



# City of Warren

## *Requirements and Procedures Checklist for Special Events*

The City of Warren is proud to host a multitude of special events each year. It is our goal to enhance the vitality, quality of life, and economic prosperity of the City of Warren through the support of special events.

The following information has been developed to help guide you through the Special Event Permit Process and provide you with guidelines and requirements associated with event management within the City of Warren.

<b>REQUIREMENTS</b>		
<b>DESCRIPTION</b>		<b>IMPORTANT DETAILS</b>
Application Submittal	<input type="checkbox"/>  <input type="checkbox"/>	<p>Event application submitted not more than two (2) years and no less than ninety (90) days in advance of event.</p> <p>Special Event Fee of \$100. This non-refundable fee is to be included with the submittal of the event application.</p>
<b>APPLICATION</b>		
Required Municipal Services	<input type="checkbox"/>	All appropriate boxes of all applicable services and/or permits requested must be checked off. Please refer to Ordinances 1846/1821 if you have any questions regarding what services may be required.
Sponsoring Organization Information	<input type="checkbox"/>	Sponsoring Organization Information is complete including contact person, mailing address, email and contact phone number. Alternate contact is helpful.
Event Information	<input type="checkbox"/>	Event Information is complete including event title, type of event, location, event dates and times, estimated attendance, and if beer and wine will be served. A detailed description of the timeline and event activities must be completed.
Safety and Security	<input type="checkbox"/>	Safety and Security and Emergency Medical Services Plan must be completed. All special events must have a medical plan along with a safety and security plan that includes public safety access points/lanes. The most basic plan for small events with a low medical and low safety and security risk could be the designation of an event representative to call 9-1-1. A representative on site with CPR training certification is suggested. Events with a higher potential for risk are required to implement an appropriate medical and safety/security plan to address the specific needs of the attendees and/or participants.
Entertainment	<input type="checkbox"/>	A list of all performing groups must be included if there will be any entertainment or amplified sound related to the event. If you, at the time of submission of the application, do not know the exact name of possible performing groups, a list will be required no less than <b>sixty (60) days</b> prior to your event.
Fireworks	<input type="checkbox"/>	If your event includes fireworks a separate firework permit is required for all displays. The permit can be obtained by contacting the City of Warren Fire Department at 814-723-8110.
Signs, Banners, Decorations	<input type="checkbox"/>	If your event includes the use of any signs, banners at the event site and/or street banners) or decorations, a description of what type of sign, banner or decorations must be included. A site plan of any signs, banners or decorations is required if they are going to be placed at the event site. If street banners are being requested, a separate application is required. This application can be obtained by contacting the City of Warren at 814-723-6300 ext. 138.

Vendors	<input type="checkbox"/>          <input type="checkbox"/>	<p>If your event will have vendors, a separate permit is required for EACH vendor booth and/or point of sale. Application for Vendor License permits are to be obtained at the City Offices, 318 West third Avenue, Warren or by calling 814-723-6300 ext. 116 or on line at <a href="http://www.cityofwarrenpa.gov">www.cityofwarrenpa.gov</a>. Vendor applications are to be submitted by the event organizer to the City Offices no less than <b>five (5) business days prior to event</b>. <b>If the vendor applications are submitted less than 5 days prior to event, it could result in denial of permit.</b></p> <p>The vending of a non-prepackaged food items (including eggs, vegetables, cookies etc.) a City of Warren, Temporary Food license will also be required. Please contact the City Offices at 814-723-6300 ext. 116 to obtain the Temporary Food License application at least <b>sixty (60)</b> days before event.</p>
Clean up	<input type="checkbox"/>          <input type="checkbox"/>	<p>A detailed plan for the collection and removal of refuse and debris during the event must be included in your application. The most basic plan for small events with low volume refuse and debris can be the use of the garbage containers at the location of the event. If the event has a higher potential for garbage and debris, a clean-up plan during and following the end of the event must be provided with more specific plans for the removal of garbage and debris.</p> <p><b>If an event is requesting trash pickup by the City's contracted cleaning service, the event must pay for those pickups. The set fee is \$75 per pickup. If you request several pickups throughout the time of your event you will be billed accordingly.</b></p> <p><b>Ex. 2 day event, 3 pickups per day - \$75 x 2 days x 3 pickups per day = \$450.00</b></p>
<b>REQUIRED ATTACHMENTS</b>	<input type="checkbox"/>	<p>A detailed site plan for the layout of the proposed event including the number and location of any tents, booths, tables, stages, fences, waste receptacles, signage, portable restrooms, public safety access points/lanes, all other equipment and event headquarters must be included. <b>If the application is submitted without a detailed site plan, the application will be denied and returned to the event organizer.</b></p>
	<input type="checkbox"/>	<p>A detailed route map must be provided 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. <b>If a proposed parade, run walk or race application is submitted without a detailed route map, the application will be denied and returned to the event organizer.</b></p>
	<input type="checkbox"/>	<p>A detailed event description must be submitted along with the application and must include all aspects of the proposed event including, but not limited to, logistics, schedule of event, and changes from prior years' events. <b>If a detailed description of the event is not submitted with the application for the event, the application will be denied and returned to the event organizer.</b></p>
	<input type="checkbox"/>	<p>A certificate of insurance naming the City of Warren as "Additionally Insured" must be submitted before the event can be approved.</p>
	<input type="checkbox"/>	<p>Your event plans must comply with all City, County, State and Federal Disability access laws and regulations applicable to your event activities, all temporary venues, related structures, and outdoor sites associated with your event must be accessible to all disabled persons.</p>
Declaration	<input type="checkbox"/>	<p>An authorized representative of the organization who is making the application to conduct the event, must sign and date the application. <b>An unsigned application will be denied and returned to the event organizer.</b></p>

PLEASE NOTE: All sections of the application must be completed or the application will be denied and returned to the event organizer. Do not leave anything blank. N/A is NOT an acceptable answer for any sections.