



City of Allentown's Special Event Planning Guide

All special events proposed for city property and/or on city streets require a permit from the city. The term special events includes, but is not limited to exhibits, fairs, athletic events, parades, concerts, block parties, church affairs or conventions, occupying, marching or assembling upon any street, park, or public area in the City of Allentown are permitted only after a permit has been granted. (951.11. 3, 5) (311.02)

This guide is intended to help you better understand and provide tips that will facilitate your special event planning process. The City of Allentown is committed to supporting quality special events throughout the community.

After you have developed your special event plan, submit your Special Event Application, and if applicable Police Special Event (Street Closure) Application for sidewalk or street closure, along with your proposed event description and any supporting documents including a site and traffic plan for the event.

Once you have submitted your complete application, non-refundable application fee, site map, at least **ninety (90) days** prior to your event date, your application is considered complete and will be reviewed. You will then be contacted to attend a Special Event Committee meeting. After your appearance at a Special Event Committee meeting, you will be notified if more information is needed or if your event is approved and you can continue in the planning process. Please keep in mind that incomplete applications will not be reviewed and venues will not be reserved until all documents and application fee are received. A Special Event Permit will be issued after all fees are paid, insurance certificate and relevant documents are received.

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City of Allentown Contacts

| | |
|--|--------------|
| Health Bureau..... | 610-437-7759 |
| Department of Parks & Recreation..... | 610-437-7757 |
| Recycling Bureau..... | 610-437-8729 |
| Fire Prevention Office..... | 610-437-7758 |
| Police Department, Traffic Bureau..... | 610-437-7710 |
| EMS..... | 610-437-7531 |
| Finance Department..... | 610-437-7501 |
| Traffic Planning & Control..... | 610-437-7734 |

Applying for a Special Event Permit

As you read through the Planning Guide and complete the Special Event Permit Application, please be aware that these documents have been developed to address a wide span of event types and elements.

If the Event is Held in a City Park

First you must complete a Special Event Application. The City of Allentown Park & Recreation Office must approve the reservation, any park usage fees will be discussed with you at the time of reservation approval.

If the Event Is Not Held in a City Park

You need to contact the **Allentown Police Department Traffic Bureau** for street and/or side walk closure. **Not all street and/or sidewalk closures require a special event permit.**

The Permit Process

The permit process begins when you submit to the City of Allentown Special Events Department, a completed Special Event Permit Application, non-refundable application fee and site map of your proposed event. Keep in mind that acceptance of your application should in no way be construed as final approval or confirmation of your request. Staff will process your application internally through the necessary departments for approval. You will be notified if your event requires additional information, permits, licenses or certificates. During the initial application screening process you will be allowed time to provide us with all pending documents (i.e. certificate of insurance, non-profit information, additional permits, etc.)

Your Special Event Permit may be approved only a few days/weeks in advance of the event date due to the many elements of the approval process and depending on when your application is received. Failure to provide required items will delay the final approval of your event.

Items Due At Time Of Application Submittal

Completed and Signed Application, non-refundable Application Fee, Site Plan, Parking Plans (Public & Vendor), Security Plan, Recycling & Trash Plan. An itemized checklist is included to assist you these requirements.

Special Event Application

You can obtain a Special Event Application and all other applications mentioned in this planning guide from the City of Allentown's website at:

www.allentownpa.gov/Home/Applications-Forms.

You can also visit www.allentownpa.gov/Home/Events/Special-Events for additional documents.

Events or organized activities of 25 or more people that are in city parks, involve street closures, or include event components requiring the coordination of a number of city departments or other agencies (such as the use of alcohol, on-site cooking, food sales, etc.), are reviewed through the Special Event Committee.

Examples include festivals, parades, runs/walks, events requiring erected tents of more than 400 square feet, events that may create traffic issues, and other planned group activities.

Application Designed to Assist Event Organizers (311.03. A)

The Special Event Permit Application has been designed to assist event organizers and serve as a guideline for the development of event plans that comply with city, state, and federal codes, laws, policies and regulations governing activities associated with the production and management of special events.

As an event organizer it is **your** responsibility to assess the venue, environment, anticipated attendees, and components of your proposed event in order to develop and implement management strategies that ensure the safety of your guests, citizens, and the surrounding environment affected by your event.

The Special Event guidelines require permit applications to be submitted no later than ninety (90) days prior to the actual date of your event and allows applications to be submitted as early as January 2, of the event date's calendar year. General Liability Insurance Certificates must be received and approved by the City of Allentown's Risk and Safety Manager no later than thirty (30) days prior to the event date.

- ❖ Applications received less than ninety (90) days in advance may be denied if City Bureaus cannot review the application requirements and mitigate any concerns or issues.

Application Must Be Complete (951.18)(311.05. B)

Under the provisions of the Special Events Ordinance, the City of Allentown is not required to act upon an incomplete permit application. This means that a permit application will not be approved or denied and you will not have administrative recourse rights to a denial hearing if you have not provided the required information as set forth in the Special Event Planning Guide and Special Event Permit Application, or other requirements as determined by the Special Events Committee.

