



City of Williamsport

245 West 4th Street · Williamsport, PA 17701
(570) 327-7500

Bureau of Codes

(570) 327-7517

Special Event Permit Application – Part 1

Date: _____

Event Information

Type of Event:

Parade Street Closure Event Other

Name of Event:

Start Date/Time (including setup):

End Date/Time (including take down):

Event is:

Public Private

Event is:

Indoor Outdoor

Location:

Approximate Number of Attendees:

Sponsor Information

Event Sponsor:

City as Co-Sponsor (if yes, attach letter from Mayor):

Yes No

Phone:

Alternate Phone:

Email:

Contact First Name:

Contact Last Name:

Address:

City:

State:

Zip:

Phone:

Alternate Phone:

Email:

Compliance Information

I the above listed applicant have thoroughly read and understand the conditions of this application. I understand that I must be present at the event and must be easily accessible at this event. I also understand that this application needs to be completed at least 30 days prior to the event.

Applicant Signature:

Hold Harmless Approval

AGREEMENT

Agreement No. _____ Year _____

Approving a Hold Harmless Agreement between the City of Williamsport and _____ (organization), providing for the use of _____ (premises) for _____ purpose) during the period of _____ (dates).

SECTION 1. An agreement dated _____ between the City of Williamsport and _____ (organization), providing for the use of _____ premises) for _____ purpose) during the period of _____ (dates), is hereby approved.

SECTION 2. A copy of said Hold Harmless Agreement is attached to and hereby made part of this document.

Approved: _____

Disapproved: _____

Date: _____

Hold Harmless and Additional Insured Agreement

WHERE AS, City of Williamsport, a political subdivision organized and existing under the las of the Commonwealth of Pennsylvania, has entered into an agreement with

_____ (organization and address),
providing for the use of _____ (premises) for _____ (purpose) during the
period _____ (date(s)).

NOW, THEREFORE, _____ (organization) agrees to indemnity and save harmless City of Williamsport against any and all costs, actions, claims, and demands, whatsoever that may result from the activities and events conducted by and under the sponsorship of _____ (organization) pursuant to this permitting agreement with City of Williamsport providing for the use of _____ (premises) during the period _____ (date(s)). The foregoing indemnity shall include injury or death of any employee of (organization) and shall not be limited in any way by an amount or type of damage, compensation, or benefits payable under any applicable workers compensation, disability benefits or other similar benefit act.

_____ (organization) further agrees to provide general liability insurance in the sum of at least One Million Dollars (\$1,000,000.00) for said event, naming City of Williamsport as additional insured. Said policy of _____ (organization) shall be primary and non-contributory to any other policy held by the City.

For: _____ (organization)

By: _____

Title: _____

Date: _____

Special Event Rules & Regulations

The following conditions MUST be met prior to the approval of the special event permit.

1. Applicant is responsible for obtaining, set-up, removal and return of all City owned barricades. Applicant is responsible to make all arrangements for barricades through the Streets and Parks Department at (570) 326-4684
2. Applicant will ensure enough volunteers or staff are on hand to place and take down all barricades.
3. Applicant is responsible for coordinating trained personnel (fire police or other volunteers who have the appropriate training) to man intersections not controlled by a barricaded street closure.
4. Applicant will provide a detailed map/ route that will indicate traffic control problems and issues that will need to be manned and/ or closed.
5. Under no circumstances is anyone permitted to use any type of paint on any City street to mark out for a run, race, event, etc. No exceptions!

An attached roster must be included to indicate:

1. Who is placing barricades
2. Who is providing traffic control/direction

All of these conditions must be met prior to the approval of the special event permit.

Road & Lane Closure Permit Application

Date: _____

Closure Information

Duration of closure:

- Up to & Including (7) Days - \$75.00
 Up to & Including (14) Days - \$125.00
 Up to & Including (30) Days - \$225.00

- Up to & Including (45) Days - \$300.00
 Each Additional Day After 45 Days - \$75.00

Description of Work:

Closure Start Date/Time:

Closure End Date/Time:

Location of Work:

Side Streets:

Compliance Information

Attach a required Certificate of Liability Insurance for the street closure with permit application.

I, the above listed applicant, have thoroughly read and understand the conditions of this application. I understand that I must be present at the site and must be easily accessible at this project.

Applicant Signature:

Official Use Only

Approved by:

Zoning Administrator

Fees Due: \$75.00 - \$300.00+

Paid

Method of Payment:

Check Money Order

Fees processed by:

Special Event Permit Application – Part 2

:

Event Description:

Please provide a diagram of street closures, barricade placement, electrical usage, location of trash receptacles and portable toilets.

