

Office Use Only:

Application # SE2022- \_\_\_\_\_

## 2022 Special Events Application



City of Allentown  
Parks and Recreation  
Special Events Bureau  
3000 Parkway Blvd  
Allentown, PA 18104

**Phone:** 610-437-7750

**Email:** [events@allentownpa.gov](mailto:events@allentownpa.gov)

**Web:** [Special Events \(allentownpa.gov\)](http://Special Events (allentownpa.gov))

Matthew Tuerk  
Mayor

Rick Holtzman  
Interim Director of Parks and Recreation

Lucinda Wright  
Special Events Manager

# CITY OF ALLENTOWN

## 2022 Special Event Application

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Application Fee: \$75 must be submitted at minimum 60 days in advance.

Late Fee: \$25 (in addition to the application fee).

Checks, money orders or exact cash payable to "City of Allentown."

Application fees are non-refundable.

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Submission of a special event application does not approve your event. Applications will not be accepted if event date is under 30 days. Please complete the application in its entirety, return with a certificate of insurance, and other supporting documents. Application fees are non-refundable, and due at time of submission.

The City of Allentown reserves the right to deny special event applications that are incomplete or received without enough notice for proper planning to take place with the special event committee. All supporting documents must be submitted no later than 30 days of the event date for proper planning of City services. City services available will be determined once application is processed. Upon approved services and payment of fees your event will receive a final event permit.

Please contact the Special Events Bureau with any questions or concerns related to your event planning.

Applications may be submitted electronically to [Events@allentownpa.gov](mailto:Events@allentownpa.gov).

Thank you for choosing Allentown.

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Application # SE2022- \_\_\_\_\_

## 2022 Special Events Application

Special Event and Block Party applications, non-refundable (\$75) application fee, and certificate of insurance **must** be submitted **no later than 60 days** prior to your event. A map of the site and/or route must be submitted with application. **Please keep in mind that applying, 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 60 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/Spectators: \_\_\_\_\_ Would you like your event added to the City Calendar? \_\_Yes \_\_No

Will you be requesting the Mayor, or someone from his office, to attend your event? \_\_Yes \_\_No (If yes, please email [Michaela.Boyer@allentownpa.gov](mailto:Michaela.Boyer@allentownpa.gov) with advanced notice.

If you are requesting to hold a [Flag Raising Ceremony for a Cultural event](#), please email Connor Corpora, [Connor.Corpora@allentownpa.gov](mailto:Connor.Corpora@allentownpa.gov), no later than three weeks prior to the event date.

### Event Category (Check all that apply)

5K Walk/Run  Concert/Performance  Half/Full Marathon  Festival/Celebration  Parade  Block Party  Other (Please specify): \_\_\_\_\_

Yes  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? \_\_\_\_\_

Yes  No A site plan/route map has been submitted with this application

Yes  No Are admission, entry, or participant fees required? If yes, provide amounts \_\_\_\_\_

Yes  No Are vendors or other fees required? If yes, provide detailed amounts \_\_\_\_\_

Yes  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: \_\_\_\_\_

Yes  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.**

Tent Usage
<input type="checkbox"/> Yes <input type="checkbox"/> 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) <b>Tents may not be staked down without completing a PA-1 Call: Dial 8-1-1 or 1-800-242-1776. We recommend weights for all size tents, including 10' x 10', for safety purposes.</b>
Medical Plan
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you requesting EMS? If no, please describe your medical plan: _____ <b>NOTE:</b> The City of Allentown's EMS has the <b>Right of First Refusal</b> and final authority to determine and provide your event medical services requirements. <u>Please contact Allentown EMS sixty (60) days prior to your event for scheduling purposes.</u> Events under 5,000 people typically do not require EMS on standby, depending on content.
Security
<input type="checkbox"/> Yes <input type="checkbox"/> No Are you requesting security? If yes, please describe your security plan including crowd control, internal security or venue safety: _____ <b>NOTE:</b> The Allentown Police Department will have <b>final approval</b> on the security companies used for events, and the final decision in all matters involving safety and security at events. <u>Please contact APD for security requests sixty (60) days prior to your event for scheduling purposes.</u>
Amplified Sound
<input type="checkbox"/> Yes <input type="checkbox"/> No Will sound amplification equipment or system be used at the event? If yes, please describe: _____ Amplified Sound will be used: <b>Start Time:</b> _____ <b>End Time:</b> _____ <input type="checkbox"/> Yes <input type="checkbox"/> No Are you requesting use of the city's band trailer? If yes, please fill out <b>Band Trailer Application</b> . <b>NOTE:</b> It is suggested you supply your own power source, i.e. a generator. The city no longer provides electricity for events.
Block Party
<input type="checkbox"/> Yes <input type="checkbox"/> No Is this a block party? If yes, you will need to submit a signed petition. <b>Overall Cost = \$25.00</b> <b>Please complete the Street Closure section of this application below.</b> <b>NOTE:</b> Applicants <b>must</b> reside on block being closed. Block party application <b>must</b> have a petition signed by 75% of residents on the block, and/or 75% of the residents of an apartment complex. Applications <b>must</b> be received at least <b>thirty (30) days</b> before the event. Photocopies of petition will not be accepted.
Street Closures
<input type="checkbox"/> Yes <input type="checkbox"/> No Are street closures required? ( <b>\$50 additional fee for street closure</b> ) Reason for street closure: _____ List streets & intersections to be closed: _____ <b>NOTE:</b> 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.

*If serving or giving food at the event, you must complete the Temporary Concession Coordination Form and submit it to the Allentown Health Bureau upon confirmation your application has been processed.*

### 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.

### 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 upon confirmation your application has been processed.*

Yes  No Will your event be contracting for trash and recycling dumpsters?

*Dumpsters may be required based on the size & content, 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.

**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.

**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, 3000 Parkway Blvd, Allentown, PA 18104.**

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, Attn: Special Events; 3000 Parkway Blvd, Allentown, Pa 18104.**, or email to [events@allentownpa.gov](mailto:events@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 (60 days in advance)	<b>Parks and Recreation:</b> 610-437-7750
Barricades/Cones/No Parking Signs (60 days in advance)	<b>Traffic Planning &amp; Control</b> 610-437-7734
Food Vendors (confirmation application is processed)	<b>Health Bureau</b> 610-437-7759
Insurance Certificates (Submit with application)	<b>Risk &amp; Safety</b> 610-437-7620
EMS/Paramedics (60 days in advance)	<b>EMS</b> 610-437-7531
Signage/Parking (street/public lots, parking decks) (60 days)	<b>Allentown Parking Authority</b> 610-841-9090
Police/Security (60 days in advance)	<b>Police Department</b> 610-439-5975
Recycling & Trash (60 days in advance)	<b>Recycling</b> 610-437-8729
Street Closures (60 Days – state; 2 weeks – city only)	<b>Special Events Bureau:</b> 610-437-7750
Tents over 400 sq ft (60 days in advance)	<b>Fire Prevention Office</b> 610-437-7758
Vendor Sales (60 days in advance)	<b>Finance Dept.</b> 610-437-7501
Water (60 days in advance)	<b>Lehigh County Authority (LCA)</b> 610-437-7515
Mayor’s Office (Cultural Flag Raising & Mayor’s Attendance)	<b>Mayor’s Office</b> 610-437-7546

**Please note that Block Parties application fee 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 will require barricades and/or cones and will be billed accordingly:**

- Barricades \$6.00/each + equipment & labor for delivery at event
- 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.

**Please note that no inflatables may be set up on public property.**