



C+ # _____ Permit Issued _____ / _____ / _____

2016 Special Events Application

2016 SPECIAL EVENT APPLICATION

Application Submitted _____ / _____ / _____
Check Amount \$ _____
Check # _____
Date Received _____ / _____ / _____
Received By _____

Please submit your **\$75.00 Fee** to the **Parks Department**
90 Days prior to the Event Date
City of Bethlehem
Attention: Parks Department
 10 East Church Street
 Bethlehem, PA 18018
 Email: jstiles@bethlehem-pa.gov Phone: 610-865-7079

Your application, non-refundable seventy five (\$75) application fee and site map **must be received no later than NINETY (90) days prior to your event date**. A map of the site and/or route **must** be submitted with application. **Please keep in mind that submitting an application, and deposit of non-refundable application fee is in no way to be construed as approval or confirmation of your event.** Your application will **not** be reviewed until your non-refundable application fee and site map are received.

Event Title: _____

Event Date: First Choice _____ Second Choice _____

Event Description: _____

Event Location (Include Site Name or Address): _____

Event Category (Check all that apply)			
<input type="checkbox"/> Fireworks	<input type="checkbox"/> Half/Full Marathon	<input type="checkbox"/> Celebration	<input type="checkbox"/> Parking Lot/Street Celebration(Private Event)
<input type="checkbox"/> Parade	<input type="checkbox"/> Festival	<input type="checkbox"/> Street Race/5K	<input type="checkbox"/> Walk/Run on Public Property or Sidewalks (circle one)
<input type="checkbox"/> Other (Please Specify): _____		<input type="checkbox"/> Special Effects (Fire Twirling, Pyrotechnics, Welding, <i>any type of open flame</i>)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this an annual event? If so, how many years have you been holding the event? _____	
Where did you hold your event in previous years? _____			

Time			
Event Start : _____	Setup Begins : _____	Event End: _____	Cleanup Ends: _____

Estimated Participants _____ Estimated Spectators _____

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are admission, entry, or participation fees required? If yes, provide amounts _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are vendor or other fees required? If yes, provide detailed amounts _____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you selling merchandise? If yes, you need to contact the City of Bethlehem Tax Bureau and complete a Business Registration form .

Organization Information		
Organization Name: _____		
Street Address: _____		
City: _____ State: _____ Zip: _____		
Work Phone: _____ Cell Phone: _____		
E-mail Address: _____		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Is this Organization a bona fide, tax-exempt, nonprofit entity? If yes, you must include a copy of your IRS 501(c)(3) tax exemption letter providing proof and certifying your current tax exempt and non-profit status.

REMEMBER THAT COMPLETION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.

Applicant Information

Organization Name: _____
 Applicant Name (Main Contact): _____
 Street Address: _____
 City: _____ State: _____ Zip: _____
 Work Phone: _____ Cell Phone: _____
 E-mail Address : _____

Site Map

Yes No A site plan or route map has been submitted with this application **(Required for approval of event and permit)**

Please describe your Parking Plan: _____

Yes No Are you using tents, structures or a stage? If yes, you must indicate on site map (please show size and location)

Size? _____ (may not be in street or staked into the ground) Please show on site map.

Medical Plan

Include location of First Aid and Medical Services in your event site map/route plan.

Please describe your medical plan and types of resources that will be at your event and the manner in which they will be managed and deployed: _____

*If event has 5000 or more than attendees a PA Special Event Plan is Required 60 days prior to the event. (See EMS Appendix)

NOTE: The City of Bethlehem's EMS has the **Right of First Refusal** and final authority to determine and provide your event medical services requirements.

Electricity

Yes No Is electricity requested? (Electricity is limited and only available in certain locations)

What are you using electricity for? _____

Yes No Have you indicated on your Site Map the location of the requested electricity?

Existing city maintained lighting and outlet circuits may not be used for event power use unless approval is obtained before the event date and time. It is suggested you supply your own power source, i.e. a generator. Electrical outlets are limited and not guaranteed to be operational. **You may be billed for electrical service for your event.**

Amplified Sound

Yes No Will sound amplification equipment or system be used at the event?

