



CITY OF BETHLEHEM
Attention: Public Works
 10 E CHURCH STREET
 BETHLEHEM PA 18018
 610-997-7618
EventApp@bethlehem-pa.gov

**BLOCK PARTY, PROCESSION
 APPLICATION
 \$100.00**

ANSWER THE FOLLOWING QUESTIONS (PLEASE PRINT)

APPLICANT'S NAME		TELEPHONE NUMBER	EMAIL ADDRESS
APPLICANT'S ADDRESS			ZIP CODE
SPONSORING ORGANIZATION (IF ANY) AND ADDRESS		DAYTIME TELEPHONE NUMBER	EMAIL ADDRESS
ON SITE CONTACT NAME		CLEAN UP PLAN	

BLOCK PARTY

TIME OF EVENT (START TIME) AM PM		TIME OF EVENT (END TIME) AM PM		DATE OF EVENT	RAIN DATE (IF APPLICABLE)
FROM (STREET)	TO (STREET)	BLOCK(S) AND STREET TO BE CLOSED		DOES A BUS TRAVEL ON THE STREET TO BE CLOSED YES NO	

PLEASE READ THE FOLLOWING BEFORE SUBMITTING YOUR APPLICATION:

- THIS APPLICATION MUST BE ACCOMPANIED BY A CHECK OR MONEY ORDER (NON-REFUNDABLE PAYABLE TO THE "CITY OF BETHLEHEM" IN THE AMOUNT OF **ONE HUNDRED DOLLARS (\$100.00)**
- APPLICANT MUST RESIDE ON BLOCK BEING CLOSED. NO VEHICULAR ACCESS IN OR OUT OF THE CLOSED AREA. VEHICLES MAY NOT BE PARKED INSIDE THE CLOSED AREA. 15' MINIMUM CLEARANCE (CLEAR SPACE) AT ALL TIMES. MUST PROVIDE A SKETCH PLAN TO BE ATTACHED TO THE APPLICATION.
- IF EVENT BLOCKS AN INTERSECTING "T" STREET, SUBMIT A SEPARATE APPLICATION AND PETITION FOR EACH AFFECTED STREET.
- NO GRILLS, OPEN BURNS IN THE PUBLIC RIGHT OF WAY (UNLESS YOU HAVE A SEPARATE PERMIT FROM FIRE) SEE FIRE APPENDIX.
- APPLICATIONS WILL BE RETURNED IF NOT COMPLETE OR IF RECEIVED LATER THAN THIRTY (30) DAYS BEFORE THE EVENT
- ANY TENTS SHALL COMPLY WITH THE UCC CODE, NO TENTS TO BE STAKED INTO THE CITY STREET(S), NO ALCOHOL IS PERMITTED IN THE STREET RIGHT OF WAY.
- ALL PERMITS WILL BE VALID FROM **8:00 AM TO DUSK**, CLEAN UP PLAN ATTACHED, MUST PROVIDE A SKETCH IF ITEMS WILL BE PLACED IN THE STREET.

WHEN APPROVED, A BLOCK PARTY PERMIT SHALL BE ISSUED AUTHORIZING THE APPLICANT TO CLOSE THE STREET. IT IS SUBJECT TO REVOCATION IF THE APPLICANT DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY THE CITY OF BETHLEHEM.

PROCESSION/ASSEMBLAGE

TIME OF EVENT (START TIME) AM PM		TIME OF EVENT (END TIME) AM PM		DATE OF EVENT
PLEASE DESCRIBE THE TRAVEL AREA FOR THE PROCESSION OR ASSEMBLAGE DETAILS:				
FROM (STREET)	TO (STREET)	SIDEWALKS ONLY YES NO		WILL REQUIRE CROSSING GUARD(S)? YES NO NUMBER REQUESTED?
POLICE ESCORT REQUESTED? YES NO		ESTIMATED PARTICIPANTS	WILL ANY PART OF THE EVENT BE CONDUCTED ON THE STREET? YES NO PLEASE DESCRIBE:	

INSURANCE

INSURANCE MUST BE PROVIDED TO THE PUBLIC WORKS DEPARTMENT NO LATER THAN THIRTY (30) DAYS PRIOR TO THE COMMENCEMENT OF THE EVENT. THE **CITY OF BETHLEHEM OFFICERS AND EMPLOYEES** MUST BE NAMED AS THE ADDITIONAL INSURED. GENERAL LIABILITY INSURANCE IN THE MINIMUM AMOUNT OF \$1,000,000.00 IS REQUIRED. YOU MUST PROVIDE A CERTIFICATE OF INSURANCE FROM A LICENSED INSURANCE AGENT OR THE INSURER, EVIDENCING THE REQUIRED COVERAGE, TO THE CITY OF BETHLEHEM PUBLIC WORKS. THE CERTIFICATE HOLDER IS:

CITY OF BETHLEHEM 10 EAST CHURCH STREET BETHLEHEM PA 18018

PLEASE CONTACT THE LAW BUREAU WITH ANY QUESTIONS PERTAINING TO INSURANCE.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if knowingly make any false statement herein I am subject to such penalties that may be prescribed by law or ordinance.

APPLICANTS SIGNATURE _____ DATE _____

FOR OFFICE USE

APPROVAL: _____ DENIAL: _____ PERMIT NUMBER: _____ DATE: _____