



Parks and Recreation Department  
Special Events Bureau  
(610) 437-7750

[Events@allentownpa.gov](mailto:Events@allentownpa.gov)  
[Special Events \(allentownpa.gov\)](http://SpecialEvents.allentownpa.gov)

Greetings,

Thank you for your interest in applying to host a Special Event in the City of Allentown! Below, please see the step-by-step instructions on how to apply for a Special Event.

To apply for a Special Event, you must have a MyRec Account through the City. If you already have an account, you will not have to make another one.

If you do not have an account, you must create a new account. [City of Allentown Parks & Recreation: Account Creation \(myrec.com\)](http://CityofAllentownParks&Recreation:AccountCreation(myrec.com))

Once you have created your account:

- Go to [www.allentownparksandrec.com](http://www.allentownparksandrec.com)
- Click on the photo that states "Looking to hold a Special Event in the City of Allentown? Click here to apply to hold your event today!"  
[City of Allentown Parks & Recreation: Facility Details \(myrec.com\)](http://CityofAllentownParks&Recreation:FacilityDetails(myrec.com))
  - Log into your account
- Click "Request this Facility"
- You will be taken to the 'Reservation Request' Page
  - Please fill out the entire section including; Start Date, End Date, Start Time and End Time
    - Answers must be answered accurately as this will impact the City services coordinated for your event
  - **Note: If you are requesting the Band Trailer, you will need to fill out a separate facility request**
- On the bottom of the page, you will see an estimated breakdown of fees. *Please note that this does not include all fees that you may be charged. Additional fees may include; EMS, Health, APD, etc.*
  - If you are paying via credit card online, you will also be charged a 3% processing fee
    - **Note: You may only pay fees online associated with Parks and Recreation/Special Events. Other fees, including APD, EMS, etc. will be paid to that department directly.**
- Additional documents are required to submit for a Special Event. On the bottom of the page, you may click to view/upload the documents
  - All documents must be submitted at the time you are submitting your application request. Final approval will not be given without the supporting documents
    - Special Events required documents include:
      - Detailed Site Map – Including all items to be set up for event
      - Non-Profit Certificate – Per the City Ordinance, you must either be a non-profit in the City of Allentown or partner with a City of Allentown based non-profit organization



- Certificate of Insurance – Must have the City of Allentown listed as the Certificate Holder
    - COVID Plan – Document containing information on how you plan to keep attendees of the event safe
  - Other City Departments may require additional documents as well based off of the requests on your application
- You will then be taken to the 'Contact Information' and 'Request Information' page.
  - Please make sure the contact details are correct
  - Please list any additional information along with the purpose of your event and a headcount
- Once completed, please 'Submit' your application.

Thank you,

Special Events Team