



# BOROUGH OF DOWNINGTOWN

4 West Lancaster Avenue Downingtown, PA 19335

[info@downingtown.org](mailto:info@downingtown.org) (610) 269-0344 ext. 200

[www.downingtown.org](http://www.downingtown.org)

## MASS GATHERING PERMIT APPLICATION

*This application must be submitted to the Borough no less than 60 days prior to the event.*

Event Name:		Date of Event (no rain date permitted):
Start Time:	End Time:	Number of participants:
Type of Event (circle one): Walk/Run    Parade    Festival/Picnic    Other:		
<b>Applicant Information</b>		
Name:		Email:
Organization Name:		
Address:		
Phone:	Website:	
Location or route of Event (Please attach separate sheet if necessary):		
Please state the type, number and location of any radio device, sound amplifier, loudspeaker, sound track or other similar sound equipment:		
Trash and Recycling Receptacles and Management: You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event. The area must be returned to a clean, pre-event condition. Please describe your waste management and cleanup plan:		
The Department does not provide portable toilets for events. Please describe your plan for portable toilets:		
Any inflatables, moon bounces or similar devices? If <b>YES</b> , please describe:		
Any tents, canopies or temporary structures? If <b>YES</b> , please indicate size, number and location:		
Please state whether the facilities are available for emergency treatment for any person who might require immediate medical or nursing attention.		

**PLEASE NOTE THAT NO VEHICLES ARE ALLOWED IN THE PARK AT ANY TIME**

**BOROUGH OF DOWNINGTOWN**  
**MASS GATHERING PERMIT APPLICATION**

**Required information to be submitted with application:**

- **Permit Fees:**
  - \$50 - At least 150 or less than 250 participants**
  - \$75 - At least 250 or less than 500 participants**
  - \$125 - 500 participants and over**
- **Proof of liability insurance, naming the Borough of Downingtown, its officers and employees as additional insured parties, is necessary with limits of not less than \$1,000,000.**

**Required actions:**

- **Once application is submitted, applicant is required to schedule an event meeting with the Police and Public Works Department, by calling 610.269.0263.**

*The Borough reserves the right to cancel or interrupt the event if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.*

**ADVANCE CANCELLATION NOTICE REQUIRED:** If you decide to cancel your event, please notify the Borough at least five (5) working days prior to the scheduled event. Otherwise, personnel and equipment may be needlessly dispatched, and fees will be assessed. In addition, approvals of future applications can be jeopardized.

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, and I understand that this application is made subject to the rules and regulations established by the Borough of Downingtown. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event.

I, through the signing of this application, agree to indemnify, hold harmless, and defend the Borough of Downingtown and its agents, officials and employees from all suits and actions, including reasonable attorneys' fees and all costs of litigation and judgment of every name and description against the Borough as a result of loss, damage, or injury to any person or property by reason of any action or omission by the event organizer.

Name of Applicant (print): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR BOROUGH USE ONLY**

Fee Paid: \_\_\_\_\_ Check/Cash/Credit      Date: \_\_\_\_\_      COI Rec'd \_\_\_\_\_      Date: \_\_\_\_\_

**Police Department:** Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Date: \_\_\_\_\_

**Public Works:** Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Date: \_\_\_\_\_

**Borough Manager:** Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Date: \_\_\_\_\_