



# SPECIAL EVENT PERMIT APPLICATION

**SPONSOR OF EVENT:** (include estimate of people attending)

\_\_\_\_\_

DESCRIBE EVENT: \_\_\_\_\_

PRIMARY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ RAIN DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

**NO ALCOHOLIC BEVERAGES OR SMOKING PERMITTED**

**TYPE OF EVENT (CHECK ALL THAT APPLY):**

ADULT EVENT	ATHLETIC EVENT*	BLOCK PARTY	CAR/BIKE SHOW	CIRCUS*	CONCERT	FAMILY EVENT
FESTIVAL*	FUND RAISER	LEAGUE*	MARKET/RETAIL	MOVIE NIGHT	OUTDOOR	PARADE
PICNIC	RALLY	RUN/MARATHON	SCHOOL EVENT	TEEN EVENT	TRASH PICKUP	OTHER

\*CERTIFICATE OF INSURANCE IS REQUIRED FOR CERTAIN EVENTS. SEE GUIDELINES FOR EVENT ORGANIZERS.

**EVENT LOCATION (CHECK ONE):**

ABDALA PARK	ASH PARK	ASH PARK PAVILION	BBALL COURTS	FRIENDSHIP PARK
GATEWAY	GAZEBO	PALMER PARK	PATTON PARK	RIVERWALK
STREET LOCATION/ADDRESS			OTHER	

**EVENT WILL INCLUDE (CHECK ALL THAT APPLY):**

FOOD SALES**	SIGNS/BANNERS	TENTS (INCLUDE SIZE)	STAGE (INCLUDE SIZE)	TABLES/CHAIRS
RECORDED MUSIC	ELECTRIC	LIVE MUSIC	VENDORS	

\*\*COPY OF CHESTER COUNTY HEALTH DEPARTMENT LICENSE AND PEDDLERS PERMIT OR PROMOTERS APPLICATION REQUIRED

**EQUIPMENT/SERVICES REQUESTED FROM CITY OF COATESVILLE (ADDITIONAL FEES APPLY):**

FIRE DEPARTMENT ASSISTANCE	LIGHTING/ELECTRIC	POLICE PATROL
PUBLIC WORKS/TRASH AND RECYCLING PICK UP	STREET CLOSURE	WATER

**LICENSING AND PERMITTING (CHECK ONE):**

- This event will include vendors selling merchandise or food and I will complete a Promoters Application and pay the Promoters Fee
- This event will include vendors selling merchandise or food and each vendor will obtain a Peddlers License
- This event will NOT include vendors selling merchandise

## GUIDELINES FOR EVENT ORGANIZERS

### SEE CHAPTER 192 SPECIAL EVENTS

- Special Events requiring City Council approval shall mean any meeting, activity, parade, or gathering of a group of persons, animals, vehicles or a combination thereof, having a common purpose on any public street, sidewalk, alley park or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building so as to preempt use of said area by the general public or which deviates from the established use of said area building.
  - A \* fifty-percent reduction for rental of park facilities is offered to nonprofit organizations providing satisfactory 501(c)3 tax exempt documentation and/or IRS nonprofit documentation.
- **Proof of Liability and Certificate of Insurance documents are required for all events with: stages, food vendors (Health Department Licenses included), automobile shows, animals, bounce house/slide and play equipment, carnivals, athletic leagues and block parties.**
- Equipment, such as PA System, tables, chairs, trash cans, etc. shall not be lent nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used according to its intended purpose.
- Any tent, which will cover people, must have a fire retardant certificate. The Fire Chief will conduct an inspection prior to Event commencement.
- Events with food sales requires permits from Chester County Health Department. Food Permits are required from the Chester County Health Department for all events selling food items and products. A Peddlers License or Promoters Fee is also required by the City of Coatesville.

### CONDITIONS OF PERMIT

- Application must be submitted with Application Fee to the City of Coatesville for approval **45 days prior** to event with a date stamp provided by the City.
- All required permits, licenses, security deposits, fees and insurance policies must be obtained no later than 10 days prior to the special event. Except for events sponsored by the City of Coatesville, no permits, licenses, security deposits, insurances or other special event fees will be waived.
- Site maintenance is the responsibility of the sponsor and the site must be left in a clean condition.
- The City of Coatesville Curfew Ordinance shall be enforced. It is the responsibility of the sponsor to ensure that any persons subject to Curfew restrictions leave the event 15 minutes prior to actual Curfew time, established by City of Coatesville Council. Waiver of curfew must be submitted with Event Application and approved by City Council.
- Sponsors may be liable for any violations of State or Local Laws and/ or Ordinances.
- Approved permit must be posted in a prominent location at the place and time of Event.
- Tents larger than 10' x 10' and other temporary structures require permits & MUST be inspected.
- Removal of trash and recycling is the responsibility of the event organizer **or** must be requested as a service (a fee will apply)

\_\_\_\_\_ **I HAVE READ AND UNDERSTAND THE GUIDELINES FOR EVENT ORGANIZERS AND AGREE TO THE CONDITIONS OF PERMIT**

***YOU WILL BE NOTIFIED OF APPROVAL OR DENIAL FOR EVENT AFTER REVIEW OF APPLICATION HAS BEEN COMPLETED BY ALL DEPARTMENTS AND/OR APPROVED BY THE CITY COUNCIL OF COATESVILLE***