Applicants are responsible for obtaining all permits, authorization and/or exemptions required by other agencies with jurisdiction for any element of the event (e.g. Special Occasion Alcohol Permit, Temporary Health License, Allentown Police Department Street Closure and Special Event Permit, Fire Permit, Tent Permit, etc.).

Upon receipt of your application, non-refundable application fee and site map, a representative from the City will contact you. In your planning, please allow a minimum of thirty (30) days for the review process.

Application Fees (311.03. C)

The non-refundable application fee partially offsets the cost of reviewing your permit application and coordinating the event review process. **Payment of the non-refundable application fee does not guarantee that your special event permit application is complete nor does it guarantee that any or all aspects of the application will be approved.** Your willingness to pay a late fee does not guarantee that the City Allentown will be able to process your permit application due to time or staffing constraints.

The following fees have been approved by Allentown City Council and apply to Special Event Permit Applications:

- \$75 for Special Event applications received ninety days prior to an event.
- \$25 for Profit Food Vendors for Temporary Health license per event.
- \$10 for Non-Profit Food Vendors for Temporary Health license per event.
- \$10 late fee in addition to the Temporary Health application fee for permit applications submitted less than five (5) days prior to an event).
- \$30 Tent Application/permit
- \$10 Block Party Application/Permit
- \$50 Police Department Special Event Application/Permit (this includes street closure, rallies, demonstrations, vigils, etc.)

Application and Late Fees are non-refundable.

Other Costs and Fees (311.10)

In addition to the permit application fee, you may be assessed other city permit fees, department rates and fees, costs and fees associated with personnel or resources provided to your event by a city department, as well as (fines) that may be assessed by the city for the cost to repair and/or restore any

public property damaged by an event receiving benefits under the provisions of the Special Events Ordinance.

Where to Submit your Complete Application:

Special Event applications are submitted to the **Special Events Department** in Human Resources Office in City Hall, 435 Hamilton Street, Allentown, PA 18101. **Block Party and/ or Street Closure Applications** are submitted to the **Allentown Police Department**, 425 Hamilton Street, Allentown, PA 18101.

Organizations and Applicants

The Event Organization is legally and financially responsible for the overall organization, management, and implementation of an event and its related activities. An Event Organization can be a non-profit tax-exempt organization or commercial entity and is referred to as the Event Organizer in the Special Events Ordinance.

Non-Profit Tax Exempt Organization

To qualify as a non-profit organization under the provisions of the Special Events Ordinance, an organization must be recognized as tax exempt by the Internal Revenue Service (IRS) at least six (6) months prior to the event date and be in good standing with the IRS. If the Event Organization is a bona fide tax-exempt non-profit organization, a copy of the IRS 501(c)(3) tax exemption letter certifying its current tax-exempt, non-profit status is required.

Commercial Entity

Under the **provisions of the Special Events Ordinance**, all entities or organizations without an IRS 501(c) valid tax exemption status are considered to be commercial in nature. The Special Events Ordinance includes provisions for the negotiation of revenue-generating agreements with entities that are commercial in nature.

Billing Information (311.10. C)

The Organization and/or Applicant is legally responsible and financially liable to the City of Allentown for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities.

Official Information (311.03. B)

The city recognizes that the public has a legitimate interest in possessing information concerning special events, particularly as they directly relate to potential impacts of the event on the surrounding area. In this regard, the following information on your special event permit application and any attachments and supporting documents included thereto are subject to public disclosure: Event Title; Event Summary; Name and Contact Information for the Event Organization and Designated Primary Contact; Website Address of the Event Organization; Dates and Times of the Event; Projected Attendance/Participants; Location of the Event; Participation/Attendance Fee(s); Community Outreach Efforts; and Signature Page. In addition, the final permit issued by the city and any invoices for city services as well as other rates/fees charged by the City and documentation regarding payments made to the City in connection with a special event.

EVENT DETAILS

Event Date/Time (311.03. B)

You may **not** setup for an event prior to the approved date and time, and tear down **must** be completed by the time indicated on your permit. Your insurance must cover all time frames (set up, event, and teardown). If your event takes place over multiple sequential calendar days, one application, with all dates named may be submitted.

The City of Allentown may also accept one permit application spanning a series of periodic dates for events such as a concert series or running series that have identical event set-up and tear down times,

site plans, and service providers. However, fees will be levied based upon days of use, not for the collective total of several multiple day events.

If your event plans vary significantly from day-to-day or have multiple, distinct event types (e.g. a parade with a separate festival) that may be best managed as separate events, the City of Allentown may require separate permit applications for each specific event type.

Spectators and Participants

Providing the estimated attendance or number of participants for your event helps in the review of your event plans with emphasis on public safety, venue occupancy, staffing, and impact to the surrounding neighborhood.

The estimated number of *spectators* should be based on the total number of people you anticipate will attend to watch your event. Examples include the total number of people coming and going at a festival, watching a parade, or in the general area of an event.