If yes, please describe _____

Amplified Sound will be used: Start Time _____ End Time _____

NOTE: Indicate on the Site Map the location of any stages, sound systems, and direction of the speakers

Security

The Bethlehem Police Department will have final approval on the security companies used for events, and the final decision in all matters involving safety and security at events.

Please describe (or attach) your security plan including crowd control, internal security or venue safety: _____

NOTE: Approval of your application does not automatically reserve city resources or staff. It is your responsibility to contact and reserve city resources and staff with each city department listed in this application.

Street Closures

Any requested street closings must be reviewed on a case by case basis. Approval must be reviewed by the **City of Bethlehem Public Works Traffic Bureau and the Police Department**. Please note that state roads that require closure also need a permit from the Pennsylvania Department of Transportation. Along with your map, please describe your **Closure Plan and/or Route:** _____

Food Vendors and Temporary Health License and/or Fire Permits

The City of Bethlehem requires that **ALL FOOD VENDORS** at events have a valid Business Privilege License and proper insurance. You **must** submit a list of food vendors to the Parks Department **30 DAYS** prior to the event date.

Yes No Does your event include food and/ or beverages?

If yes, please describe the type of food you will have available: _____

*A Health License will be required, please contact the Health Bureau 610-865-7083. See the **Vendor Application**.

Yes No Do you intend to cook and/or keep warm food at the event?

If yes, please describe how food will be prepared, held, and served: _____

*A Fire permit will be required, please contact the Fire Department 610-865-7143. See the **Vendor Application**.

Portable Restrooms

It is recommended one (2) chemical or portable toilet for every 500 people attending the event. Federal guidelines require five (5%) percent of these facilities must be ADA accessible. If the event is especially large or lasts more than one day, the restroom will need to be serviced and additional toilet paper/consumables re-stocked, or additional units must be provided.

Portable Restroom Company: _____ Contact Name: _____

Work Phone _____ Cell Phone _____

Equipment Set-Up: Date: _____ Time: _____ Equipment Pick-Up: Date: _____ Time: _____

Recycling and Clean-up Plan

The event organizer **must** recycle and properly dispose of waste & garbage so the area is returned to a clean condition. Failure to properly clean-up will result in additional fees and may result in a denial of future event permits. Event organizers, attendees and vendors must recycle and the event organizer is responsible to provide recycling and trash containers.

Containers The City of Bethlehem has recycling containers that can be used for events. A security deposit of \$50 per clearstream recycling bin will be necessary for the equipment. Any loss or damage to the containers will be billed to you after the event at replacement cost. Based on the attendance and duration of your event, dumpsters with lids may be required. The City of Bethlehem does not provide dumpsters for recycling and trash for special events.

Recycling and Sanitation Plan: How many of each containers are needed for your event: Trash: _____ Recycling: _____

Request to use City containers Organizer will provide own containers Contract with hauler. *Please include copy of contract*

What will be collected from the **public**: Cans and Bottles Paper/ Cardboard Products Other _____

What will be collected from the **vendors**: Cans and Bottles Paper/ Cardboard Products Other _____

Clean-up Plan: please describe your clean-up plan below, include number of volunteers, and plan for discarding the trash/recycling etc.

Water

Yes No Are you intending to use hydrants or public water connections? If yes, please provide specific locations.

Use of hydrant or public water requires a Permit from the Water Sewer Resources Department 610-865-7070.

Alcohol

Authorization and Insurance: Yes No Do you plan to offer alcoholic beverages **for sale** at your event?

If yes, the following apply: (1) You must receive authorization from City Council and the State of Pennsylvania Liquor Control Board (PLCB); (2) See the notice of insurance requirements for liquor liability insurance.

Yes No Do you plan to serve/furnish alcoholic beverages **free of charge** at your event?

If yes, the following apply: (1) You must receive authorization from City Council if your event is to be conducted in a "Public Place" as defined in City of Bethlehem Article 723; (2) See the notice of insurance requirements for liquor liability insurance; (3) If you intend to serve alcohol free of charge at your event, the provision of alcohol shall not be conditioned upon (i) the purchase of a ticket for admission to the event; (ii) in exchange for a donation or other fee; (iii) a required purchase or payment that would constitute a sale of alcohol under Pennsylvania Liquor Code.

