



Radnor Township Special Event Permit Application

All special events that take place within Radnor Township need to be preapproved in order 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. Applications must include all requested information in order to be considered for a permit.

Applicant & Sponsoring Organization Information

Organization <i>(must match certificate of insurance)</i>			
Contact Person <i>(will be on site Day of Event)</i>		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 <i>(Check all that apply):</i>			
<input type="checkbox"/> Run / Walk	<input type="checkbox"/> Picnic	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Park Clean Up / Service Project
<input type="checkbox"/> Parade	<input type="checkbox"/> Park Festival	<input type="checkbox"/> Cultural Event	<input type="checkbox"/> Other <i>(specify):</i>
<input type="checkbox"/> Street Fair	<input type="checkbox"/> Private Party	<input type="checkbox"/> Food Festival	
Event Title:		Event Date:	
Event Location:			
<i>Set-up</i>	Date:	Time:	
<i>Event Date</i>	Start:	End:	
<i>Break Down</i>	Date:	Time:	
<i>Event Attendance</i>	Participants:	Vendors:	Spectators: Total:
Is this event free to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No		Admission Cost:	

Overall Event Description

Briefly explain event and activities. Please provide additional attachments as needed to help us better understand the scope of the event, timeline of activities, requested services, and other specifics, such as vendors to help us determine impacts, additional permit needs, considerations, and challenges.

Event Details - *please attach additional sheets and information as necessary to answer questions*

Is this a fundraising event? If yes, please describe.

Does your event involve the sale or consumption of food, beverages, and/or alcoholic beverages? If yes, please describe. *Note: Alcoholic beverages are not permitted in any Radnor Township Parks.*

Will vendors be providing food to the public? If yes, the Radnor Township Health Officer will need to approve. You will be asked to fill out an additional form.

Will items or services be sold at the event? If yes, please describe. Vendor/concession fees apply.

Will the event have amplified sound? If yes, please describe.

Will there be construction of stages or other improvements, including any tents, fenced areas, or awnings? If yes, please describe and provide a map of the set up. Building permits and inspections may be required.

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.

How many portable bathrooms and hand washing stations will be provided? Please provide a map of their locations at the event site.

What is your cleanup plan after the event?

Promotional Information

Please describe the marketing and promotional efforts for this event. Include examples of flyers and/or signage plans as additional permits may be required.

Street Information

Names of Streets to be closed and/or shared:

	Between	And
	Between	And
	Between	And
	Between	And
<i>Time of Street Closure</i>	Start:	End:

Parade/Walk/Run Route (map must be included with application):

Are you requesting a complete or rolling street closure? Why are you requesting this street closure? Please include map of areas. Have you contacted the Staff Traffic Department of the Radnor Police Department about the closing?

What is your parking plan for the event?

Assembly Area:

Disbanding Area:

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 Number:

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?

Rules & Regulations

- A non-refundable processing fee is required **at the time the application is approved** by Radnor Township. For Special Events with 300 or fewer spectators/participants the processing fee is \$50, for special events with 301 to 500 spectators/participants the fee is \$150, and for special events with 501 or more spectators/participants the fee is \$200. Please keep in mind that additional fees may be charged for temporary food vendor permits as needed.
 - Reservations may be made a maximum of 2 years in advance and must be made a minimum of 60 days in advance of requested event date to ensure that the location is available and no other events or activities are scheduled at the location.
 - 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.
- For events that will take place in parks, please remember that alcohol is not permitted in any Township parks. Dogs and other pets are not permitted in parks unless otherwise noted. Please refer to the Recreation & Community Programming Department's list of Park Rules & Regulations for what is permitted in Township Parks.
- 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. We cannot guarantee a clean restroom prior to an event that may take place in a park. Park comfort stations are accessible from April through October and the combination is 1-2-3.
- 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 for certain types of signage. Any outdoor signage may only be posted one day prior to the event and must be immediately removed once the event is over.
- 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 in order 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 required for emergency vehicle access at all times. You may be required to provide advisory signs (placed a minimum of two weeks prior to

Rules & Regulations - Continued

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.

- 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 Officer Mark Stiansen of 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: \$ _____ Payment Method (Check all that apply):

Cash Check or Money Order # _____ Visa/MasterCard

Card #: _____ Expiration Date: _____

Billing Address Zip Code _____ Authorized Signature: _____

Submit completed application and additional attachments to tcohen@radnor.org, or by mail to:

Radnor Township
 Tammy Cohen, Director
 301 Iven Avenue
 Wayne, PA 19087
 Phone: 610-688-5600 / Fax: 610-971-0450

Office Use Only

Permit Application Number:	Assigned To:
Notes:	

Special Event Permit Application Checklist

	Received	Date
Special Event Permit Application		
Non-Refundable Processing Fee		
Amount: \$ _____		
Board of Commissioners Meeting Date for review of request: ____ / ____ / ____		
Supplemental Information Submitted		
Event Layout		
Traffic Plan		
Detailed list of vendors/contracted activities, services/items that will be bought/sold		
Additional Permit / Request Application Submitted		
Food / Vendor / Alcohol Permits		
Tent Permit		
Sign / Banner Permit		
Street Closure, etc		
Appendix I		
Letter of Understanding		
Insurance Information		
Copy of Applicant / requesting organization's General Liability Insurance Coverage		
Copy of Vendors' / contracted activities General Liability Insurance Coverage		