**2020 VENDOR APPLICATION**

Special Event Organizer is responsible to manage and submit all applications **2 Weeks prior to the Event Date**

**City of Bethlehem**

Attention: Recreation Department  
10 East Church Street  
Bethlehem, PA 18018

Email: VendorApp@bethlehem-pa.gov  
Phone: 610-865-7081

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### Event Information

| Event Title: |  
| Event Date: |  
| Event Location/Address: |  
| Event Start Time (include set-up): |  
| Event End Time (include clean-up): |  
| Event Organizers: |  
| Event Contacts: |  

**Applications will not be accepted without signature**

### Vendor Information

Vendor:  
Business Name (As registered with the Tax Bureau):  
Vendor Contact Name:  
Business Address:  
Business Phone:  
Email:  
Food or Beverage sale:  
Retail Merchandise sale:  
Description:  
Vendor Location:

If operating in a Metered or Permitted parking area, signature from the Parking Authority is required below:

Signature of Parking Authority:  
Date:  

**Business Privilege License Number:**

*Business Privilege is a requirement for ALL VENDORS operating in the City of Bethlehem. Please refer to “Where Do I Go For HELP” section at the end of the application.

### Health and Safety

Food Product to be served:  
Site of Food Preparation (Please be specific if not on site):  
Site of Food Storage:  
Cooking/Heating/Warming required:  
Selling any food, beverage or other items:  
Heating Mechanism:  
Source of Heat/Fuel Type:  

*When serving food a Health Permit and Cooking Permit may be required. Please refer to the “Where Do I Go For HELP” section at the end of the application.

### Worker’s Compensation Insurance: (check applicable box)

- Vendor maintains Worker’s Compensation Insurance as required to the provisions of Pennsylvania’s Workers Compensation Law
- Vendor Does Not maintain Worker’s Compensation Insurance because it is not required pursuant to the provisions of the Pennsylvania’s Workers Compensation Law

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**Application Submitted____ / ____ / ____
Check Amount $______
Check #_________
Date Received____ / ____ / ____
Received By____
CHECKLIST OF VENDOR REQUIREMENTS

Event Organizer Approval: To be obtained whenever vendor is part of a larger event (i.e. vendor is not the organizer)
Necessary Items: ☐ Signature of Event Organizer

Tax License: To be obtained whenever selling items at the event
Necessary Items: ☐ Will you be selling items ☑ Yes ☐ No
☐ Include a copy of your Valid Business Privilege License

Health Permit: To be obtained whenever food/beverage/ice are being served to the public (regardless of cost)
Necessary Items: ☐ ServSafe Manager Certification (if event is more than 1 day)
☐ Copy of Department of Agriculture or Other Health Dept. License (When preparing off-site)
☐ Appropriate Fee: | One Day - $26.00
| Two- Three Day - $41.00
| Four or More days- $76.00

Cooking Permit: To be obtained whenever there is heating/cooking/warming of food product
Necessary Items: ☐ Copy of Insurance Certificate –(General Liability- $1,000,000-listing City of Bethlehem Employees and Officers as additional insured.)
Appropriate Fee: | $15.00 Review Fee
| $35.00 Inspection Fee (upon discretion of the Fire Marshal)

Public Right of Way: To be obtained whenever items are placed, or activities are within the Public Right of Way
Necessary Items: ☐ Copy of Insurance Certificate (General Liability- $1,000,000-listing City of Bethlehem Employees and Officers as additional insured.)
☐ Sketch showing proposed location within the Public Right of Way
☐ Approval/Permission letter from the Property Owner
☐ Signature of Parking Authority, if within a Metered or Permitted Parking Area
Appropriate Fee: | Extension of Business or paid on Special Event Permit- No Fee
| $100.00

*VENDORS MUST be set up and ready for inspection a Minimum of ONE HOUR prior to the start of the event; vendors not inspected Will not be permitted to Vend.*

<table>
<thead>
<tr>
<th>Where Can I go for HELP</th>
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<tbody>
<tr>
<td>Health Bureau Health Bureau Permit 610-865-7083</td>
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<tr>
<td>Fire Department Fire Department 610-865-7143</td>
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<tr>
<td>Engineering Bureau Engineering Bureau 610-865-7063</td>
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<tr>
<td>Bethlehem Parking Authority BPA 610-865-7123</td>
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<tr>
<td>Tax Bureau General Questions 610-865-7022</td>
</tr>
<tr>
<td>Tri-State Financial Group Business Privilege License/ Mercantile License 610-270-9520</td>
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</tbody>
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Certification/Hold Harmless/Insurance Clause
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 reason of or in connection with the vendor’s negligence, whether sole or joint and vendor shall pay all judgements, interest, 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. Vendor warrants that it is and will be at all times during said event in full compliance with all applicable laws, regulations and ordinances. Vendor has read the above Hold Harmless/Insurance/ Clause and executes same warrants that the undersigned is duly authorized to act for the vendor as set forth herein. 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 18Pa.C.S.A.. 54904 relating to “Unsworn Falsification to Authorities.”

Vendor has read Certification/Hold Harmless and herein executes same and warrants the undersigned is duly authorized to act for the vendor as set forth herein.

Applicant Name (Print) ____________________________

Signature ____________________________ Date ____________________________

Property Owner of Parcel: ____________________________

*Event Organizer – Please submit ALL Applications at one time for each event
*Payment is only accepted when the permits are pick-up