The estimated number of *participants* should be based on the total number of people you anticipate will participate in the event or provide support services to the event. Examples include the total number of people walking or running in an athletic event, marching in a parade, or providing vendor support at a festival, as well as spectators.

- ❖ Approval of the special event and conditions of operation of the event are based on the estimated number of spectators or participants. The City reserves the right to limit the number of spectators or participants based on the estimated anticipated number of the application and the availability of services and accommodations on-site. As example, if the event estimates 100 attendees and 1000 actually are in attendance, the City reserves the right to cancel or suspend the event without notice if it is determined that there are not adequate services such as restrooms available.

Admission

You should include all admission information related to your event. Examples of information you should provide include:

- Free to the public
- Entry/participant fee schedule
- Entry to age 21 and up only
- Private event/invitation only

Venue

To ensure you receive all the necessary approvals for use of the proposed venue area, it is important that you provide us with a description of the type of infrastructure within your proposed venue boundaries. Examples include: city streets, park land, private or other public agency property, or a combination of these property types. Written authorization to use any property other than city streets or right-of-ways must be included with your permit application.

Park Land

Most park areas cannot be reserved for the exclusive use of one group. Access to the park area by the general public must be available at all times. Your Special Event Application is not approved without authorization from the Park and Recreation Department to use the requested venue.

Event Cancellation

If **you** cancel the date of your proposed event or any permitted elements of the event, you must notify the City's Special Projects Manager in writing no less than 72 hours in advance of the set-up time for your event. Should personnel or other resources be dispatched to support your proposed event or an event activity that has been cancelled, the Organization and/or Applicant will be assessed the cost of the services provided.

Site Plan/Route Map

The site plan or route map you include with your permit application is a visual representation of all the structures and operational event elements that you describe throughout the permit application and should include any fixed elements as well as moving routes. Some examples include: set up location(s) of the event, street/sidewalk closures, cooking location(s), activity locations, restroom/porta-potty location(s), barricade locations, number of booths, booth locations, electric usage locations, equipment locations, and other pertinent event information.

The City of Allentown cannot create site maps/routes for Event Organizations.

- There are many online mapping sites that provide basic mapping capabilities. If you utilize one of these mapping sites, you must use the 'plain', 'road', or 'parcel' view as the base to create your map.
- It is important that reviewing authorities can clearly see the scaled dimensions, locations and activities proposed on your map.

Boundaries and Routes

- Your site plan or route map must include the names of all streets and/or areas that are part of the proposed event including parking areas.
- If your event includes activities with moving routes of any kind such as a parade, run, or cycling event, the direction of travel and all proposed lane closures must be depicted on the site plan or route map.
- The barricades must be depicted on your site plan or route map.
- All access routes and exit locations should be clearly identified on your site plan or route map.

Event Structures

- Food and Non-Food vendors
- Portable restrooms and sinks.
- Trash and recycling containers; dumpsters if required
- Storm drains and run-off containment.
- Water stations and water supply.
- Tents, canopies, booths, stations
- Generators and other sources of electricity.
- Placement of any vehicles and/or trailers.
- Portable structures: staging, platforms, bleachers, or band trailer.

Safety Equipment

Based upon the location, components and configuration of your event, you may be required to provide safety equipment such as barricades, traffic cones, directional signage, lighting, etc. All equipment must be free standing, unless otherwise authorized. Please note any equipment borrowed from the City of Allentown may incur additional and/or replacement fees. Attaching temporary signage and equipment to trees, shrubs, light poles, traffic signs, etc. is prohibited. (311.10. C) (951.05. A, D,G)

You are responsible for obtaining and properly placing this equipment prior to the beginning of your event in compliance with local and state laws.

Safety equipment must be positioned at the specific location(s) and time(s) indicated on the Special Event Permit or traffic/safety equipment list provided by the Allentown Police Department. Equipment **must** be removed as soon as it is safe to do so, or by the end time indicated on your permit.

No Parking Signage

No Parking signs must be posted seventy-two (72) hours prior to your event start time, including set-up. Missing, collapsed, improperly placed, or damaged signs may prevent the legal towing of vehicles within your event venue and may result in an impact to your overall event plans. All signage must be removed from the venue within 24 hours following the event. The Event Organization and/or Applicant is

responsible for removing all temporary signage. Failure to perform removal of temporary signage will result in billing for clean-up.

Tow Authorization

Only a representative of the Allentown Police Department can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the Allentown Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up.

Special Event and Related Permits

Special Event Permit (311.06)

The Special Event permit issued by the City of Allentown is valid only for the venue area(s) and event activities, including set-up and tear down, depicted on your site plan and as described in the Special Event Application and any attachment and/or amendments made to the application during the review process. The City of Allentown may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit, additional requirements of the City of Allentown, or requirements established in the Special Event Planning Guide may result in the immediate cancellation of the event, denial of future special event permit applications or the requirement of a cash deposit.

