



Office Use Only:

Application # SE2018- _____ Permit Issued ____/____/____

2018 Special Events Application

2018 SPECIAL EVENT APPLICATION

Special Event and Block Party applications, non-refundable (\$75) application fee, and certificate of insurance **must** be submitted **no later than 30 days** prior to your event. A map of the site and/or route should be submitted with application. **Please keep in mind that submitting an application, and deposit of non-refundable application fee(s) is in no way to be construed as approval or confirmation of your event.** There will be a twenty-five (\$25) late fee charged if application not received 14 days before event. The City of Allentown reserves the right to deny special event applications that are incomplete or received without enough advanced notice for proper planning and communication to take place.

Event Title: _____

Event Date: First Choice _____ Second Choice _____

Event Location (Include Site Name or Address): _____

Event Description: _____

Setup Begins: _____ Event Start: _____ Event End: _____ Cleanup Ends: _____

List items to be set up in advance (include dates): _____

Estimated Participants _____

Estimated Spectators _____

Event Category (Check all that apply)	
<input type="checkbox"/> 5K Walk/Run	<input type="checkbox"/> Concert/Performance
<input type="checkbox"/> Parade	<input type="checkbox"/> Half/Full Marathon
<input type="checkbox"/> Block Party	<input type="checkbox"/> Festival/Celebration
<input type="checkbox"/> Other (Please specify): _____	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is this an annual event? If so, how many years have you been holding the event? _____	
Where did you hold your event in previous years? _____	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
A site plan/route map has been submitted with this application (May be required based on event size)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are admission, entry, or participant fees required? If yes, provide amounts _____	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are vendors or other fees required? If yes, provide detailed amounts _____	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you selling merchandise? If yes, you need to contact the City of Allentown Finance Dept.	
Describe your parking plan: _____	

Applicant Information
Organization Name (if applicable): _____
Point of Contact (event organizer): _____
Street Address: _____
City: _____ State: _____ Zip: _____
Work Phone: _____ Cell Phone: _____
Email Address: _____
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you a 501(c)(3) certificate holder?
NOTE: Per city ordinance, all special events must be organized by and/or directly benefit an Allentown-based non-profit organization. Please submit proof of non-profit status along with this application.

REMEMBER THAT COMPLETION OF THIS APPLICATION DOES NOT APPROVE YOUR EVENT.



Tent Usage

Yes No Are you using tents? What size tents? _____

If yes, please indicate on map (Please contact Fire Prevention for tents 400 sq.ft. or larger)

Tents may not be staked down without completing a PA-1 Call and submitting a copy of the response to the Recreation Office. Dial 8-1-1 or 1-800-242-1776.

Medical Plan

Yes No Are you requesting EMS?

If no, please describe your medical plan: _____

NOTE: The City of Allentown’s EMS has the **Right of First Refusal** and final authority to determine and provide your event medical services requirements. Please contact Allentown EMS sixty (60) days prior to your event for scheduling purposes. Events under 5,000 people typically do not require EMS on standby.

Security

Yes No Are you requesting security?

If yes, please describe your security plan including crowd control, internal security or venue safety: _____

NOTE: The Allentown Police Department will have **final approval** on the security companies used for events, and the final decision in all matters involving safety and security at events. Please contact APD for security requests sixty (60) days prior to your event for scheduling purposes.

Electricity & Amplified Sound

Yes No Is electricity requested? (Electricity is limited and only available in certain locations) **Cost = \$40.00/day**

What are you using electricity for? _____

Yes No Will sound amplification equipment or system be used at the event?

If yes, please describe: _____

Amplified Sound will be used: **Start Time:** _____ **End Time:** _____

Yes No Are you requesting use of the city’s band trailer? If yes, please fill out **Band Trailer Application**.

NOTE: It is suggested you supply your own power source, i.e. a generator. Electrical outlets are limited and not guaranteed to be operational. You will be billed for use of electricity if it is available for your event.

Block Party

Yes No Is this a block party? If yes, you will need to submit a signed petition. **Overall Cost = \$25.00**

Please complete the Street Closure section of this application below.

NOTE: Applicants **must** reside on block being closed. Block party application **must** have a petition signed by 75% of residents on the block, and/or 75% of the residents of an apartment complex. Applications **must** be received at least **thirty (30) days** before the event. Photocopies of petition will not be accepted.

Street Closures

Yes No Are street closures required? (**\$50 additional fee for street closure**)

Reason for street closure: _____

List streets & intersections to be closed: _____

NOTE: State roads that require closure also need a permit from the Pennsylvania Department of Transportation



Food Vendors and Temporary Health License

Yes No Does your event include food and/or beverages?

If yes, please describe the type of food you will have available: _____

Yes No Do you intend to cook food at the event?

If yes, please describe how it will be prepared, held and served: _____

NOTE: The City of Allentown requires that all food vendors have a valid business license and insurance, as well as a temporary concession license through the Allentown Health Bureau. Contact Allentown Health Bureau to arrange this for your event.

Water

Yes No Are you intending to use hydrants or public water connections?

If yes, please provide specific locations: _____

NOTE: Use of hydrant or public water requires arrangement with Lehigh County Authority (LCA) for water service (610)437-7646. The City of Allentown **does not** provide public water.

Alcohol

Yes No Does your event involve the possession, consumption, or sale of alcoholic beverages?

If yes, please check all that apply: Beer Wine Distilled Spirits Alcohol Sales Free Alcohol

Please describe your security and carding planning to ensure the safe sale of alcohol at your event: _____

Authorization and Insurance: If you plan to sell or furnish alcoholic beverages at your event you must receive authorization from the State of Pennsylvania Liquor Control Board (PLCB). Liquor Liability Coverage must be included on your Certificate of Insurance. **NOTE:** The Allentown Police Department reserves the right to have the final decision regarding the security presence needed at any event where alcohol is served.

