



**CITY OF BETHLEHEM  
SPECIAL EVENT APPLICATION**

**FEE: \$50 – fee  
waived for Lehigh University**

*\*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.\**

<b>APPLICANT INFORMATION</b>	Name of Applicant					
	Address					
	Phone #		Fax #		Email	
<b>ORGANIZATION INFORMATION</b>	Name of Organization					
	Type of Organization	<input type="checkbox"/> Profit	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other	_____	
	Address					
	Phone #		Fax #		Email	
<b>EVENT INFORMATION</b>	Event Description (Purpose)					
	Event Type	<input type="checkbox"/> Block Party	<input type="checkbox"/> Parade	<input type="checkbox"/> Festival	<input type="checkbox"/> Walk/Run	<input type="checkbox"/> Other _____
	Event Date(s)	<b>RAIN DATE:</b>				
	Hours of Operation	During event:		Set up/Take Down:		
	On-site Contact Person	Name		Cell Phone #		
	Event Location	_____ <b>Lehigh University</b>				
	(Check all that apply.)	<input type="checkbox"/> Public Right of Way (sidewalk) *If checked, see <b>Appendix Engineering*</b>	<input type="checkbox"/> Public Property	<input type="checkbox"/> Private Property <b>Appendix Code Enforcement*</b>		
	Event Set-up (Check all that apply.)	<input type="checkbox"/> Tents ( <u>may not be in street, or staked into the ground</u> )	<input type="checkbox"/> Open Burn	<input type="checkbox"/> Fireworks		
	Number of Participants	_____ *If greater than 5,000 see <b>Appendix EMS.*</b>				
	Road Closure Required?	<input type="checkbox"/> Yes If yes, please list below streets to be closed.		<input type="checkbox"/> No		
		*Please note: no tent or obstructions may be in the street. *				
	Will there be items for sale?	<input type="checkbox"/> Yes see <b>Appendix TAX*</b>		<input type="checkbox"/> No		
	If yes, please describe items. _____					
Will there be food or beverages offered?	<input type="checkbox"/> Yes		<input type="checkbox"/> No			
Include a list of vendors.	If yes, please describe items and see <b>Appendix Health* and Recycling*</b> _____ _____					
Will there be alcoholic beverages offered?	<input type="checkbox"/> Yes		<input type="checkbox"/> No			



**CITY OF BETHLEHEM  
SPECIAL EVENT APPLICATION** **FEE: \$50 – fee  
waived for Lehigh University**

*\*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.\**

<b>INSURANCE INFORMATION</b>	Name of Insurance Carrier	Lehigh University
	Agent/Broker	Lehigh University/Risk Management
	Phone #	610-758-3899
	Address	616 Brodhead Avenue, Bethlehem, PA 18015

**NOTICE TO APPLICANTS**

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

**ALL REQUESTS ARE SUBJECT TO APPROVAL BY THE CITY OF BETHLEHEM**

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 from 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			

- For Use by City of Bethlehem Only -

Insurance Received	Yes	No	C+ Permit #	Received by;
--------------------	-----	----	-------------	--------------

Will any other city services be requested?	<input type="checkbox"/> Temp Structure <b>Appendix Code Enforcement*</b> <input type="checkbox"/> Hydrant use Adapter <b>Appendix Water*</b>	<input type="checkbox"/> Electricity <b>Appendix Engineering and Code Enforcement*</b>
--------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

**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 484-597-1112	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	Pickup / Trash	Parks 610-865-7079	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	Street cleaning	Streets 610-865-7136

**Comments:**

**Lehigh University**

fax returned copy to:

\_\_\_\_\_ **Student Center Facilities 610-758-6132 (fax)**

\_\_\_\_\_ **Fraternity & Sorority Affairs/Residence Life 610-758-5153**

\_\_\_\_\_ **Conference Services 610-758-3568 (fax)**