Temporary Health License (Food Permits)

The City of Allentown requires that all food vendors at events have a valid Business License and Insurance. If you intend to sell, serve, give away, or sample food or consumable products, including beverages at a public event, you must submit a list of food vendors and contact the **City of Allentown Health Bureau**. Food vendors will need a Temporary Food License and are responsible to apply directly to the **Allentown Health Bureau**. There are detailed requirements for specific equipment, such as sinks, that are included in the Temporary Food License Guidelines document that is included with the Temporary Food License Application. (14842, Article 395.23)

Business License (Link application)

All vendors must fill out a Business Registration form, please Contact the Finance Department for more information. 610-437-7501. (951.12, Article 319)

Tent and Canopy (Link application) (951.05. D) (951.15. F)

Many parks and other public sites have irrigation, pipes and electrical components located inches below surface areas. Before using stakes to secure tents, canopies or other event components you must receive authorization to disrupt surfaces below ground. Tents larger than 400 square feet **require** a permit. Applications for tent permits can be obtained from the: **City of Allentown Fire Prevention Office**

- If tent stakes are authorized, they must be capped or covered, and clearly flagged.
- If you use materials weighted by water to secure tenting, do not release any water into the storm water system.

Firework/Pyrotechnic/Special Effects/Laser Permit (link application)

All activities associated with the use of pyrotechnics and open flames must be reviewed and approved by the **Fire Prevention Office** in compliance with the International Fire Code. (951.10)

Examples of activities in this category include outdoor fireworks, lasers, open flame activities such as fire walking and special effects using pyrotechnical devices.

As part of the permit requirements, on-site stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event. The event organizer will be expected to compensate the City for the costs of these services.

Alcohol Use

If you plan to have alcohol at your event, you must receive authorization from the City of Allentown's Police Department and Special Events Committee, and the Commonwealth of Pennsylvania Liquor Control Board (PLCB). If the proposed event will take place on public park land, within a city-owned facility, or other city-managed property; you will also be required from the PLCB to provide a letter of authorization to serve alcohol from an authorized representative of the managing city department. Both the Police Department and managing city department may place restrictions on the way in which alcohol is managed at your proposed event.

You must include a liquor liability coverage in your insurance policy, and specifically list as an Endorsement on a provided Accord Certificate of Insurance. A copy of this certificate must be provided to the Special Projects Manager no later than thirty (30) days of the event date. A copy of your insurance policy must be made available if requested. The City's Risk and Safety manager will approve and confirm if your insurance policy is acceptable. (9514.14. A)

In addition to authorization from the City of Allentown to provide alcohol at your event, it is your responsibility to obtain the appropriate Special Occasion Permit from the Commonwealth of Pennsylvania Liquor Control Board. Proof of the Special Occasion Permit is required in advance of your event. For more information on obtaining a Special Occasion Permit please visit: www.lcb.state.pa.us

Neighborhood Block Party Permit (link application)

The neighborhood Block Party Permit provides a way for residents to close a street for the express purpose of a neighborhood celebration or gathering. This permit application can only be used for block parties in residential areas. A Block Party Permit is issued by the **City of Allentown Police Department**. The event organizer is responsible for all fees related to requirements of the Allentown Police Department, approved safety equipment rental and/or barricades, and the provision of insurance naming the City of Allentown as an additional insured.

Any neighborhood block party involving major street closures; the sale of food, alcohol, or merchandise; impact to community services or entities (e.g. bus re-routing, or affecting schools, hospitals or churches); or large crowds is required to be reviewed through the Special Event Committee and must complete a Special Event Permit Application.

Public Assembly

All public assemblies in areas that are not regularly classified for use as public assembly sites must be reviewed and approved by the **City of Allentown Police Department**. Examples include barricaded streets, sidewalks, etc. Public assembly includes, but is not limited to rallies, demonstrations, preaching, vigils, parades, etc.

As part of the permit requirements, onsite stand-by and inspection services may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event.

Possible Reasons for Denial of Current and/or Future Applications and Permits include but are not limited to (951.18. 2)(311.05):

- The application, permits, and application fee were not properly submitted.
- Proof of General Liability Insurance was not provided within thirty (30) days of event date.
- The event will disrupt traffic within the City of Allentown beyond practical solution.
- The location of the event will cause extreme hardship to adjacent businesses or residents.
- The event will require the diversion of enough City employees that allowing the event would unreasonably impact service to the remainder of the City residents.
- The events will interfere with another event for which an application and permits have been issued or are pending.
- A reoccurring event that did not leave the site clean, pay City services, notify surrounding businesses and residents, or in any way fail to meet the application and permit requirements.

- Failure to submit application and permit requests.
- The event may interfere with other City activities or use the facilities by City residents.

Special Events Review Committee

The committee is comprised of representatives from city departments that may be affected by or have authority related to elements found in your event. The Special Events Review Committee provides a coordinated approach to the planning, review and on-site management of your event.