Recycling and Sanitation

Recycling and Trash Plan: These items **must** be recycled: **Bottles, Cans, Paper and Cardboard**

Organizer will provide own containers Request to use City ClearStream® Containers

If requesting use of City containers, you must complete the ClearStream Request form and submit it to the Recycling Bureau at least two weeks prior to the event date.

Request Vendor Recycling Instruction Memo for participating vendors

Yes No Will your event be contracting for trash and recycling dumpsters? *(Depending on event size, this may be required.)*

The City does NOT provide trash or recycling removal from events.

After your event: Recyclables **ONLY** may be taken to the City’s Drop-Off Center and disposed of in the “Commingled” green roll-off dumpster. Trash is not accepted at the Drop-Off Center, and must be disposed of by the event organizer.

Failure to properly dispose of trash and/or recycling after an event is subject to fines.

Portable Restrooms

Yes No Are you arranging for portalets? **(May be required based on event size and location)**

Location: _____

Equipment Set-up: Date: _____ Time: _____ **Equipment Pick-up:** Date: _____ Time: _____

NOTE: It is recommended one (1) chemical or portable toilet for every 200 people attending the event. For events with alcohol, the recommendation is one (1) for every 100 people. Federal guidelines require five (5%) percent of these facilities must be ADA accessible.



Office Use Only:

Application # SE2018- _____ Permit Issued ____/____/____

2018 Special Events Application

Insurance Requirements

Before a permit will be issued, you will need to submit proof of General Liability Insurance or event insurance that names, as the additional insured, the “City of Allentown, its officers, employees, agents, and volunteer” impacted by your event. The Certificate of General Liability insurance **must** be accompanied by the additional insured endorsement form or it will not be accepted. The necessary amount of coverage required is \$1,000,000. Insurance coverage must be maintained for the duration of the event including setup and cleanup dates. If your event will include alcohol, liquor liability coverage **must** be included on your Certificate of Insurance. **The certificate holder is: City of Allentown, 435 Hamilton St, Allentown, PA 18101.** This **must** be submitted no later than thirty (30) days prior to the commencement of the event. Permits will not be issued until all insurance requirements have been received, verified and approved by the City of Allentown’s Risk & Safety Manager.

Affidavit of Application

The applicant, and if applicable, the professional event contact, must complete, sign and date this application and submit application and fee by mail: **City of Allentown, Parks & Recreation Office, 3000 Parkway Blvd., Allentown, Pa 18104.**, by phone: **610-437-7750**, by fax: **610-437-7796**, or emailed to Christy.Alvord@allentownpa.gov. Please make checks out to **“City of Allentown”**.

I hereby certify the foregoing statements to be true and assigns correct and agree to indemnify and hold harmless the City of Allentown, its mayor, city council, officers, agents, employees from and against any and all loses, 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. In the event that a possessory interest subject to property taxation is create by virtue of this use permit, I agree to pay all possessory interest taxes and the city shall not be liable for the payment of such taxes I further agree that the payment of any such taxes shall not reduce any consideration paid the city pursuant to this use permit. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization to, and 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 the 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.

Organization (if applicable) _____

Point of Contact (event organizer) _____

Signature _____ **Date** _____



Additional items to be considered by the Applicant	
If any of the below items pertain to your event, please contact the appropriate City Department for further information.	
Item & Timeline	Bureau & Phone Number
Band Trailer (4 weeks in advance of event)	Parks Dept. 610-437-7757
Barricades/Cones/No Parking Signs (2 weeks in advance)	Traffic Planning & Control 610-437-7734
Electricity (2 weeks in advance of event)	Parks Dept. 610-437-7757
Food Vendors (5 business days in advance of event)	Health Bureau 610-437-7759
Insurance Certificates (4 weeks in advance of event)	Risk & Safety 610-437-7620
Medical/Paramedics (8 weeks in advance of event)	EMS 610-437-7531
Park Availability (30 days in advance of event)	Parks Dept. 610-437-7757
Parking (street/public lots, parking decks) (2 weeks)	Allentown Parking Authority 610-841-9090
Police/Security (8 weeks in advance of event)	Police Department 610-439-5975
Recycling & Trash (2 weeks in advance of event)	Recycling 610-437-8729
Street Closures (10 weeks – state; 2 weeks – city only)	Department of Public Works 610-437-7735
Tents over 400 sq ft (2 weeks in advance of event)	Fire Prevention Office 610-437-7758
Vendor Sales (2 weeks in advance of event)	Finance Dept. 610-437-7501
Water (2 weeks in advance of event)	Lehigh County Authority (LCA) 610-437-7515

Please note that Block Parties total cost is \$25.00, provided that the event organizer is responsible to pick up and drop off barricades for the event, and pick up and post ‘No Parking’ signs on the designated streets for the block party.

All events that include a street closure (besides block parties) will have barricades, cones and no parking signs delivered by City staff, and will be billed accordingly:

- Barricades \$6.00/each + equipment & labor for delivery at event
- No Parking Signs \$0.50/each if picked up and hung by event organizer; add equipment & labor if city staff post them
- Traffic Cones \$3.00/each + equipment & labor for delivery at event

Additionally, fees will be charged for cleanup after an event:

- Fastening any object to a tree, shrub or natural amenity \$25.00/occurrence
- Replacement fee for barricades, traffic cones, recycling & trash containers will be charged as the city’s cost to replace the equipment, if it is not returned by the event organizer.
- Damage or destruction of grass, fields or pathways; clean-up after an event (including street sweeping), will be billed to the event organizer as the cost of equipment, material & labor for city staff to complete the work.