Please describe your security and carding planning to ensure the safe sale of serving/furnishing of alcohol at your event: _____

NOTE: The Bethlehem Police Department reserves the right to have the final decision regarding the security presence needed at any event where alcohol is sold or served.

Insurance Requirements

Before a permit will be issued, you will need to provide proof of the following insurance coverage:

- General Liability Insurance in the minimum amount of \$1,000,000 that names the "City of Bethlehem, its officers and employees" as additional insured. You must provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to Judy Stiles Parks Department.
- If you intend to serve alcohol free of charge or to sell alcohol as authorized by City Council under a Use Permit for Public Property, you shall (1) obtain either a liquor liability insurance policy, or a special event liability insurance policy including host liquor liability insurance coverage, or a general liability policy including host liquor liability insurance coverage, that satisfies coverage limits specified by the City, names the "City of Bethlehem", its officers and employees" as additional insured's, and is scheduled in force for the duration of the event; (2) provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to the City of Bethlehem Law Bureau.

Permits will not be issued until all insurance requirements have been received, verified and approved by the City of Bethlehem Law Bureau. If insurance is at any time determined non-compliant in the judgment of the Director of Parks & Public Property, a Permit can be rejected or revoked without advance notice. **Please contact the Bethlehem Law Bureau with any questions pertaining to insurance.**

Please Note the following additional instructions:

- Insurance coverage **must** be maintained for the duration of the event including setup and cleanup dates. The date(s) of your event **must** be stated on your insurance coverage.
- **The Certificate Holder is: City of Bethlehem, 10 E Church St., Bethlehem, PA 18018**
- All required Insurance Certificates must be accompanied by the additional insured endorsement form with the required language or they will be rejected as non-compliant.
- All required Insurance Certificates must be submitted no later than thirty (30) days prior to the commencement of the event.

Property Damage

The Permittee and any person responsible for causing equipment or property damage to the licensed premises or City property or equipment are jointly liable to the City for its costs to repair, replace, restore or clean the property damage. The Permittee's liability hereunder arises contractually and regardless of fault.

Affidavit of Application

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit application fee to: **City of Bethlehem, Parks & Recreation Office, 10 E Church St. Bethlehem, PA 18018 Phone: 610-865-7079.**

Applications may be **faxed to 610-865-7312**, or emailed to jstiles@bethlehem-pa.gov; however until non-refundable application fee is received, the application will not be reviewed.

I hereby certify the foregoing statements to be true and assigns correct and agree to indemnify and hold harmless the City of Bethlehem, its mayor, city council, officers, agents, employees from and against any and all loses, damages, liability, claims, suits, costs and expenses whatsoever, including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the requested activity. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the city shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid the city pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization to, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Bethlehem. I also agree, if approved, to comply with all permit conditions, including those listed in the special event planning guide and other documents provided by city representatives and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.

Additional Items to be considered by Applicant

If any of the below items pertain to your event, please contact the appropriate City Department for further information and List of Fees.

Item	Bureau/Phone Number	Item	Bureau/Phone Number	Item	Bureau/Phone Number
Location Availability (Park)	Parks Dept. 610-865-7079	Sidewalk/Street Usage	Engineering 610-865-7063	Water/Hydrant	Water 610-865-7070
Police/Security	Police Department 610-865-7187	Petting Zoo/Animal Display	Health 610-865-7083	Barricades/Road Closures	Traffic 610-997-7960
Recycling	Recycling 610-865-7082	Street Cleaning	Streets 610-865-7136	Electricity	Electrical 610-865-7108
Tents, Structures & Stages	Code Enforcement 610-865-7091	Restrooms	Parks 610-865-7079	Law Bureau	Law Bureau 610-865-7012
On-Site Parking (Not existing lots)	Parks 610-865-7079	Sewage Disposal	WWTP 610-865-7169	Ambulance	EMS 610-865-7111
Retail Sales	Tax 610-865-7022	Fire (Roster)	Fire 610-865-7143	Food Service	Health 610-865-7083

Applicant Name (Print) _____
 Organization _____
 Signature _____ Date _____

CHECKLIST OF VENDOR REQUIREMENTS

All Permits Require a Valid Business Privilege Permit

Health Permit: To be obtained whenever food/beverages/ice being served to the public (regardless of cost)