The permit process begins when you submit your **complete** permit application to the appropriate City Department for review. All attachments, application fee, and supporting documentation should be submitted with the original application. Acceptance of your permit application or the initiation of the review process does not deem your permit application to be complete, nor should submission of a permit application be interpreted as final approval of your request.

Delays in providing additional required information may affect the ability to finish reviewing your permit application in a timely manner, or result in the determination that your permit application is incomplete and cannot be acted upon. (951.18) (311.05)

Meeting with the Special Events Review Committee

The Special Events Review Committee holds meetings on a monthly basis with event organizers for the purposes of pre-event coordination, post-event evaluation, and discussion of special needs or issues unique to an event or community. These meetings also provide event organizers with feedback regarding proposed new events. If you would like to meet with the Special Events Committee, please contact the City's Special Projects Manager. Please note, attendance to at least one Special Events Review Committee meeting may be a mandatory requirement for a permit to be issued, unless written approval is granted.

Topics of Discussion

As the event organizer, you will present your event plans or issues to be discussed to the Special Events Committee. Meetings are managed in a roundtable discussion format.

If the topic of discussion involves information contained in an application already on file with the Special Projects Manager, copies of it will be distributed to meeting attendees prior to the meeting. If material has not been provided to the Special Events Manager prior to the meeting, bring twenty (20) hard copies of each permit application, map, or plan to be discussed.

Following are common topics of discussion at production meetings:

- | | |
|---|--|
| <input type="checkbox"/> Type of Event | <input type="checkbox"/> Insurance Requirements |
| <input type="checkbox"/> Event Components (ex. music, activities) | <input type="checkbox"/> Traffic Management Plan |
| <input type="checkbox"/> Set-up & Dismantle Plan | <input type="checkbox"/> Security Responsibilities |
| <input type="checkbox"/> Storm Water Management | <input type="checkbox"/> Recycling & Trash Plans |
| <input type="checkbox"/> Americans with Disability (ADA) Compliance | <input type="checkbox"/> Community Support/Issues |
| <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Non-Food Vendors |
| <input type="checkbox"/> Additional Required Permits/Approvals | <input type="checkbox"/> Cost Reduction Strategies |
| <input type="checkbox"/> Public Safety/ EMS needs | <input type="checkbox"/> Utility Usage |

Approval of your application does not automatically reserve City resources or staff. It is the event organizer's responsibility to contact and reserve City resources and staff. Please contact each City Department listed throughout this planning guide.

Portable Restrooms

The City of Allentown and Commonwealth of Pennsylvania recommends one (1) chemical or portable toilet for every 250 people. The number of portable toilets can be determined based on your estimated peak time attendance. Please see the [Special Event Planning Guidelines for Support Systems](#).

You must provide portable restroom facilities at your event unless you can demonstrate the adequate availability of both standard and handicapped facilities in the immediate area of the event site that will be available to the public during your event. Per Federal Code (*Department of Justice, Code of Regulations 28 CFR Part 36*) five percent (5%) of all portable restrooms must be handicapped accessible. No less than one (1) handicapped restroom should be placed in each location designated for restroom facilities and located on a level non-grass surface. Standard portable restrooms must be placed in order to prevent spills and run-off into the storm drain system.

If the event is especially large or lasts more than one day, the restroom will need to be serviced and additional toilet paper provided. Please include this in your contract with the portable restroom company.

Sinks

As part of the Allentown Health Bureau food handling permit process, you will also be required to provide specific types of hand sanitizing and/or sink facilities in all food and beverage service areas. It is illegal to use water tapped from public facilities and other outlets without authorization.

Recycling and Trash

You are **required** to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event and its attendees, including during set-up and tear down time frames associated with your event.

Recycling and Trash Containers

The City of Allentown has trash and recycling Clear Stream containers that can be used for events. A security deposit may be necessary for the equipment. Please take care of the borrowed equipment as any damage to the containers will be billed to you after the event. Based on the attendance and duration of your event, dumpsters with lids may be required. You are responsible for picking up and returning all City-owned Clear Stream containers.

Dumpsters

The city does not provide dumpsters or post-event street sweeping services for special events, so please plan accordingly. Food events or events creating large amounts of trash may require additional dumpsters. At the conclusion of your event, the event venue and surrounding areas **must** be cleaned and returned to **a condition equal** or better than the condition prior to the onset of your event activities.

(Note: An estimate of one (1) eight-yard dumpster is required for every increment of 500 people attending the event).

Responsible management of waste means *pre-planning* the methods to reduce waste before your event, as well as planning for recycling and waste generated at your event. It is essential to communicate the importance of the recycling/waste reduction program to everyone involved in the management of your event and to the people who attend or participate in your event.

Failure to perform adequate clean-up and/or repair damages to city property and facilities due to your event will result in the City of Allentown providing the services and billing the Event Organization at full cost recovery rates for clean-up and/or repair. (951.05. I)

Electrical and Power Supply

Existing city maintained lighting and outlet circuits may **not** be used for event power needs unless prior approval is obtained in writing before the event date and time. If you require electricity for your event, it is suggested you supply your own source, i.e. a generator. Electrical outlets are limited and not guaranteed to be operational.

