

# City of Pittston

## Special Events Guidelines and Application

City of Pittston  
Office of Community Development  
35 Broad St. Suite 202  
Pittston, PA 18640

TELEPHONE: 570-654-4601

WEB SITE: [www.pittstoncity.org](http://www.pittstoncity.org)

Office Hours:  
9am-4pm Monday-Friday



# Application Process

The City of Pittston requires all special events have a Special Event Permit including City co-sponsored events. For events expecting over one-hundred (100) attendees or requiring road closures, applications must be received one hundred and twenty (120) days prior to the public promotion/advertisement or commencement of the event, whichever comes first. For events with less the one-hundred (100) attendees and not requiring the closure of roads, applications must be submitted (60) days prior to the public promotion/advertisement or commencement of the event, whichever comes first.

## Steps:

1. Fill out the Special Event Permit Application and return to:

Mary Kuna  
City of Pittston  
Office of Community Development  
35 Broad St., Suite 202, Pittston, PA 18640

2. Upon receipt of your application a staff member will contact you regarding completeness and if you plan on utilizing city property for your event, the appropriate rental application will be provided.

3. Review of your application will take place with the all affected departments.

4. A final decision will be communicated to you in writing within fifteen (15) days of receipt of the application by the Office of Community Development.

5. If accepted, you will be required to submit the \$50 Special Event Permit fee within 14 days of the approval. Failure to provide the fee will automatically deny the application.

**\*City co-sponsored events are required to apply and pay the Special Event Permit fee.**

6. All questions must be directed to the Office of Community Development.



# Guidelines

## Event Venues

Events on City property require:

1. General liability insurance coverage in the amount of \$1,000,000 naming as “Additional Insured” the “City of Pittston, its officers, employees and agents” and any public entities impacted by your event. A copy of this policy must be received with the permit fee upon approval. If not received, the City has the right to revoke the approval and deny the application.
2. An appropriate facility rental form (if applicable):
  - A. Parking Authority Parking Lots require a Parking Lot Rental Form
  - B. City Parks require a Parks Policy and Reservation Form
  - C. City Amphitheater Policy and Reservation Form

## Marketing Your Event

It is suggested that you receive conditional approval before marketing your event. Submission of this application does not guarantee approval of a Special Event Permit from the City.

## Proof of Business

If you are a non-profit entity, a copy of your organizational non-profit documents, such as IRS 501(c) tax exempt letter, must be attached to this application.

## Event Safety

### Police:

The level of police presence required for your event will be determined during the application process.

### Fire/EMS:

The Pittston City Fire Department and Greater Pittston Regional Ambulance Association will determine the need and scope of emergency medical services (EMS) required for your event. If they determine the event poses a significant hazard, they will contact you to help remedy the situation prior to the event.

## Vendors/Food/Food Preparation

It is the responsibility of the event organizer to ensure all vendors have the appropriate health permits and business licenses necessary to operate. If the event organizer fails to do so and the City becomes aware of the issue, the event will not be permitted to continue.

## Alcohol

You must obtain a permit from the Pennsylvania Liquor Control Board if you will be serving or selling alcohol at a public event. If your event will include alcohol, liquor liability coverage must be included on your Certificate of Insurance. Alcohol is not permitted in City parks.



## Electricity

In cases where an event requires use electricity provided at one of the City or its subsidiaries facilities, a \$50 per day charge will be incurred.

## Restroom Facilities

You are required to provide portable restroom facilities during your event, unless your event is held within or adjacent to a property which provides adequate restroom facilities and has given permission for your organization to utilize them. The number of portable restrooms required for your event will be determined during your application review.

## Tents

It is not the responsibility of the City to provide tents to special events. Staking a tent into the ground of any City owned facility is strictly prohibited. Free standing tents should be secured with a temporary anchoring device only. In cases of City co-sponsored events, the City may opt to provide tents as part of their co-sponsorship.

## Clean/Up Trash

The event organizer and volunteers are responsible for the proper disposal of all waste and garbage throughout the term and immediate conclusion of the event. You are responsible for returning the event area to a clean condition. Should you fail to perform adequate cleanup or damage City property due to your event, you will be billed the costs of recovery plus overhead for cleanup and repair. Such failure will result in denial of future Special Event Permit approval.

The City offers garbage barrel set up of up to 18 barrels and trash removal of up to 60 bags for \$180.

## Band Shell/Mobile Stage

If you require use of the Band Shell/Mobile Stage, you must note so in the application. You will be given a separate agreement for the Band Shell/Mobile Stage. There is a \$300 deposit required and the Band Shell/Mobile Stage must be listed under your insurance policy. The first day rental fee is \$250 with a \$180 additional delivery charge and \$150 set up charge. Please review the band shell/mobile stage rental policy for clarification.

## Location Site Map

Please submit a map of your event layout and location along with details about banner placements, pennants, flags, signs, streamers or similar items.

If you are considering holding a race or walk, please note the beginning and end locations.

## Street Closures

If your event requires street closure, the City will evaluate the necessary temporary barricades and no parking signs needed for the event.

