

# VENDOR APPLICATION

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

## City of Bethlehem

Attention: Special Events Coordinator

10 East Church Street  
Bethlehem, PA 18018

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

Phone: 610-997-7618

Application Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Permit # \_\_\_\_\_

### Event Information

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

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

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

Event Start Time (include set-up): \_\_\_\_\_ Event End Time (include Clean-up): \_\_\_\_\_

Vendor Operating date/times: \_\_\_\_\_  Same as Event  Different/Various

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: \_\_\_\_\_

Emergency Contact Number(for emergency only): \_\_\_\_\_

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:**

Parking Authority Approval Attached  or Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Selling Items:**  Yes  No **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 or Product to be served: \_\_\_\_\_

Site of Food Preparation (Please be specific if not on site): \_\_\_\_\_

Site of Food Storage: \_\_\_\_\_

**Food Truck or Trailer:** YES  NO

Cooking/Heating/Warming required:  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 at the event -Valid Business License

*Necessary Items:*  Existing Vendors attach a current City of Bethlehem Business Privilege License.  
 New Vendors attach a copy of completed Business Registration/Mercantile License Application.

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

*Necessary Items:*  Copy of 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.

Appropriate Fee: |\$15.00 Review Fee  
|\$35.00 Inspection Fee (upon discretion of the Fire Marshal)

**Copy of Insurance Certificate:**  Worker's Comp., if required (statutory limits); General Liability and Auto Liability (minimum of \$1,000,000 and listing **City of Bethlehem, Employees and Officers** as additional insured).

**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 - Worker's Comp., if required (statutory limits); General Liability and Auto Liability (minimum of \$1,000,000 and 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: \$100.00

#### Where Can I go for HELP

Health Bureau	Food/Beverage Questions	610-865-7083
Fire Department	Open Flame/Cooking Questions	610-865-7143
Engineering Bureau	Right of Way Questions	610-865-7063
Bethlehem Parking Authority	Metered or Permit Parking Questions	BPA.org
<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 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 Successor's, heirs, assigns, executors and administrators shall defend and hold harmless the City from claims and liability, contingent and otherwise for injury to or death of any person or damage to real or personal property arising in or by reason of or in connection with the vendor's negligence, whether sole or joining and vendor shall pay all judgements, interest, 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 for public liability insurance and auto 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, action 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 damage.

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

**\*PAYMENT IS MADE WHEN THE PERMIT IS PICKED UP**

All Required items must be submitted at least 2 WEEKS prior to event. If submitted after this time period, additional fees may apply and the City of Bethlehem cannot guarantee approval.