You **must** request the use of electricity on your application. If use of city electrical outlets, lighting, etc., is requested the type of uses must be included in the permit and outlet locations designated on the site plan.

Note: Use of electrical outlets on private property is prohibited unless you provide documentation that you have approval from the property owner(s).

Requirements for Equipment

- Distribution and power generation equipment must not be accessible to the general public.
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel for vehicles, bicycles, or pedestrians.
- Applicant needs to state the intended use(s), the required voltages, and estimated minimum amperage.
- ❖ Events requiring a large electric supply may require an inspection by the City's electrical inspector.

Storm Inlet/Drains

Everything that enters storm drains flows *untreated* directly into our creeks, rivers and ultimately the ocean. (Storm water can contain harmful pollutants, including pesticides, pet waste, trash, and oil/grease.)

The Federal Clean Water Act (33 U.S.C. ch. 23 section 1151) prohibits disposal of waste and pollutants into creeks, rivers, bays, lakes and the ocean due to the harmful effects pollutants have on recreational waterways and wildlife.

A storm drain passage system includes curbs, gutters, alleys and drain inlets that are in the public right-of-way that collect rainwater. (951.05. I)

Security

As an Event Organizer, you must provide a safe and secure environment for your event. Areas that need to be analyzed in depth and addressed through your security plan include:

- Size
- Type
- Time of day
- Location of your event
- Overall activities proposed to take place

Once your security plan has been submitted, the Allentown Police Department will review the plan **and** has final authority to require a minimum number of licensed private security guards, volunteer and staff positions as well as police officers and traffic controllers necessary to staff your proposed event. (311.09)

Role of Private Security

Private security is typically used at events to enforce the operations and management of safety measures ranging from crowd control within and around the venue, parking lot enforcement, money transfers, and/or any rules and regulations established by the Event Organization, etc. Private security organizations may not be used for traffic control on any public street.

It is the responsibility of the Event Organization to **first** contact the Allentown Police Department. The Allentown Police Department will then assess the security needs of the proposed event and the available options for security. (311.09)

Role of the Police Department

The Allentown Police Department may require department staff to be present at your event to supplement your security plan and to provide additional presence at your event. These sworn officers are there to enforce laws. It is not the responsibility of police officers to provide the services that are the job of private security staff. If your special event impacts the community outside your venue, police services in addition to those needed to directly support your event may be required. (311.09)

The **Allentown Police Department has final authority over your event safety requirements.** If the number of licensed private security guards approved by the Police Department is not provided, and/or proves inadequate, the Allentown Police Department maintains the right to shut down any or all

components of your event and/or to provide additional police services that will be billed directly to the Event Organization. (311.09 and 311.10. B)

Medical Plan

All special events must have a medical plan. The most basic plan for small events with a low medical risk assessment is the designation of an event representative to call 9-1-1 and a representative on-site with CPR training certification and a first aid kit.

The City of Allentown has the **Right of First Refusal** and final authority over your event medical services requirements and will evaluate these requirements based on a number of factors related to your event. (14873 Article 311.095)

Transportation and Street Closures

An important part of the event planning process includes planning for the safe arrival and departure of event attendees, participants, and vendors by creating a transportation plan that is suitable for the neighborhood environment in which your event will take place. Parking, handicapped accessibility, traffic congestion and environmental pollution are all factors that should be incorporated into your plan. Special events generally increase traffic demands in or near the location of the event. All traffic control in the public right-of-way must be conducted by a representative of the Police Department or authorized by the Police Department.

Any required street closings must be approved and a permit must be issued by the City of Allentown Police Department Traffic Bureau (610-437-7732). Please note that state roads and streets that require closure also need a permit from the Pennsylvania Department of Transportation.

- In your Special Event Permit Application, you must include accessible parking and/or access in your event plans.
- If your event involves street closures, you **must** obtain traffic/safety equipment for the safe closure of your venue and ensure proper detour and parking information is posted.
- You **must** verify that all No Parking signs are placed in their correct location(s) seventy two (72) hours prior to your event start time.
- All street closure events require a **permit issued by the City of Allentown Police Department**, in addition to the Special Event Permit.

Float and Parade Vehicles(link regulations)

A float is a unit specifically designed or constructed for use in conjunction with a parade or public gathering. A parade vehicle is a self-propelled wheeled conveyance not running on rails used in conjunction with a parade or public gathering. Any decorated float or vehicle must be inspected prior to the start of the parade or its usage for any other activity.

- Participants on a float are not permitted to throw, toss or drop objects from the float to the crowd.
- All decorative materials used must be fire resistant or flame retardant.
- No smoking is permitted on floats and parade vehicles.
- No open flames are permitted on floats and/or parade vehicles.
- No flammable or combustible liquids are permitted on floats and parade vehicles.
- All exhaust pipes must be leak-free and insulated from float and vehicle decorations.
- Side rails/barriers or other approved restraints are required to prevent a person and/or objects from falling off a float and/or parade vehicle.
- All drivers must have a valid driver's license.
- No alcoholic beverages are allowed on any float or parade vehicle.

