Special Event Application & Directions

City of Allentown, Department of Parks & Recreation
3000 Parkway Blvd, Allentown PA 18104
610-437-7750 fax 610-437-7796

Application # 2013-_____

Received: _____

Application is hereby made to register a special event in a City of Allentown Park. The information which follows is made part of this application by the undersigned. It is understood and agreed by this applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this applicant shall constitute sufficient grounds for revocation of this permit/application.

Name of Event: _____

Park and specific location requested: _____

Date of event: _____

Description of event: _____

_____

_____

Hours of event: _____ Estimated attendance: _____

Name of individual responsible for event: _____

Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Daytime phone number: (_____) _____-_____

Email address: _____

On site contact & cell phone number: _____

Street closing required? _____yes _____no List streets: _____

_____

Street closures are subject to approval and may require a street closure permit from the Allentown Police Department at 610-437-7710

Items for sale? _____yes _____no List items: _____

_____

If you are planning to offer any items for sale, you must contact the Finance Office at 610-437-7501 for rules about business licenses.

Food/Beverage? ____yes _____no List:_____

_____

Any food/beverage that is offered, sold, distributed or provided must have a temporary health license. Contact the Health Bureau at 610-437-7759.

Recycling/Trash containers? ____yes _____ no Number each_____

It is the permit holders responsibility to pick up and drop off the containers. Please call 610-437-8729 for more information.

Other City services requested: _____

_____

Additional services are subject to review and approval and must be made at least 14 days in advance of your event. Labor and expense rates to accommodate these requests will apply.

Amplified music/sound? _____yes _____no List:_____

_____

All requests for amplified music are subject to approval. Please list bands, DJ's, etc above.

Would you like your event advertised free of charge in *Adventure Allentown*? _____yes _____no

Please note the following terms & conditions:

- A copy of the permit must remain on site the day of your event.
- A copy of your IRS 501 (c)(3) letter must be provided.
- A current $1,000,000 public liability insurance policy naming the City of Allentown is required.
- Permittees are required to secure an adequate number of portable restrooms and trash/recycling containers for their event.
- Permits are non-transferable.
- Application fee is non-refundable.
- No rain dates will be issued and refunds will not be granted for inclement weather conditions.
- Fastening or attaching any rope, sign, banner, flyer or other object to any tree or shrub in the Park is prohibited.
- The City of Allentown will not provide amenities such as sound systems, tables, chairs, or other support materials and services.
- Electric will not be provided unless by special written permission. Additional fees will apply for electric usage. It is strongly suggested your organization rent a generator if you will need access to a power source.
- Admission to an event cannot be charged.
- Inflatables, "bouncy houses" and mechanical rides are not permitted.
- Park must remain open for use to the general public.
- Tents should not be erected and staked into the ground.
- All events are to be conducted in a safe and reasonable manner.
- You may not obstruct pedestrian right-of-way. Emergency vehicle access shall not be obstructed.
- Permit holder is responsible for clean up of their event. In the event that Parks has to clean up or repair damages, permit holder shall be responsible for all costs incurred.
- All insurance, payments and non-profit letters must be received one month prior to event.

Whoever violates any provision of Article 311.13 of Ordinance No. 13352, Bill No. 55-1995 or Article 951 Park Regulations, shall, upon conviction thereof, be fined no more than Six Hundred Dollars ($600.00) and costs of prosecution, and in default of payment thereof, shall be imprisoned for not more than thirty (30) days. In the case of a permittee's violation of any provisions of this article, the individual designated upon the permit as the responsible party shall be considered the violator.

I hereby certify that all information on this form is correct and accurate. Any error, misstatement or misrepresentation with or without intention can result in revocation of this permit. I agree to indemnify and hold harmless the City, its employees, agents, officials, representatives, attorneys and assigns from any and all liability, both negligent and non-negligent arising directly or indirectly out of any activities that occur in connection with this event, or out of the acts, errors or omissions of the undersigned.

Signature of Applicant: _____

Parks & Recreation approval: _____