## Parades and Runs

Parades and runs require planning and department coordination. Additional staff are required on site to close roads and manage traffic. For all parades and runs that are part of a special event, the City requires a \$2,200 fee in addition to the application fee and any other supplemental fees. The parade and run fee will not be waived for any City co-sponsored



events. It may be waived for parades and runs that do not close entire thoroughfares as part of a larger City co-sponsored event.

## Banner Set Up and Removal

The City recognizes the importance of banners for events and will work to coordinate the display of a banner over Main Street. The City is not responsible for creation of the banner or any damage that may occur while the banner is being displayed. To set up and remove the banner, the City will charge a flat rate of \$130 regardless of the length of event.



## ***EVENT FEE SUMMARY***

Required Permit Fee for All Events (Due Prior to Event Approval)

Special Event Permit: \$50 **Please make check must be made payable to the City of Pittston.**

Supplemental Fees (To Be Billed After Event)

### **Event Type Fees**

Parade/Run Fee: \$2,200

### **Facility Rental Fees**

Parking Lots

Robert Conroy A (Lower Tomato Festival Lot)- \$150 per day

Robert Conroy B (Upper Tomato Festival Lot)- \$200 per day

Both Robert Conroy A & B Lots- \$325 per day

John Middleton Lot (Behind YMCA)- \$200 per day

Parks and Amphitheater

There are no required rental fees for the use of City Parks or the Amphitheater, but any damages will be billed to the event manager/organization following the event.

### **City Services and Materials**

Garbage Barrel (18 barrels) and Removal Fee (up to 60 bags): \$180

Band Shell/Mobile Stage: \$300 deposit, \$250 first day rental fee, \$180 delivery charge, \$150 set up, additional charges may apply

Banner Set Up and Removal (Main Street): \$130

Barricade Set Up and Removal: \$30 per barricade

Electricity Use: \$50 per day

### **Damages**

The City reserves the right to charge organizers for the cost of damages incurred due to events and any additional clean up needed to return City property to prior condition.



# City of Pittston Special Events Application

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event State and End Time(s): \_\_\_\_\_

Event Location(s): \_\_\_\_\_

## Applicant Name/Organization

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is your organization a non-profit? \_\_\_\_\_ Yes (Please attach documentation of non-profit status.) \_\_\_\_\_ No

## Public Contact (someone that the public can contact with questions or concerns about the event)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



## Event/Organization Website(s)

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## Brief Event Description

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## Schedule

	1 <sup>ST</sup> DAY	2 <sup>ND</sup> DAY	3 <sup>RD</sup> DAY	4 <sup>TH</sup> DAY	5 <sup>TH</sup> DAY
DAY OF THE WEEK					
DATE					
SET-UP TIME					
EVENT START TIME					
EVENT END TIME					
CLEAN UP TIME					





## Event Attendance

Anticipated Attendance: \_\_\_\_\_

Number of staff/volunteers: \_\_\_\_\_

## Parade/Walk/Run

Will any of the following be part of your event? \_\_\_\_\_ YES (Check all that apply) \_\_\_\_\_ NO

\_\_\_\_\_ Walk    \_\_\_\_\_ Run    \_\_\_\_\_ Parade

Starting Location: \_\_\_\_\_

Starting Time: \_\_\_\_\_

Ending Location: \_\_\_\_\_

Ending Time: \_\_\_\_\_

Please attach a route map of the walk, run, and/or parade.

## Band Shell/Mobile Stage

Do you require to use the Band Shell/Mobile Stage?

\_\_\_\_\_ YES (Please see attached Band Shell/Mobile Stage agreement) \_\_\_\_\_ NO

## Tents/Clean Up/Restrooms

Will your event have tents? \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ If yes, how many?

Do you need to rent tents from the City? \_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ If yes, how many?

Are you using a private company for tent rentals and set up?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    \_\_\_\_\_ If yes, how many?



How do you plan to handle trash collection and clean up?

Volunteers \_\_\_\_\_ Paid Private Service (please provide company name) \_\_\_\_\_

Contract with the City \_\_\_\_\_

## Location

Please check all the City owned location(s) that will be used for the event (if applicable). Additional fees, applications and policies will be provided for specific facilities.

- |  |  |
|--|--|
| Robert Conroy A (Lower Tomato Festival Lot) <input type="checkbox"/> | Jefferson Park <input type="checkbox"/>  |
| Robert Conroy B (Upper Tomato Festival Lot) <input type="checkbox"/> | Sullivan Park <input type="checkbox"/>   |
| John Middleton Lot (Behind YMCA) <input type="checkbox"/>            | Riverfront Park <input type="checkbox"/> |
| Albert West Park <input type="checkbox"/>                            | Amphitheater <input type="checkbox"/>    |
| James Clark Park <input type="checkbox"/>                            |  |



Please include the following attachments (if applicable) with this application:

- Map and event layout
- Proof of non-profit status

I hereby certify that the information provided on this application is true and correct and I/we agree to conform to all applicable laws of the City of Pittston. I understand that the submission of this application does not guarantee or constitute permit issuance. I further agree that the Code Enforcement Officer or other appropriate City Officials shall have authority to enter any property and building described in this permit to inspect the premises and enforce the provisions of the City of Pittston Ordinance, **No 2 (2019)**.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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*Office Use Only*

Date Received: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_ Signature of Recipient: \_\_\_\_\_

