

CITY OF BETHLEHEM SPECIAL EVENT VENDOR APPLICATION

**** PLEASE REFER TO CHECKLIST ON THE BACK OF THIS PAGE.**

APPLICATION WILL BE CONSIDERED INCOMPLETE IF ALL NECESSARY INFORMATION, AS NOTED ON CHECKLIST, IS NOT SUPPLIED. FAILURE TO SUBMIT COMPLETE APPLICATION 2 WEEKS PRIOR TO THE EVENT MAY RESULT IN ADDITIONAL FEES AND PERMIT NOT BEING ISSUED.

Event Information (ORGANIZER TO COMPLETE)	Event Title: _____	Event Date: _____
	Event Location/ Address: _____	Rain Date: _____
	Indoor Event <input type="checkbox"/> Outdoor Event <input type="checkbox"/>	
	EVENT ORGANIZER TO ATTACH OVERALL SITE MAP OF EVENT	
	Event Start Time (including Set-Up): _____	
	Event End Time (including Clean-Up): _____	
	Event Organizers: _____	
	Event Contacts: _____	
	Event Contact Email: _____ Event Contact Phone: _____	
	Signature of Event Organizer: _____	
APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE		

Vendor Information	Vendor Name: _____	
	Business Name (As registered with Tax): _____	
	Vendor Contact Name: _____	
	Business Address: _____ City _____ Zip _____	
	Business Phone: _____ Emergency Contact Number: _____	
	Email Address: _____	
	Vendor Location at event: _____ # of stands _____	
	Is the Vendor Location any of the following? Private Property <input type="checkbox"/> Right of Way <input type="checkbox"/> City Park <input type="checkbox"/> (sidewalk, street*)	
	*If operating in a metered or permitted parking area, signature of Parking Authority is required below.	
	Signature of Parking Authority: _____	
Vendor Operating Days and Hours: _____ <input type="checkbox"/> Same as Event		
Business Privilege License Number: _____		
<i>Business Privilege is a requirement for all vendors operating within the City of Bethlehem. Please refer to "Where Do I Go For Help" section at end of the application.</i>		

Health and Safety	Product To Be Served (menu may be attached if more space is needed)	Site of Food Preparation (prepped at event, off-site address, etc)	Site of Food Storage	Cooking/ Heating/ Warming	Heating Mechanism (grill, sterno, hot plate, etc)	Source of Heat/ Fuel Type (electric, propane, etc)
				✓		NO BUTANE

Worker's Compensation	<p>WORKER'S COMPENSATION INSURANCE (PLEASE CHECK APPLICABLE BOX)</p> <p><input type="checkbox"/> Vendor maintains Worker's Compensation Insurance as required to the provisions of Pennsylvania's Worker's Compensation Law</p> <p><input type="checkbox"/> Vendor does not maintain Worker's Compensation Insurance because it is not required pursuant to the provisions of the Pennsylvania Worker's Compensation Law</p>
Certification / Hold Harmless / Insurance Clause	<p>Vendor, his/her/their successors, assigns, heirs, executors and administrators shall defend and hold harmless the City from claims or liability, contingent and otherwise for injury to or death of any person or persons or damage to real or personal property arising from or by any reason of or in connection with the vendor's negligence, whether sole or joint and vendor shall pay all judgements, interests, costs, legal and other expenses arising out of or in connection herewith. Vendor shall furnish the City with proof of such insurance and coverage limits, with additional coverage terms and conditions that may be required by the City, in compliance with applicable ordinance and regulations issued by the Director of Recreation.</p> <p>Vendor warrants that it is and will be at all times during said event in full compliance with all applicable laws, regulations and ordinances.</p> <p>Vendor has read the above Hold Harmless/ Insurance Clause and executes same and warrants that the undersigned is duly authorized to act for the vendor as set forth herein.</p> <p>The foregoing statements are true and correct to the best of the undersigned's knowledge, information and belief, and are made to induce the City of Bethlehem to approve the within Special Event Vendor Application. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S.A. § 4904 relating to "Unsworn Falsification to Authorities"</p> <hr style="border: 2px solid yellow;"/> <p>Vendor Signature and Title Date</p>
Safety Guidelines	<p>I verify that I have received a copy of the Vendor Safety Guidelines and Information packet. By signing I acknowledge that I have been made aware that the City of Bethlehem currently enforces the 2009 Edition of the International Fire Code and the PA State Food Code. All vendors must comply with these codes whether or not an inspection is required for an event. Furthermore, all operations not addressed in the IFC shall be conducted in a safe manner following nationally recognized good practices. I also acknowledge that I am responsible for following all Safety Guidelines provided to me by the City of Bethlehem.</p> <hr style="border: 2px solid yellow;"/> <p>Vendor Signature and Title Date</p>

