



# CITY OF BETHLEHEM SPECIAL EVENT APPLICATION

**FEE: \$50.00**

*\*Application must be submitted to the Parks Department no later than 30 days prior to commencement of event, 60 days prior for event of 3 or more days and/or serving Liquor, application fee is non-refundable and must be paid at the time of submission, does not guarantee approval.\**

**APPLICANT  
INFORMATION**

Name of  
Applicant

Address

Phone #

Fax #

Email

**ORGANIZATION  
INFORMATION**

Name of  
Organization

Type of  
Organization

☐ Profit

☐ Non-Profit

☐ Other \_\_\_\_\_

Address

Phone #

Fax #

Email

**EVENT INFORMATION**

Event Description  
(Purpose)

Event Type

☐ Block Party

☐ Parade

☐ Festival

☐ Walk/Run

☐ Other \_\_\_\_\_

Event Date(s)

**RAIN DATE:**

Hours of Operation

During event:

Set up/Take Down:

On-site Contact Person

Name

Cell Phone #

Event Location

(Check all that apply.)

☐ Public Right of Way (sidewalk)

☐ Public Property

☐ Private Property

\*If checked, see **Appendix Engineering\***

**Appendix Code Enforcement\***

Event Set-up

☐ Tents (may not be in street, or staked into  
the ground)

☐ Open Burn

☐ Fireworks

(Check all that apply.)

**Size of Tents?** \_\_\_\_\_ \*If any of the above boxes are checked, see **Appendix Fire and Code Enforcement\***

Number of Participants

\_\_\_\_\_  
\*If greater than 5,000 see **Appendix EMS.\***

Road Closure  
Required?

☐ Yes

☐ No

If yes, please list below streets to be closed.

**\*Please note: no tent or obstructions may be in the street. \* **Appendix Traffic Maintenance\*****

Will there be items for  
sale?

☐ Yes see **Appendix TAX\***

☐ No

If yes, please describe items. \_\_\_\_\_

Will there be food or  
beverages offered?

☐ Yes

☐ No

If yes, please describe items and see **Appendix Health\* and Recycling\***

Include a list of vendors.

Will there be alcoholic  
beverages offered?

☐ Yes

☐ No

Will any other city  
services be requested?

☐ Temp Structure **Appendix Code Enforcement\***

☐ Clean up Plan attached **Appendix Streets**

☐ Hydrant use Adapter **Appendix Water\***

☐ Electricity **Appendix Electrical and Code Enforcement\***

INSURANCE INFORMATION	Name of Insurance Carrier	
	Agent/Broker	
	Phone #	
	Address	

<b>NOTICE TO APPLICANTS</b>	
-----------------------------	--

- |   |   |
|---|---|
| 1 | <b>APPLICABLE APPENDIX FORMS MUST BE SUBMITTED TO EACH DEPARTMENT NO LATER THAN 15 DAYS PRIOR TO COMMENCEMENT OF EVENT.</b> |
| 2 | <b>ALL EVENTS ARE TO BE CONDUCTED IN A SAFE AND REASONABLE MANNER.</b>  |
| 3 | <b>YOU MAY NOT BLOCK PEDESTRIAN RIGHT-OF-WAY, STREETS, OR SIDEWALKS.</b>  |

<b>ALL REQUESTS ARE SUBJECT TO APPROVAL BY THE CITY OF BETHLEHEM</b>	
--	--

- |   |   |
|---|---|
| 1 | Whoever violates any provision of City Ordinances, shall, upon conviction thereof, be subject to all associated fines, costs, and penalties. In the case of a permittee's violation of any provisions of these ordinances, the individual designated upon the permit as the responsible party shall be considered the violator. |
| 2 | All fees must be paid in advance for final permit/application approval. All additional invoices must be paid within 30 days after the invoice date.   |

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 of Bethlehem, its employees, agents, officials, representatives, attorneys and assigns form 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.

Print Name		Date	
Signature of Applicant			

<b>- For Use by City of Bethlehem Only -</b>			
Insurance Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	C+ Permit #	Received by;

Additional Items to be Considered by Applicant								
If any of the below items pertain to your event, please contact the appropriate City Department for further information and List of Fees.								
Item		Bureau to Contact	Item		Bureau to Contact	Item		Bureau to Contact
	Police (Roster)	Police 610-865-7187		Sidewalk / Street Usage	Engineering 610-865-7063		Water	Water 610-865-7070
	Recycling	Recycling 610-865-7082		Petting Zoo / Animal Display	Health 610-865-7083		Barricades / Road Closures	Police 610-865-7158
	Food Services	Health 610-865-7083		Street cleaning	Streets 610-865-7136		Electricity	Electrical 610-865-7108
	Tent	Fire 610-865-7143		Restrooms	Parks 610-865-7079		Electrical Permit	Code Enforcement 610-865-7091
	On-site Parking (not existing lots)	Parks 610-865-7079		Sewage Disposal	WWTP 610-865-7169		Ambulance	EMS 610-865-7111
	Retail Sales	Tax 610-865-7022		Fire (Roster)	Fire 610-865-7143			
<b>Comments:</b>								