- Necessary Items:**
- ServSafe 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 = \$28.00
 - Two - Three Day = \$41.00
 - More than Four Day = \$76.00

Cooking Permit: To be obtained whenever there is heating/cooking/warming of food product

- Necessary Items:**
- Copy of Insurance Certificate (Workman's Comp. & General Liability - \$1,000,000.00 - listing City of Bethlehem as additional insured)
 - If no employees, Notarized Statement
 - Appropriate Fee
 - Blanket Permit w/ Event
 - \$34.00

Public Right Of Way: To be obtained whenever items are stored, or activities within the Public Right of Way

- Necessary Items:**
- Copy of Insurance Certificate (\$1,000,000.00 - City as additional insured)
 - Sketch showing proposed location within Public Right of Way
 - Letter from Property Owner
 - Appropriate Fee
 - Extension of Current Business Use - No Fee
 - \$100.00

WHERE CAN I GO FOR HELP ?

Health Bureau	Health Permit	610-865-7083
Fire Department	Cooking Permit	610-865-7143
Engineering Department	Right of Way Permit	610-865-7084
Tax Information	General Questions	610-865-7022
Tri- State Financial Group	Business Privilege/ Mercantile License	610-270-8520

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, his successors, heirs, assigns, 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 in or by 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. Unless otherwise agreed in writing by the City, vendor shall furnish the City with a comprehensive policy of public liability insurance insuring the city and its agents, officers and employees against claims of liability, contingent and otherwise for injury, death, damage or by reason of or in connection with the vendor's negligence to defend against all such claims, demands, actions or legal proceedings and to pay all costs arising out of or in connection therewith. The limits of liability of such policy shall not be less than \$1,000,000.00 combined single limits for bodily injury and/or property damage.

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

Signatures, Titles & Dates

Please send completed information and all necessary attachments to:
 The City of Bethlehem Health Bureau
 10 East Church Street
 Bethlehem, PA 18018

**** All necessary documents must be submitted at least 7 days prior to the event. If submitted after this time period, the City of Bethlehem can not guarantee approval of event.**

Checklist for Events

City of Bethlehem Website www.bethlehem-pa.gov

- ✓ **Insurance** must be submitted before the event – (requirements are on application). If event requires Use Permit (event three consecutive days or more or an event with alcohol) contact the Law Bureau for additional insurance requirements and deadlines.
- ✓ A **site plan** must be turned in with the application – may be a hand drawing.
- ✓ A **vendor list** for food, drinks or any items (either sold or given out at no charge) **must be submitted** at least 30 days to event to Judith Stiles in the Parks Dept. (vendor worksheet is posted on website). **ALL VENDORS MUST HAVE A CURRENT BUSINESS PRIVILEGE LICENSE.** All vendors must contact the Health Dept. Please supply each of your vendors with a Special Event Vendor Application.
- ✓ If you require any **Electrical Services**, you must complete the Electric appendix (on website) and must be submitted at least three weeks before event.
- ✓ Please submit a **clean-up plan** for your event.
- ✓ If doing a **walk/run** please submit the route immediately. If you are not sure of a route and would like to set up a meeting to discuss a route, please call Judy at 610-865-7079.
- ✓ All organizers of the events are responsible for collection and disposal (off-site) of any trash/recycling that is generated from your event (some hire private haulers).
- ✓ If you need parking meters bagged you must contact the Bethlehem Parking Authority.
- ✓ If you need to use a fire hydrant, you will need to contact the Water Dept. for a meter.
- ✓ If you have a tent or combination of tents that equal or more than 1600 square feet, you will need a tent permit. Please contact Code Enforcement.

Department Phone Numbers:

Parks & Public Property – 610-865-7079
Recycling – 610-865-7082
Health – 610-865-7087
Fire – 610-865-7143
Tax – 610-865-7022
Police – 610-865-7155
Traffic – 610-997-7960
Engineering – 610-865-7063
EMS – 610-865-7111
Electrical – 610-865-7108
Code Enforcement – 610-865-7091
Beth. Parking Authority – 610-865-7123
Water - 610-865-7070