**RETURN COMPLETED APPLICATION TO:
CITY OF BETHLEHEM HEALTH DEPARTMENT
10 E CHURCH ST, BETHLEHEM PA 18018
EMAIL: MHENNIS@BETHLEHEM-PA.GOV FAX: 610-865-7326**

WHERE TO GO FOR HELP

WHERE CAN I GO FOR HELP?	Health Bureau	Health Requirements	610-865-7083
	Fire Department	Fire Requirements	610-865-7143
	Engineering Department	Right of Way/Sketches/Maps	610-865-7063
	Tax Department Tri-State Financial Group	Business Privilege/ Mercantile License	610-865-7022 610-270-9520

VENDOR CHECKLIST

CHECKLIST OF VENDOR REQUIREMENTS	<p>Event Organizer Approval: To be obtained whenever vendor is part of a larger event (ie, vendor is not event organizer) <i>Necessary Items:</i> <input type="checkbox"/> Signature of Event Organizer</p>						
	<p>Tax Requirements: To be obtained whenever <u>selling</u> items at the event <i>Necessary Items:</i> <input type="checkbox"/> Valid Business Privilege License</p>						
	<p>Health: To be obtained whenever food/beverages/ice are being served to the public (regardless of cost) <i>Necessary Items:</i> <input type="checkbox"/> ServSafe Certification - must be submitted with application (if event is more than 1 day) <input type="checkbox"/> Copy of Department of Agriculture or Other Health Dept. License (when preparing off-site) <input type="checkbox"/> Appropriate Fee:</p> <table style="margin-left: 100px;"> <tr> <td><input type="checkbox"/> One Day</td> <td>\$26.00</td> </tr> <tr> <td><input type="checkbox"/> Two-Three Day</td> <td>\$41.00</td> </tr> <tr> <td><input type="checkbox"/> Four + Days</td> <td>\$76.00</td> </tr> </table>	<input type="checkbox"/> One Day	\$26.00	<input type="checkbox"/> Two-Three Day	\$41.00	<input type="checkbox"/> Four + Days	\$76.00
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<input type="checkbox"/> Four + Days	\$76.00						
<p>Cooking: To be obtained whenever there is heating/cooking/warming of food product. <i>Necessary Items:</i> <input type="checkbox"/> Copy of Insurance Certificate with General Liability for \$1,000,000 - listing City of Bethlehem as additionally insured. (If event is being held on Public/City Property or in the Right of Way) <input type="checkbox"/> Workman's Compensation Checkbox Completed <input type="checkbox"/> Food Truck Permit - if applicable, must be submitted with application <input type="checkbox"/> Sketch of Stand Layout <input type="checkbox"/> Appropriate Fee</p> <table style="margin-left: 100px;"> <tr> <td><input type="checkbox"/> Review Fee</td> <td>\$15.00</td> </tr> <tr> <td><input type="checkbox"/> Inspection Fee</td> <td>\$35.00 (To be determined by Fire Marshall)</td> </tr> </table>	<input type="checkbox"/> Review Fee	\$15.00	<input type="checkbox"/> Inspection Fee	\$35.00 (To be determined by Fire Marshall)			
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<p>Right of Way: To be obtained whenever items are stored, or activities within the Public Right of Way <i>Necessary Items:</i> <input type="checkbox"/> Copy of Insurance Certificate (\$1,000,000 - City as Additionally Insured) <input type="checkbox"/> Sketch showing proposed location of event and all vendors <input type="checkbox"/> Approval Letter from Property Owner <input type="checkbox"/> Signature of Parking Authority, if Set up is in Metered or Permitted Parking Space Appropriate Fee</p> <table style="margin-left: 100px;"> <tr> <td><input type="checkbox"/> Extension of Current Business Use - No Fee</td> </tr> <tr> <td><input type="checkbox"/> \$100.00</td> </tr> <tr> <td><input type="checkbox"/> Covered on Event Right of Way Permit</td> </tr> </table>	<input type="checkbox"/> Extension of Current Business Use - No Fee	<input type="checkbox"/> \$100.00	<input type="checkbox"/> Covered on Event Right of Way Permit				
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