



24 Kennedy St, Bradford PA 16701  
PHONE: (814)362-3884 X21 FAX: (814)368-3335

## SPECIAL EVENT APPLICATION

The submission of a completed Special Event Application **does not** guarantee approval. It may be necessary to meet with representatives of all departments affected by the proposed event (Public Works, Police, Special Police, Fire, Electrician, Refuse, etc.) to arrange for needs at the event. Applicant should submit this application **well in advance** of the event, and you may want to delay publicity until approval is granted.

### SECTION A – GENERAL INFORMATION

**\*APPLICANT:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**\*It is the responsibility of the applicant to publicize conduct expected at the event. Safety and common sense would indicate that most events would benefit from having the Public NOT bring pets, bicycles, skateboards, rollerblades, etc. to the event. Other considerations may need to be specified for your particular event.**

**NAME OF EVENT:** \_\_\_\_\_

DESCRIBE ALL DETAILS OF THE EVENT (purpose, activities, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE(s): \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**BASIC PERMIT FEE \$25.00**

**A Certificate of Insurance must be attached to this application.**

Listed below are various permits required by the City of Bradford for Special Events. There is no charge for the permit, but a Certificate of Insurance with the City named as additional insured is required in the following amounts:

- \$1,000,000 - Parades, Carnival, Circus, Fireworks, Walk-a-thon
- \$ 500,000 - Street closing for Special Event, Bicycle race
- \$ 300,000 - Activities on City Property, Easter Egg Hunt, Italian Festival, Car Show, etc.

**Application for Fireworks must submit copy of Shooter's License.**

WILL FOOD BE SERVED OUTDOORS? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, contact Health Department at (814) 368-6577 for Health Department Application and permit.

OPEN CONTAINER WAIVER REQUESTED: YES \_\_\_\_\_ NO \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
If there is a request for open container waiver – applicant must contact City Clerk’s Office at (814)362-3884, Ext. 10. Application will be approved/denied by City Council. Sufficient time must be allowed for submission to council, who meets on 2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month.

**SECTION B – REFUSE INFORMATION**

DUMPSTER: YES \_\_\_\_\_ NO \_\_\_\_\_

REQUESTED LOCATION(S) \_\_\_\_\_

\_\_\_\_\_  
(Location must be off the street and is subject to Garbage Foreman approval.).

QUANTITY \_\_\_\_\_ X \$25.00 DUMPSTER FEES \_\_\_\_\_

GARBAGE CANS: YES \_\_\_\_\_ NO \_\_\_\_\_ QUANTITY \_\_\_\_\_ (Limit of 10)

DROP OFF SITE: \_\_\_\_\_  
Permit holder is responsible for liners for the cans (32-gallon).

If a special garbage pick up is needed after the event, please list the location.

LOCATION: \_\_\_\_\_  
Service is available Monday through Saturday 7:00 A.M. - 10:00 A.M. ONLY.

DECORATIONS: YES \_\_\_\_\_ NO \_\_\_\_\_ ANIMALS: YES \_\_\_\_\_ NO \_\_\_\_\_  
Permit holder is responsible for removal of all decorations AND/OR cleaning of sidewalks/streets.

BARRICADES REQUESTED: YES \_\_\_\_\_ NO \_\_\_\_\_ QUANTITY \_\_\_\_\_

Barricades will be delivered/picked up Monday through Friday. They will be dropped off and picked up at one location only. Permit holder is responsible for the Barricades.

DELIVERY LOCATION: \_\_\_\_\_

BARRICADES TO BE LOCATED AT:

\_\_\_\_\_  
\_\_\_\_\_

BARRICADE/TOTE FEES \$ \_\_\_\_\_

**SECTION C – ELECTRICAL REQUIREMENTS**

**MAIN STREET – NO RECEPTACLES AVAILABLE-** *If electric is required, contact Main Street Manager or merchants.*

**VETERAN’S SQUARE:** YES \_\_\_\_\_ NO \_\_\_\_\_

120 Volt Receptacles.

YES

NO

- 1. There are only four locations with 20 AMP limits. \_\_\_\_\_
- 2. The Gazebo has four receptacles, 20 AMP Max. \_\_\_\_\_
- 3. Distribution Panel has 220 Volts at Panel only. \_\_\_\_\_
- 4. **Assignment to be made by City Electric Department.**

**CHAMBERS STREET EVENTS – 220 IS NOT AVAILABLE**

120 Volt receptacles – Single plug 3-wire

One cord per space

You must supply your own extension cords, adapters and power strips.

