

**Bethlehem Township, Pennsylvania**

4225 Easton Avenue  
Bethlehem, PA 18020  
610-814-6405  
610-814-6485 (fax)

Email Laura Zapata: lzapata@bethlehemtownship.org

**Application for Special Events**

Please carefully read the following instructions provide the relevant information for your special event to be held in Bethlehem Township and complete the attached Application for Special Events. The application along with any additional information required should be submitted at least sixty (60) days prior to the event to allow ample time for Township staff to process your request.

- If your event will take place on Township property (parks, bike paths, towpath or roadways) please provide along with your completed application, proof of Insurance Liability in the amount of \$1,000,000.00 per occurrence and list Bethlehem Township as an additional insured. If the event is held upon the roadways in Bethlehem Township there are to be no permanent markings placed upon the roadway. You are responsible for all cleanup of any debris incurred as a result of the event and in the event all debris is not removed, the applicant will be assessed a fee for cleanup by the Bethlehem Township Public Works Department.
- If your event will take place on Township roadways please provide a map indicating the planned route or provide a detailed written description of the planned route. Please indicate any special needs (road closures, traffic control or barricades) your event will require.
- If your event involves tents, cooking, generators or electrical needs please check with the Permits Office regarding construction permit requirements.

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Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location (Please provide map or route planned): \_\_\_\_\_

\_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

1<sup>st</sup> Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

2<sup>nd</sup> Contact Person

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**INTERNAL USE ONLY:**

Date of Codes Enforcement Review: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved / Denied: Reason: \_\_\_\_\_

Resource(s) and action required: \_\_\_\_\_

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Date of Police Department Review: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved / Denied: Reason: \_\_\_\_\_

Resource(s) and action required: \_\_\_\_\_

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Date of Road Department Review: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved / Denied: Reason: \_\_\_\_\_

Resource(s) and action required: \_\_\_\_\_

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Date of Administration Review: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved / Denied: Reason: \_\_\_\_\_

Insurance Liability Required: Yes / No

If yes, date received: \_\_\_\_\_

Resource(s) and action required: \_\_\_\_\_

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Date applicant notified of Approval / Denial: \_\_\_\_\_

Notified by: \_\_\_\_\_

Name of Organization \_\_\_\_\_

Application Date \_\_\_\_\_

## SPECIAL EVENTS PERMIT QUESTIONNAIRE

Please describe your event in detail. Provide a schedule of events, times, locations, SITE & ROUTE MAPS, special requirements, etc. using the following questions as a guide. Attach additional sheets if necessary.

1. How many participants/visitors do you expect for this event? \_\_\_\_\_  
+
2. Will the event require water or electricity? If yes list the exact locations and amount required. Limited water and electricity is available. \_\_\_\_\_
3. Will the event require extra trash barrels and a special trash schedule? If yes, list the exact number, location, and frequency required. \_\_\_\_\_
4. How many vehicles will be parked at the event? List where you plan to park the vehicles, including vehicles belonging to event organizers, sponsors, officials, media, etc. Violators will be ticketed or towed. \_\_\_\_\_
5. Will any temporary structures (tents, stages, etc.) be erected? If yes, describe the structure in detail, their exact size and locations, and how they will be erected and removed. All tents must be free-standing, otherwise a utility locate may be required. \_\_\_\_\_
6. Will the event require street closings and/or traffic control devices such as barricades, cones or tape? If yes, list all requested street closures and their proposed closing and opening times. \_\_\_\_\_
7. Will any signs or banners be erected? If yes, describe their type, material, and placement techniques, detailing and listing their exact locations; designate their placement and removal times. \_\_\_\_\_
8. Will the event distribute any printed materials or news releases to the public? If yes, please include a copy of ALL materials with your Special Event Permit Application. \_\_\_\_\_
9. Will the event have vendors, peddlers or concession sales? If yes, please provide a list of vendors, items to be sold, placement locations. And any special requirements they may have. \_\_\_\_\_
10. Will the event offer any entertainment? If yes, describe the entertainment and give the exact arrival, performance, and departure times, performance locations, and any special requirement such as electricity, staging and access. \_\_\_\_\_

11. Additional restrooms? Will additional restrooms be placed by your organization?

\_\_\_\_\_

12. Will the event require stand-by Paramedic/Ambulance service? This must be coordinated between the organization and the EMS.

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13. Will the event require the presence of Township Police? If yes, the organization must coordinate this with the Township Police Department.

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