Décor and Signage

Banners, flags, signs, streamers, and similar devices are typically regulated by ordinances. The number and location of these items must be included in your site plan/route map and must receive approval from the City of Allentown. Under certain conditions, these items are banned or limited. Fastening or attaching

any rope, sign, banner, flyer, etc. to any tree, fence, railing, bridge, bench or other structure in a city park is strictly prohibited. Signage may only be placed the day of the event, and must be taken down within 24 hours after the event ends, any signage placed up in advance without permission will be removed (951.05. A, D, G)

Inflatables

The use of inflatables is prohibited in a city park. Examples of inflatables include, but are not limited to, jumpers, bounce houses, moon bounces, climbing walls, obstacle courses, décor elements and promotional signage.

Balloon Releases

“What goes up must come down.” Releasing a large amount of balloons is intentionally littering and prohibited in the City of Allentown without approval by the Special Events Committee, in the form of written consent.

Performances

As part of the permit review process, you must provide a description of the types of performances or entertainment that will be at your event. The City of Allentown does not allow you to have event activities or components that are not included in your permit application and that are not authorized to take place in your event venue.

Aquatic Activities

If you plan to incorporate aquatic activities in your event plans, you are required to provide a Water Safety Plan as part of the permit review process.

Your plan must include a certified lifeguard(s) for the duration of your event in order to be approved as part of your event.

Amplified Sound

It is important to carefully assess the environment in which your event is proposed to take place in order to develop a plan that best limits the impact of sound generated by event activities to the surrounding neighborhood. Issues to consider include, but are not limited to:

- The direction speakers are pointed.
- Placement of smaller sound systems in specific locations throughout the venue rather than far-ranging single amplification systems.
- Sound checks must be authorized as part of your permit.
- Do not place speakers and sound system devices in areas that have not received authorization.
- Provide information to area residents and business that might be impacted by noise from your event.
You should include a mobile number that is staffed by an event representative throughout the event set-up, duration, and tear down.

In most cases, issuance of a Special Event Permit will serve as your approval to use amplified sound within your event venue as outlined in your permit application. Loud and unreasonable noise at any time of day or night (including music) is a violation of state law. A police officer or field ranger that determines noise from your event is offensive to others may require you to lower or discontinue the noise even though you have a permit allowing such use. All amplified sound must meet the provisions of the noise ordinance, especially pertaining to nighttime noise level. (311.06) (14998, Article 710)

Handicapped Parking/Transportation

- If designated parking areas are provided for an event, it should include accessible parking for handicapped persons.
- If designated parking areas are not provided for your event, you should provide, at minimum, one handicapped passenger loading and unloading zone marked with the international symbol for handicapped accessibility.

- Place handicapped parking areas as close to the event venue as possible, or near barrier-free paved paths and/or sidewalks.

Water Usage

If you intend to use public water (hydrants or by other public connection) applicants must contact Lehigh County Authority (LCA) 610-437-7646 to arrange water service for their event. LCA must be contacted a minimum of 10 days prior to the scheduled event in order to ensure that water service can be made available at the appropriate time and place. A \$150.00 deposit is required for the use of a hydrant/water line meter. Payment can be made to 'Lehigh County Authority' and must be received a minimum of 3 days prior to the scheduled event. Water service will not be initiated unless a deposit has been received. The Applicant will be charged a set \$45 Administration Fee, which covers the initiation and termination of water service, billing and administrative tasks and a rate of \$3.10125/per 1,000 gallons. All charges will be calculated once the water meter has been read at the conclusion of the event. The Administration fee and water usage will be deducted from the deposit. If the water meter is damaged, the fee for repair or replacement of the device also be deducted from the deposit. Any charges over the \$150 deposit will be billed within one week of the event and payment is due in 30 days. If the charges do not exceed \$150, a refund check will be issued to the Applicant for the difference within 30 days of the return of the water meter to LCA. If there is an issue with your event water service after hours or weekends, please call the Communications Dispatch phone number at 610-437-7751.

Community Outreach

As part of your event planning process, you must evaluate the potential impact of your event on the surrounding neighborhood or environment.

Your event plans should include outreach and explanatory measures that address potential impacts your event may have on the surrounding area in which the event activities are proposed to take place.

Written Notification

The City of Allentown requires that notices/fliers be mailed or hand delivered two (2) weeks prior to your event to all entities directly impacted by your event and its associated activities. This notice must include, but not be limited to:

- Event date(s),
- Event time, including setup and tear down,
- Location(s),
- Types of activities taking place during your event,
- Detour/alternate route information if regular access is affected or if transportation systems are impacted,
- Contact telephone number for an event representative.

Complete documentation of this effort must be available to city representatives upon request.

