



**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 = \$26.00
    - 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
    - \$54.00

**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

Health Bureau	Health Permit	610-865-7083
Fire Department	Cooking Permit	610-865-7143
Engineering Department	Right of Way Permit	610-865-7064
Tax Information	General Questions	610-865-7022
Tri- State Financial Group	Business Privilege/ Mercantile License	610-270-9520

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 joing 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 quarrantee approval of event.**