



# City of Warren

## Special Event Permit Application

Date rec'd by City: \_\_\_\_\_

The Organizer/Sponsoring Organization is responsible for submitting a completed Special Event Application to the City of Warren Manager's Office not more than two (2) years and not less than ninety (90) days prior to the event. The application must be completed in its entirety, indicating all municipal facilities and services required/requested to support the event. To be accepted, an application must be complete and include all required attachments along with Special Event processing fee. Incomplete applications will be returned to the Organizer. If you require assistance with completing this form or another reasonable accommodation as defined by the Americans with Disabilities Act (ADA), please contact the City's ADA Coordinator at 814-723-6300.

SPONSORING ORGANIZATION INFORMATION:			
Organization Name			
Contact Person (Organizer)		E-mail	
Daytime Phone		Cell Phone	
Mailing Address			
Alternate Contact		E-mail	
Daytime Phone		Cell Phone	
On-Site Event Contact		Cell Phone	

A Special Event is defined as a temporary event or gathering (including runs, walks, relays, marathons, bike rides, or similar events) utilizing public property and which involves one or more of the following activities. Check (√) all that apply to the proposed event.

- Closure of a public street, excluding a neighborhood block party which encompasses less than one block.
- Blockage or restriction of public property, limiting the use of parks and streets by the general public.
- Offer of merchandise, food, or beverages on public property.
- Erection of a tent on public property.
- Installation of a stage, band shell, trailer, van, portable building, grandstand, or bleachers on public property.
- Placement of portable toilets on public property.
- Placement of temporary no parking signs in a public right-of-way.

**NOTE: Do not leave anything blank – N/A is NOT an acceptable Answer**

EVENT INFORMATION:			
Event Title:			
Type of Event:	<input type="checkbox"/> Walk/Run <input type="checkbox"/> Parade	<input type="checkbox"/> Festival <input type="checkbox"/> Athletic Event	<input type="checkbox"/> Theatrical/Musical <input type="checkbox"/> Other (Fundraiser)
	Specify "Other"		
Requested Facility/Event Location (be specific) – use additional sheet if necessary:			
Event Dates & Times:	Setup	Date:	Time:
	Event Opening:	Date:	Time:
	Event Closing:	Date:	Time:
	Daily Hours of Operation:		
	Cleanup Completion:	Date:	Time:

Estimated Attendance:		
Team Fee Charged:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Participant Fee Charged:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Other Fees/Charges:	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$
Beer/Wine Served *	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	* The sale of beer or wine is allowed with special events at Betts Park and/or street locations by approved permit only. Alcohol sales or use is prohibited in any other park locations.	

Describe and provide a timeline of the proposed event activities – please be specific:


**SAFETY AND SECURITY PLAN (MANDATORY):**

Provide a detailed security plan including crowd control, parking and traffic concerns, emergency service access points and lanes, staging areas, and areas off limits to attendees/participants. Also provide measures that will be taken to educate attendees regarding emergency system access, specific hazard or severe weather alerts, and a means for coordinating with local emergency service providers:


**EMERGENCY MEDICAL SERVICES (EMS) PLAN:**

Will the event sponsor provide on-site medical capabilities?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	<input type="checkbox"/> We are requesting on-site City EMS Stand-by

If “Yes” describe the capabilities and how they will be coordinated with local EMS providers:


If “No” describe plans for providing EMS during the event:


If requesting on-site City Emergency Medical Services list dates and times needed:


Requests for City ambulance standby should also be noted under the “Municipal Services/Permit” section. Standby services are provided strictly on an “as available” basis. If City ambulance standby is requested note time and location above.

Per the PA EMS Act, Event Organizers may submit their EMS Plan to the Department of Health for evaluation/approval. Additional information regarding the requirements of this process is available and generally applies to events with 5,000 or more anticipated attendees.

**REQUESTED DPW SERVICES:**

Will barricades or traffic cones be needed?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

If yes, please indicate the number or barricades and/or cones and location to which they are to be delivered:

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Will electrical service be needed?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No

If yes, please list details below:

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**ENTERTAINMENT:**

Is there entertainment related to the event:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Type of entertainment	<input type="checkbox"/> Presentation <input type="checkbox"/> Theatrical Performance	<input type="checkbox"/> Musical Performance <input type="checkbox"/> Other (specify)
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	Specify "Other"
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List Performing Groups:		

Will the event include the use of amplified sound?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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	If yes,	Date(s)	Time(s)
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Will the event include a fireworks display? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
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\*A Fireworks Permit is required for all displays and may be obtained by contacting the City of Warren Fire Department at 814-723-8110.