Marketing and Promoting Your Event

Acceptance and receipt of your Special Event Permit Application does not guarantee the date and location or imply an automatic approval of your event. You must meet the application requirements before the City of Allentown will issue a Special Event Permit.

Please consider the effect of promoting or pre-registering for your proposed event *prior to* approval from the Special Events Committee or Special Event Permit. The City of Allentown will not be held liable for costs incurred for promoting your event in advance of approval if your event is denied.

Insurance Requirements

Prior to approval of your Special Event Permit, Block Party Permit and Street Closure you will need to provide proof of General Liability insurance no later than thirty (30) days ahead of your event date. **The Certificate of General Liability Insurance must be accompanied by the policy change endorsement forms or it will not be accepted.** If your event includes the use of alcohol you will also be required to provide Liquor Liability Insurance.

The required policy amount is \$1 million per occurrence. Each policy must include the City of Allentown, its officer, employees, volunteers and agents as additionally named insured. Insurance coverage must be primary and maintained for the duration of the event including set-up and tear down dates and times.

The ***Certificate Holder*** of the policy must read:

**City of Allentown
435 Hamilton St.
Allentown, PA 18101**

No other listed address will be accepted. Failure to provide accurate insurance documents is one of the most common reasons an event may not receive a final permit or be permitted to incorporate specific event elements. Therefore, in the early stage of your event planning, contact your insurance provider and all of the professional service providers you plan to use to ensure that they will be able to provide insurance documents to the City of Allentown in a timely manner. If a service provider indicates their insurance is already on file with the City of Allentown, include that information with your Special Event, Block Party, Street Closure Applications submission.

Summary of Insurance Requirements:

- All Certificates of Insurance must name as Additional Insured: The City of Allentown, its officers, employees, volunteers, and agents
- The event name
- The event date, including setup and tear down dates
- The Certificate Holder must read: City of Allentown, 435 Hamilton St., Allentown, PA 18101
- The amount of General Liability coverage is \$1 million, per occurrence
- Liquor Liability Insurance is required if alcohol is provided, sold or served at the event

If you have not included all of your insurance documents with your Special Event Permit Application at the time of submission, send copies to:

**City of Allentown
Attn: Risk and Safety Manager
435 Hamilton St.
Allentown, PA 18101**

Affidavit of Application

By signing the Special Event Permit Application, the Event Organization agrees to the following terms and conditions as they relate to their respective role(s):

I, the undersigned, declare upon penalty of perjury that the information contained in the foregoing application and attachments is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed special event under the City of Allentown Municipal Code and other applicable state and federal codes, laws, policies and regulations. Further, I understand this application is made subject to rules, regulations, and procedures included in the Special Event Planning Guide, additional documentation provided by city representatives and/or rules and regulations established by the Mayor or the Mayor's designee as described in the Special Events Ordinance.

By applying for a special event permit I agree and understand that I have the sole responsibility at all times to be knowledgeable about, fully understand, and to meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the Event including but not limited to the provisions of the City of Allentown Municipal Code, Special Event Permit Application, Special Event Planning Guide, and other city documents, permits, requirements and/or correspondence transmitted by City officials to me or to representatives of my organization.

Furthermore, I understand that I and my representatives accept the venue in an as-is condition and are responsible for inspecting all areas within the event venue and immediate surrounding areas for hazards and will take any necessary steps to protect event participants and attendees until corrective/remedial measures are implemented.

I further understand that knowingly providing any false information is cause for the immediate denial of a special event permit, the suspension of a special event permit if one has already been issued, and/or the denial of future special event permits being issued. I understand that in the event of a major incident, my event may be postponed or terminated for the sake of public safety and welfare (e.g., major crime incident, fire, flood, or any act of God).

I agree to abide by these rules, and further certify I, on behalf of the Event Organization, am also authorized to commit the organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Allentown.

I HEREBY CERTIFY THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT AND AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF ALLENTOWN, ITS MAYOR, CITY COUNCIL, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LOSSES, DAMAGES, LIABILITY, CLAIMS, SUITS, COSTS AND EXPENSES WHATSOEVER, INCLUDING ATTORNEY'S FEES, REGARDLESS OF THE MERIT OR OUTCOME OF ANY SUCH CLAIM OR SUIT ARISING FROM OR IN ANY MANNER CONNECTED TO THE REQUESTED ACTIVITY. I THEREFORE AGREE TO BE FINANCIALLY RESPONSIBLE FOR ANY COSTS AND FEES THAT MAY BE INCURRED BY OR ON BEHALF OF THE EVENT TO THE CITY OF ALLENTOWN. I ALSO AGREE, IF APPROVED, TO COMPLY WITH ALL PERMIT CONDITIONS, INCLUDING THOSE LISTED IN THE SPECIAL EVENT PLANNING GUIDE AND OTHER DOCUMENTS PROVIDED BY CITY REPRESENTATIVES AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY CONDITION OR ANY VIOLATION OF LAW MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE EVENT, DENIAL OF FUTURE EVENTS AND/OR CRIMINAL PROSECUTION.

