan outlining necessary street closures is required before a Special Event Permit will be issued.
  - Special Event Permit Applications may require review by the Radnor Township Board of Commissioners for approval or denial. Need for review by the BOC is based on size, scope, and impact of event.
  - Upon final review and approval of the requested event, the individual or organization responsible may be required to sign a Letter of Understanding recognizing any special arrangements made as a result of the event's approval.
- All debris and trash must be removed from an event site immediately after the event. Failure to do so may require the Township to call upon the Public Works Department. All expenses will be the responsibility of the event applicant. The applicant is required to provide recycling receptacles at the event. All expenses will be the responsibility of the event applicant.
  - Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. We encourage you to locate a local provider and make arrangements to bring in portable bathrooms and/or hand washing stations during your event. We estimate at least one (1) chemical toilet for every 150 people.
- A **Certificate of Liability Insurance** acceptable to the Township naming the Township as an additional insured must be acquired before an event and maintained for the duration of the event, including set-up and break down periods. The name of the insured, the insurance carrier, the policy number, and coverage of the limits must be stated on the certificate of the insurance as well as the effective and expiration dates for the coverage. The name on the insurance form **must be the same** on the Permit issued by Radnor Township. An endorsement naming "Radnor Township, 301 Iven Avenue, Wayne, PA 19087" as additional insured must be stated on the certificate of insurance and filed with Radnor Township at least seven (7) days prior to the event.
  - IF ALCOHOL WILL BE SERVED, a liquor liability endorsement is also required and must be stated on the certificate of insurance.
  - IF THERE WILL BE VENDORS OR CONTRACTED ACTIVITIES at the event, Radnor Township must also have a copy of their General Liability Insurance on file no later than seven (7) days prior to the event with the Township listed as the additional insured.
- You must receive approval for your event before you promote, market, or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened. **Acceptance of your Special Event Permit Application by the Township is not a guarantee of the date, location, or an automatic approval of your event.**
  - Please consult the Community Development Department to determine additional permits and/or fees that may be required. Any outdoor signage must be immediately removed within 24 hours of the event ending.
- In some cases, the need for police detail from the Radnor Township Police Department, a professional security company, or a combination of both may be required by Radnor Township to obtain a Special Event Permit. The Radnor Township Police Department determines the need, number, and type of security personnel based on expected attendance, location of the event, the presence of alcohol, history of the event, nature of the event, street closures, and the amount of advertising used for an event.
  - Only readily removable barricades may be used for street closures and lane of clearance is always required for emergency vehicle access. You may be required to provide advisory signs (placed a minimum of two weeks prior to the event) if your event impacts a major use roadway. Advisory signs are intended to provide advanced notice to the regular users of a roadway of the scheduled closure.

## Rules & Regulations - Continued

- The Community Development Department in conjunction with the Radnor Fire Company must review and approve the following: your plans for first aid and/or emergency medical services; your route for emergency vehicle access; parade floats; use of an open flame; use of fireworks or pyrotechnics; handling of vehicle fuel; cooking facilities; the location of power sources; the availability and location of on-site fire suppression equipment; the occupancy and spacing of tables or enclosures; and the use of tents, canopies or any fabric shelters. The Radnor Fire Company may require an inspection at your cost before and/or during the event.
- The applicant shall assume and reimburse Radnor Township for any and all costs and expenses determined by the Township to be unusual or extraordinary, and related to the event for which the permit is sought, including but not limited to:
  - A. The cost of providing, erecting, and moving barricades and/or signs;
  - B. The cost of providing and moving garbage or waste receptacles;
  - C. The cost of Township personnel and/or Radnor Police who are required to work overtime hours;
  - D. The cost of Township personnel or third-party agencies to perform required inspections.
- 5Ks and Fun Runs need to be reviewed and approved by the Radnor Staff Traffic Committee. For more information, please contact the Radnor Police Highway Patrol Unit at 610-688-5600 ex. 276.

## Agreement and Signature

*I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate. I recognize that Radnor Township reserves the right to deny any individual's or group's request as necessary to protect the rights of the residents and the integrity of the Township. Radnor Township may supersede any of the stated rules and regulations or institute new ones as it sees fit.*

*In consideration of permission to use the request Radnor Township owned field, facility, or other property, I, individually and in my representative capacity for the specified organization/group (if any), for myself, for the aforesaid organization, and for our heirs, representatives, insurers, and assigns do:*

- 1. release and discharge Radnor Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, from any and all claims of liability and causes of action in law and in equity, arising in any way from my/our use of the above listed Township owned field, facility, or other property;*
- 2. release and discharge any and all right of and claims for contribution, indemnification, and subrogation, by whatever term called, against Radnor Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, arising in any way from my/our use of the above listed Township owned field, facility, or other property; and*
- 3. agree to indemnify, defend, and hold harmless Radnor Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, for any and all losses, claims, demands or causes of action, and any damages, judgments, fees, expenses, costs (including interest) of any nature whatsoever arising in any way from my/our use of the above listed Township owned field, facility, or other property.*

Name of Individual/Officer of Organization/Group *(printed)*:

Signature:

Date:

## Payment Information (UPON APPROVAL—OFFICE USE ONLY)

Amount Due: \$ 250

Payment Method (Check all that apply):

Cash

Check or Money Order #

Visa/MasterCard

**Office Use Only**

Permit Application Number:	Assigned To:
Notes:	

**Special Event Permit Application Checklist – Office Use Only**

	Received	Date
<b>Special Event Permit Application</b>		
Amount: \$250		
Board of Commissioners Meeting Date for review of request:		
<b>Supplemental Information Submitted</b>		
Event Layout		
Traffic Plan		
Detailed list of vendors/contracted activities, services/items that will be bought/sold		
<b>Additional Permit / Request Application Submitted</b>		
Vendor / Alcohol Permits		
Tent Permit		
Sign / Banner Permit		
Street Closure, etc		
Appendix I		
Letter of Understanding		
<b>Insurance Information</b>		
Copy of Applicant / requesting organization’s General Liability Insurance Coverage		
Copy of Vendors’ / contracted activities General Liability Insurance Coverage		
<b>Department Head</b>	<b>Signature</b>	<b>Date</b>
Community Development, Director		
Police Department, Police Chief		
Public Works Department, Director		
Parks & Recreation, Director		

\_\_\_\_\_  
Township Manager

\_\_\_\_\_  
Date