Special Event Permit Application – Part 3

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Event Checklist:

<input type="checkbox"/> Alcohol Dispensing		Contact the PLCB and the Bureau of Codes.
<input type="checkbox"/> Barricades		Contact Streets and Parks.
<input type="checkbox"/> First Aid Station		Contact the Susquehanna Health System.
<input type="checkbox"/> Food	Vendor License	Contact the Health Inspector via Bureau of Codes.
<input type="checkbox"/> Parking Considerations	Permit Parking	Contact the Bureau of Police and the Williamsport Parking Authority.
<input type="checkbox"/> Pyrotechnics	Special Event Permit	Permit available in the Bureau of Codes Department. Must provide Liability Insurance.
<input type="checkbox"/> Street Closure	Special Event Permit	Permit available in the Bureau of Codes Department. Must provide Liability Insurance.
<input type="checkbox"/> Tents	Tent Permit	Permits are needed for all tents/canopies. A fee will be assessed for tents over 20x20. Must provide Liability Insurance.
<input type="checkbox"/> Trash	Dumpster/Container on street requires Special Event Permit	Contact Bureau of Codes for event permit. Contact local sanitation services for sanitation receptacles.
<input type="checkbox"/> Musical Performance	Special Event Permit	Contact Bureau of Codes, Bureau of Police, and the Recreation Commission. Must provide Liability Insurance.
<input type="checkbox"/> Seating/Charis		Permit available in the Bureau of Codes Department.
<input type="checkbox"/> Mass Transit/Shuttle Service		Contact River Valley Transit. Must provide Liability Insurance.
<input type="checkbox"/> Portable Toilets		Independent contractor.
<input type="checkbox"/> Newberry Park <input type="checkbox"/> Brandon Park <input type="checkbox"/> Memorial Park <input type="checkbox"/> Lose Park <input type="checkbox"/> Youngs Woods	Special Event Permit	Any events or special activities require prior approval from the Recreation Commission and Brandon Park Commission.

Special Event Permit Application – Part 4

Information Checklist:

Event sponsor should contact these departments directly for special needs.

Department	Contact Person	Phone	Event Needs
<input type="checkbox"/> Bureau of Codes	Joe Gerardi	(570) 327-7517 (570) 327-7584	<ul style="list-style-type: none"> • Food Vendors • Occupancy • Egress • Life/Health/Safety Issues
<input type="checkbox"/> Bureau of Fire	Fire Chief Sam Aungst Deputy Chief Keith Lucas	(570) 327-1602	<ul style="list-style-type: none"> • Bonfires • Fire Extinguisher • And fire related activity
<input type="checkbox"/> Bureau of Police	Chief Snyder Assistant Chief Bolt	(570) 327-7543	<ul style="list-style-type: none"> • Parade Escorts • Street Parking
<input type="checkbox"/> River Valley Transit	Adam Winder	(570) 326-2500	<ul style="list-style-type: none"> • Shuttle Service • Mass Transit • Trolley Service
<input type="checkbox"/> Streets and Parks	Scott Livermoore Tom Cillo	(570) 326-4684	<ul style="list-style-type: none"> • Barricades may be obtained from this office. Applicants are responsible for barricade placement • Trash Receptacles
<input type="checkbox"/> Williamsport Parking Authority	Todd Wright	(570) 326-6476	<ul style="list-style-type: none"> • Any activity in downtown area of Williamsport requiring parking

Applicant is required to initial all items listed below:

A. Non-city sponsored event applicants must supply their own directional signs and protective service lighting.

_____ Applicant Initials

B. Events involving cooking or open flame require the presence of fire extinguishers and proper licensing. Fire inspection is required.

_____ Applicant Initials

C. Private events require their own security.

_____ Applicant Initials

D. All food vendors must submit the completed application prior to event. Failure to complete the application could result in vendor not participating in event.

_____ Applicant Initials

Special Event Permit Application – Part 5

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Food/Merchandise Vendor Information:

- Please provide a complete list of all Food and Merchandise Vendors
- If vendors do not submit a completed application, it could result in the vendor not participating in event
- All vendor applicants must be submitted at least three weeks prior to event
- All applicable fees for food vendors must be paid prior to or day of event, no exceptions

Special Event Permit Application – Part 5

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Department Signatures:

If any department head disapproves of the event, the applicant will be contacted.

Bureau of Codes	
Building Official:	Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	

Bureau of Fire	
Fire Chief:	Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	

Bureau of Police	
Police Chief:	Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	

River Valley Transit	
Director:	Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	

Recreation Department	
Director:	Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:	

Streets and Parks	
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Director:	Date Approved:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:		

Williamsport Parking Authority		
Director:	Date Approved:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments:		