



Must provide COVID-19 Emergency Action Plan and follow CDC Guidelines www.cdc.gov/coronavirus

# 2021 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 Bureau

10 East Church Street  
Bethlehem, PA 18018

Email: [VendorApp@bethlehem-pa.gov](mailto:VendorApp@bethlehem-pa.gov)

Phone: 610-865-7081

Application Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Check Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Received By \_\_\_\_\_

### Event Information

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Event Start Time (include set-up): \_\_\_\_\_ Vendor Operating days/times: \_\_\_\_\_

Event End Time (include clean-up): \_\_\_\_\_  Same as Event

Event Organizers: \_\_\_\_\_

Event Contacts: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of Event Organizer: \_\_\_\_\_

**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: \_\_\_\_\_

Is the vendor location any of the following:  Private Property  Public Right of Way  City Park

**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: \_\_\_\_\_  attach a current copy

*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:  YES  NO **Selling** any food, beverage or other items?  YES  NO

Heating Mechanism:  Grill  Sterno  Hot Plate  Crock Pot  Other \_\_\_\_\_

Source of Heat/Fuel Type:  Electric  Propane  Wood  Other \_\_\_\_\_

*\*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

**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-**Sketch of setup REQUIRED.**

*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.\***

**Where Can I go for HELP**

Health Bureau	Health Bureau Permit	610-865-7083
Fire Department	Fire Department	610-865-7143
Engineering Bureau	Engineering Bureau	610-865-7063
Bethlehem Parking Authority	BPA	610-865-7123
<b>Tax Bureau</b>	General Questions	610-865-7022
Tri-State Financial Group	Business Privilege License/ Mercantile License	610-270-9520

**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.. S4904 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 picked-up**