Will the event include the use of any signs, banners, or decorations on site:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Description (location is to be noted on the Event Site Plan)


**VENDORS:**

Will there be vendors? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
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\*A separate permit is required for each vendor booth and/or point of sale. Permits are to be obtained at the City Manager's office, 318 West Third Avenue, Warren, 814-723-6300. Vendor applications are to be submitted by the event Organizer.

Will any of these items be utilized?	<input type="checkbox"/> Electricity <input type="checkbox"/> Water	<input type="checkbox"/> Propane or other fuel <input type="checkbox"/> Other (specify)
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	Specify "Other"
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**CLEANUP:**

Provide a detailed plan for the collection and removal of refuse and debris during and following the event. The location of trash collection sites is to be indicated on the Event Site Plan.


**REQUIRED MUNICIPAL SERVICES, PERMITS AND BONDS:**

Check the appropriate box for all applicable services and/or permits requested/required. This listing is not all-inclusive and additional permits and/or certificates may be required.

<b>Service/Permit</b>	<b>Instructions/Requirements</b>	<b>Ordinance No. 1821</b>
<input type="checkbox"/> Alcohol	Permit from PA Liquor Control Board (PLCB) and/or City is required	Section 3
<input type="checkbox"/> Electrical Power	Submit electrical request to City, include on site plan	Section 7
<input type="checkbox"/> Food Sales/Service	Obtain Health Department permit and Vendor Permit from City	Section 12
<input type="checkbox"/> Insurance	Submit Certificate of Insurance naming City of Warren as "Additionally Insured" (required for all Special Events)	Section 10
<input type="checkbox"/> Police	To be determined at Pre-Event Meeting	Section 8
<input type="checkbox"/> Vendor	Obtain Vendor Permits from the City of Warren and Sales Tax Certificates from the PA Department of Revenue	Section 15
<input type="checkbox"/> Street Closure(s)	Submit diagram of all streets to be closed/restricted and attach copy of TE-300 permit if applicable.	Section 13
<input type="checkbox"/> Barricade(s) & Cone(s)	Request for Barricades or Cones as per Ordinance 1821.	Section 13
<input type="checkbox"/> Run/Walk/Parade Route	Submit diagram of all streets to be utilized	Section 16
<input type="checkbox"/> Fireworks	Obtain permit from City of Warren Fire Department	Section 9
<input type="checkbox"/> Overnight Camping	Special permit issued through City Council.	Ord. No. 1803 Section 6.g.
<input type="checkbox"/> Fire Engine (on-site)	To be determined at Pre-Event Meeting (as available basis only)	
<input type="checkbox"/> City Ambulance (on-site)	To be determined at Pre-Event Meeting (as available basis only)	
<input type="checkbox"/> Bonds (Entertainment Rides)	Cash Bond is required when applying for a license for entertainment rides per Ordinance 1028 or amended.	Ord. No. 1028

**REQUIRED ATTACHMENTS:**

1.	Site Diagram: A detailed drawing depicting the proposed event's layout including the number and location of any tents, booths, tables, stages, fences, waste receptacles, signage, portable restrooms, public safety access, all other event equipment, and event headquarters.
2.	Route Map: A detailed map showing the complete route, staging area, start and finish points, direction of movement, dispersal area, and proposed street closure for any proposed parade, run, walk, or race. Indicate the specific lane(s) requested for street closures.
3.	A detailed event description shall be submitted along with the application and must include all aspects of the proposed event including, but not limited to, logistics, schedule of events, and changes from prior years' events.

**DECLARATION:**

As an authorized representative of the organization making application to conduct this event, I hereby declare that:

1.	I have received and read the Special Events Policies and Procedures and agree to abide by these and all other applicable City, State, and Federal regulations.
2.	I have included all of the mandatory attachments with this application.
3.	The information contained in this application and its attachment(s) are true and correct to the best of my knowledge.
4.	I understand that this permit may be revoked and all fees forfeited and the event terminated for falsification of information or failing to comply with applicable City regulations.
5.	Applicant agrees to hold the City of Warren free and harmless from liability of any nature.
6.	Applicant agrees to leave the facilities in good and proper condition and to make report to the City on the next business day of any damage occurring to City property during the course of the event.

Signature		Date:
Printed Name		