



DEPARTMENT OF LICENSING, INSPECTIONS AND PERMITS

PENNSYLVANIA CITY HALL • 340 NORTH WASHINGTON AVENUE • SCRANTON, PENNSYLVANIA 18503 • PHONE: 570-348-4193 • FAX: 570-348-4171

Permit # _____

Permit Issued ___/___/___

SPECIAL EVENT APPLICATION

*** Email completed application to Eileen Cipriani at ecipriani@scrantonpa.gov ***

Please submit your Application to the Licensing, Inspections & Permits Department at least 60 Days prior to Event Date. Attention: Licensing, Inspections & Permits Department

Application Submitted ___/___/___ Date Received ___/___/___ Received By _____

Your application and site map must be received no less than 60 days prior to your event date. A map of the site (please use Google Mapping) and/or route must be submitted with application. Please keep in mind that submitting an application is in no way to be construed as approval or confirmation of your event. Your application will not be reviewed until your completed application and site map are received.

Event Title: _____

Event Date: First Choice ___/___/___ Second Choice ___/___/___

Rain Date: ___/___/___

Event Description: _____

Event Location (Include Site Name or Address): _____

EVENT CATEGORY * Fire Permit will be required, please contact the Fire Department
[] Fireworks* [] Half/Full Marathon [] Celebration [] Parking Lot/Street Celebration
[] Parade [] Festival [] Street Race/5K [] Walk/Run on Public Property or Sidewalks
[] Special Effects* (Fire Twirling, Pyrotechnics, Welding, any type of open flame)
[] Other (Please Specify) _____
[] Yes [] No Is this an annual event?
If so, how many years have you been holding the event? _____
Parades, walks & runs must submit a route with the application even if is same as last year.

TIMES FOR EACH EVENT DATE

Event Start: Day 1: _____ Day 2: _____ Day 3: _____

Event End: Day 1: _____ Day 2: _____ Day 3: _____

Setup: Day 1: _____ Day 2: _____ Day 3: _____

Clean up: Day 1: _____ Day 2: _____ Day 3: _____

ESTIMATED PARTICIPANTS _____ **ESTIMATED SPECTATORS** _____ Yes No Are you selling food? Yes No Are you selling merchandise? If so you need to contact The Single Tax Office.

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

Email: _____

 Yes No Is this organization a bona fide, tax-exempt, nonprofit entity? If yes, you must include a copy of your IRS 501(c)(3) tax exempt letter providing proof and certifying your current tax exempt and nonprofit status.**APPLICANT INFORMATION**

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Website/Social Media Pages for Event: _____

SITE MAP Yes No A site plan or route map (Google Map) has been submitted with this application (Required for approval of event and permit)

Please describe your parking plan: _____

 Yes No Are you using tents, structures or a stage? If yes you must include on site map (Please show size and location)

Size? _____ (May not be in street or staked into the ground) Show on map.

PARKING METER CLOSURE

Please contact: ABM Parking Services 140 Adams Avenue, Scranton, PA 18503, 570-343-6519

STREET CLOSURE

Any requested street closings must be viewed on a case by case basis. Approval must be reviewed by the Scranton Police Department. Please note that state roads that require closure also need a permit from the Pennsylvania Department of Transportation. Along with your map, please describe your closure plan and/or route and times for road closures.

SECURITY

The Scranton Police Department recommends the use of security companies for events and can provide the security services subject to reimbursement.

of Officers Requested: _____ Hourly Rate: _____ Cost: _____

NOTE: *Approval of your application does not automatically reserve city resources or staff. It is your responsibility to contact and reserve city resources and staff with each department listed in this application. All security companies retained must be bonded and licensed in the City of Scranton.*

VENDORS

The City of Scranton requires ALL VENDORS at events to have proper insurance and be registered with the Single Tax Office. Event organizer MUST submit a list of vendors to the Licensing, Inspections & Permits Department 30 DAYS prior to the event date. All vendors must register and obtain approval from the Licensing, Inspections, and Permits Department.

Yes No Does your event include food and/or beverages?

If yes, describe the type of food you will have available:

*A Health License may be required.

Yes No Do you intend to cook and/or keep food warm at the event?

* A Fire Permit may be required.

Yes No Will a vendor set up in the Right of Way?

Street Sidewalk Public Right of Way

*Approval of street closure(s) may be required.

Emergency Planning

Please provide a copy of your safety and emergency plan for review and approval by the City's Emergency Management Coordinator. Such plan must include any EMT and Ambulance services to be provided. The City, in its discretion based upon the size, type, and features of the event, may require the use of its Fire Department for suppression and/or rescue services. Said services shall require reimbursement from the event sponsor.