Complete Appliance sheet on page 4.

# OF HOURS \_\_\_\_\_ X \$25.00/HR

CITY ELECTRICIAN FEES \$ \_\_\_\_\_

**SECTION D – TRAFFIC & SECURITY INFORMATION**

**FREE PARKING REQUESTED:** YES \_\_\_\_\_ NO \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

*If free parking for your event is being requested, City Council must also approve/deny the request.*

*\*Special Police and/or regular Police Officers may be required for the safe movement of traffic and/or pedestrians or may be requested for security concerns. Determination shall be made by the City if special police or regular officers are required. If you have your own volunteers to assist with security, you must supply a list of the names and addresses of those authorized to represent your organization in this capacity.*

**REQUEST FOR STREET CLOSING:** YES \_\_\_\_\_ NO \_\_\_\_\_ TIME(s): \_\_\_\_\_

**STREET/STREET(S) TO BE CLOSED:** \_\_\_\_\_

*(If more than one street is being closed please submit a map of the route indicating closed streets.)*

**In general, streets must remain open if it can be done safely, or be completely closed for foot and vehicular traffic safety. In cases of street closings, all effected businesses, which would be open at that time, must be contacted prior to the permit being issued. Allow time for set up and removal of equipment.**

**\*\*\*\*Note: All closed streets must maintain access for emergency vehicles. (Fire, ambulance, police, etc.)**

**ARE PARKING RESTRICTIONS NECESSARY? YES \_\_\_\_\_ NO \_\_\_\_\_**

Contact City Police Department for "No Parking" Tags to hang on the meters. Permit holder is responsible for obtaining, hanging, removing and returning these tags to the City Police Station or you may request the City of Bradford Police to hang the signs for an additional fee of \$25.00.

NO PARKING SIGNS TO BE HUNG BY: PERMIT HOLDER \_\_\_\_\_ (No charge)

POLICE \_\_\_\_\_ FEE: \_\_\_\_\_

**\*SPECIAL POLICE REQUIRED: YES \_\_\_\_\_ NO \_\_\_\_\_ QUANTITY \_\_\_\_\_**

(If yes, contact Chief Larry Smith at (814) 598-3321 or (814) 465-3381. A copy of the completed Permit will be sent to him.

If a parade is to be held on any State maintained roadway, a special permit must be obtained from PENNDOT and adequate time must be allowed for obtaining such permit.

➤ <b>BASIC PERMIT FEE</b>	\$ <u>25.00</u>
➤ <b>DUMPSTER FEE</b>	\$ _____
➤ <b>ELECTRICIAN FEE</b>	\$ _____
➤ <b>BARRICADE/TOTE FEE</b>	\$ _____
➤ <b>SIGN PLACEMENT BY</b>	
➤ <b>CITY POLICE OFFICER</b>	\$ _____
➤ <b>TOTAL FEES</b>	\$ _____

**Permit #** \_\_\_\_\_

**Date** \_\_\_\_\_

# APPLIANCE SHEET

## CHAMBERS STREET EVENTS COOKING EQUIPMENT

- ❖ **ASSIGNMENT OF VENDOR LOCATION WILL BE DETERMINED BY CITY ELECTRICIAN.**
- **ONE (1) RECEPTACLE PER SPACE = 120 VOLTS *ONLY***
- **220 *IS NOT* AVAILABLE**
- **MUST SUPPLY YOUR OWN EXTENSION CORDS, ADAPTERS AND/OR POWER STRIPS – 15 AMP ON/OFF WITH CIRCUIT BREAKER PROTECTOR.**
- **ALL EQUIPMENT MUST BE LISTED**

QTY	ELECTRIC EQUIPMENT	AMPS	WATTS	COMMERCIAL	HOUSEHOLD
	Portable Roaster/Cooker (Limit 2)				
	Crock Pot(s)				
	Electric Grill				
	Electric Skillet				
	Warming Oven				
	Toaster Oven				
	Fryer/Cooker				
	Ice Shaver				
	Coffee Maker				
	* Small Refrigerator (Limit 1)				
	* Small Freezer (Limit 1)				
	* Small Microwave (Limit 1)				
	Pop/Beverage Dispenser				
	Other – Please Specify				

\*ONE of these items per space

Qty	Gas Appliances
	Grill(s)
	Fryer(s)
	Stove(s)

**PERMIT HOLDER IS RESPONSIBLE FOR THE CLEANING OF SPILLED FRYER OIL**

Revised 01/01/2010