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE: \_\_\_\_\_

**FEE SCHEDULE:**

<b>NON REFUNDABLE APPLICATION FEE: \$30.00 (APPLICATION WILL NOT BE PROCESSED UNTIL PAID)</b>	
TENT INSPECTION BY FIRE CHIEF: <b>\$80.00</b>	ELECTRICAL USE FEE <b>\$30.00 PER DAY</b> WATER USE : <b>\$30.00 PER DAY</b>
*POLICE PRESENCE \$380.00 PER OFFICER: 4 HOUR MINIMUM, \$100 PER HOUR THEREAFTER	
* DROP OFF AND PICK UP OFF OF TRASH AND RECYCLING CANS <b>\$80.00</b> ; PUBLIC WORKS PRESENCE \$230.00 PER EMPLOYEE: 4 HOUR MINIMUM, \$60 PER HOUR THEREAFTER	
PARK/PICNIC PAVILION/COURTS/BALL FIELDS: UNLIGHTED <b>\$15.00 PER HOUR</b> / LIGHTED <b>\$20 .00 PER HOUR</b> GAZEBO (Private Party Request) <b>\$25.00 PER GAZEBO</b> <b>\$35.00 WITH ELECTRIC</b>	
STREET/ALLEY CLOSURE (4 HOUR MAXIMUM) <b>\$350.00</b>	

*\*Police/Employee Rate according to Wages and Salary Ordinance for current yer. Not included in 50% - 501(c)3 discount*

**FEES WAIVED FOR CITY OF COATESVILLE SPONSORED EVENTS ONLY!**

**OFFICE USE ONLY**

CASH: \$ \_\_\_\_\_ NON-REFUNDABLE APPLICATION FEE: \$ \_\_\_\_\_

CHECK: \$ \_\_\_\_\_ # \_\_\_\_\_

PARK/FACILITY USAGE FEE: \$ \_\_\_\_\_

RECEIPT: \_\_\_\_\_

SERVICES FROM THE CITY: \$ \_\_\_\_\_

REFUNDABLE KEY DEPOSIT: \$ \_\_\_\_\_

ELECTRICAL USE FEE; \$ \_\_\_\_\_

TOTAL FEES: \$ \_\_\_\_\_

FIRE CHIEF	Approve / Disapprove	Reason:
POLICE CHIEF	Approve / Disapprove	Reason:
PW DIRECTOR	Approve / Disapprove	Reason:
CODES DIRECTOR	Approve / Disapprove	Reason:
CITY COUNCIL	Approve / Disapprove	Reason:
CITY MANAGER	Approve/ Disapprove	Reason:

### **CHECKLIST FOR EVENT ORGANIZERS:**

- Complete Special Event Application and submit to the City with Application Fee
- Within 45 days, the City will approve or deny application. If approved, additional fees may apply and must be paid prior to event.
- If event will include vendors, you may choose to submit a Promoters Fee and Application **or** each vendor must obtain a Peddlers License
- At least 10 days prior to event, Health Department licenses must be provided to the city for any food vendors
- If applicable, at least 10 days prior to event, submit proof of liability insurance in the amount of \$1,000,000 with the City of Coatesville named as an additional insured.
- Trash and recycling collection plan. Public Works presence may be requested for an additional fee.

### **GUIDELINES FOR EVENT ORGANIZERS**

#### **SEE CHAPTER 192 SPECIAL EVENTS**

- Special Events requiring City Council approval shall mean any meeting, activity, parade, or gathering of a group of persons, animals, vehicles or a combination thereof, having a common purpose on any public street, sidewalk, alley park or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building so as to preempt use of said area by the general public or which deviates from the established use of said area building.
  - A fifty-percent reduction for rental of park facilities is offered to nonprofit organizations providing satisfactory 501(c)3 tax exempt documentation and/or IRS nonprofit documentation.
- **Proof of Liability and Certificate of Insurance documents are required for all events with: stages, food vendors (Health Department Licenses included), automobile shows, animals, bounce house/slides and play equipment, carnivals, athletic leagues and block parties.**
- Equipment, such as PA System, tables, chairs, trash cans, etc. shall not be lent nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used according to its intended purpose.
- Any tent, which will cover people, must have a fire retardant certificate. The Fire Chief will conduct an inspection prior to Event commencement.
- Events with food sales requires permits from Chester County Health Department. Food Permits are required from the Chester County Health Department for all events selling food items and products. A Peddlers License or Promoters Application is also required by the City of Coatesville.

### **CONDITIONS OF PERMIT**

- Application must be submitted with Application Fee to the City of Coatesville for approval **45 days prior** to event with a date stamp provided by the City.
- All required permits, licenses, security deposits, fees and insurance policies must be obtained no later than 10 days prior to the special event. Except for events sponsored by the City of Coatesville, no permits, licenses, security deposits, insurances or other special event fees will be waived.
- Site maintenance is the responsibility of the sponsor and the site must be left in a clean condition.
- The City of Coatesville Curfew Ordinance shall be enforced. It is the responsibility of the sponsor to ensure that any persons subject to Curfew restrictions leave the event 15 minutes prior to actual Curfew time, established by City of Coatesville Council. Waiver of curfew must be submitted with Event Application and approved by City Council.
- Sponsors may be liable for any violations of State or Local Laws and/ or Ordinances.
- Approved permit must be posted in a prominent location at the place and time of Event.
- Tents larger than 10' x 10' and other temporary structures require permits & **MUST** be inspected.
- Removal of trash and recycling is the responsibility of the event organizer **or** must be requested as a service (a fee will apply)