PORTABLE RESTROOMS

It is recommended two (2) chemical or portable toilets for every 500 people attending the event. Federal guidelines require five (5%) percent of these facilities must be ADA accessible. If the event is especially large or lasts more than one day, the restroom will need to be serviced and additional toilet paper/consumables re-stocked, or additional units must be provided.

Portable Restroom Company: _____ Contact Name: _____

Work Phone: _____ Cell Phone: _____

Set Up Date: _____ Time: _____ Pick Up Date: _____ Time: _____

RECYCLING AND CLEAN UP PLAN

The event organizer must recycle and properly dispose of waste & garbage so the area is returned to a clean condition. Recycling should consist of comingled (cans, plastic bottles and glass bottles), paper and clean cardboard. Failure to properly cleanup will result in additional fees and may result in a denial of future event permits. Event organizers, attendees and vendors must recycle and the event organizer is responsible to provide recycling and trash containers.

INSURANCE REQUIREMENTS

Before a permit will be issued, you will need to provide proof of the following insurance coverage:

- General Liability Insurance in the minimum amount of \$1,000,000 that names the "City of Scranton, its officers and employees" as additional insured. You must provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to the Licensing, Inspections & Permits Department.
- If you intend to serve alcohol free of charge or to sell alcohol as authorized by City Council under a Use Permit for Public Property, you shall **(1)** obtain either a liquor liability insurance policy, or a special event liability insurance policy including host liquor liability insurance coverage, or a general liability policy including host liquor liability insurance coverage, that satisfies coverage limits specified by the City, names the "City of Scranton", its officers and employees" as additional insured's, and is scheduled in force for the duration of the event; **(2)** provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to the City of Scranton Law Department.

Permits will not be issued until all insurance requirements have been received, verified and approved by the City of Scranton Law Department. If insurance is at any time determined non-compliant in judgement the Director of the Licensing, Inspections & Permits, a Permit can be rejected or revoked without advance notice. Please contact the Scranton Law Department, with any questions pertaining to insurance.

PLEASE NOTE THE FOLLOWING ADDITIONAL INSTRUCTIONS

- Insurance coverage must be maintained for the duration of the event including setup and cleanup dates. The date (s) of your event must be stated on your insurance coverage.
- The Certificate Holder is: City of Scranton, 340 North Washington Ave., Scranton PA 18503
- All required Insurance Certificates must be accompanied by the additional insured endorsement form with the required language or they will be rejected as non-compliant.
- All required Insurance Certificates must be submitted no later than thirty (30) days prior to the commencement of the event.
- Please note the Federal and County Courthouses require their own permits for events on their property.

PROPERTY DAMAGE

The Permittee and any person responsible for causing equipment or property damage to the licensed premises or City property or equipment are jointly liable to the City for its costs to repair, replace, restore or clean the property damage. The Permittee's liability hereunder arises contractually, and regardless of fault.

AFFIDAVIT OF APPLICATION

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit application fee to:

City of Scranton, 340 North Washington Ave., Scranton PA 18503.

I warrant the following with full authority to bind the applicant, also the "organization," I hereby certify the foregoing statements to be true and correct. Applicant agrees to indemnify and hold harmless the City of Scranton, its Mayor, City Council, Officers, Agents, Employees from and against any and all losses, damages, liability, claims, suits, costs, taxes, fees, fines and expenses whatsoever, and music licensing fees, costs and fines charged to the City, also including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the permitted event. In the event that a possessory interest subject to property taxation is created by this use permit, I agree to pay all possessory interest taxes and the city shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid the city pursuant to this use permit. I certify that I, on behalf of the applicant, am also authorized to bind the organization to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Scranton. Applicant agrees to comply with all permit conditions and rules, including those listed in the special event planning guide and other documents provided by city representatives and understands that failure to comply with any conditions or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.

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	DEPARTMENT PHONE NUMBER
Location Availability (Park)	Licensing, Inspections & Permits - (570) 348-4193
Police / Security	Scranton Police Department - (570) 348-4134
Recycling	Department of Public Works - (570) 348-4180 Ext 15
Tents, Structures & Stages	Licensing, Inspections & Permits - (570) 348-4193
Food Services	Licensing, Inspections & Permits - (570) 348-4193
Retail Sales	Single Tax Office - (570) 963-6756
Sidewalk / Street Usage	Licensing, Inspections & Permits - (570) 348-4193
Fire Department	Fire Department - (570) 348-4132
Barricades / Road Closures	Scranton Police Department - (570) 348-4134
Law Department	Law Department - (570) 348-4105

Applicant Name (Print): _____

Organization: _____

Signature: _____ Date: _____