



# SPECIAL EVENT PERMIT APPLICATION



## APPLICANT INFORMATION

☐ NEW APPLICATION

☐ APPLICATION RENEWAL

DATE \_\_\_\_\_

NAME OF REQUESTOR \_\_\_\_\_

ADDRESS OF REQUESTOR \_\_\_\_\_

### EVENT INFORMATION

ORGANIZATION NAME: \_\_\_\_\_

ORGANIZATION ADDRESS: \_\_\_\_\_

ORG. PHONE NUMBER: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT DATE (S): \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_

EVENT END TIME: \_\_\_\_\_

ESTIMATED # OF PEOPLE ATTENDING: \_\_\_\_\_

EVENT TYPE: ☐ PARADE ☐ WALK/RUN ☐ FESTIVAL ☐ \_\_\_\_\_

EVENT REPRESENTATIVE NAME: \_\_\_\_\_

EVENT REPRESENTATIVE CELL: \_\_\_\_\_

EVENT REPRESENTATIVE EMAIL: \_\_\_\_\_

ADDITIONAL REPRESENTATIVE NAME: \_\_\_\_\_

ADDITIONAL REPRESENTATIVE CELL: \_\_\_\_\_

ADDITIONAL REPRESENTATIVE EMAIL: \_\_\_\_\_

## LOCATION INFORMATION

PLEASE SELECT WHICH SITE (S) YOU PLAN TO USE FOR YOUR EVENT

☐ ALBERT PARK

☐ JAMES CLARK PARK

☐ JEFFERSON PARK

☐ SULLIVAN PARK

☐ RIVERFRONT PARK

☐ LOWER TOMATO FEST. LOT

☐ UPPER TOMATO FEST. LOT

☐ JOHN MIDDLETON LOT

☐ MAIN STREET

☐ SLOPE AMPHITHEATER

☐ OTHER

DESCRIBE BELOW:

# POLICIES & PROCEDURES

THIS APPLICATION MUST BE SUBMITTED WITH A \$50 NON-FUNDABLE APPLICATION FEE. CHECKS CAN BE MADE TO THE CITY OF PITTSTON AND MAY BE MAILED TO: 35 BROAD STREET, PITTSTON, PA 18640 ATTN: MARY KROPTAVICH.

PROOF OF INSURANCE, NAMING THE CITY OF PITTSTON AS AN ADDITIONAL INSURED FOR EVENT, AND SIGNED INDEMNITY AGREEMENT ARE REQUIRED FOR ALL EVENTS.

GARBAGE REMOVAL: THE EVENT HOLDER IS RESPONSIBLE FOR REMOVING ALL RECYCLABLES AND CARDBOARD GENERATED BY THE EVENT.

A SITE PLAN MUST BE SUBMITTED WITH THIS APPLICATION THAT SHOWS THE LOCATION AND SIZE OF THE AREA OF THE SPECIAL EVENT.

WRITTEN PERMISSION FROM ANY PRIVATE OR PUBLIC PROPERTY OWNERS (NOT CITY PROPERTIES LISTED ON PAGE ONE) MUST BE PROVIDED.

A LIST OF ALL VENDORS INVOLVED WITH THE EVENT AND COPY OF PARTICIPANTS DRIVERS LICENCES MUST BE PROVIDED.

ONCE APPLICATION IS APPROVED, REQUESTOR MUST SUBMIT PAYMENT FOR DESIGNATED EVENT FEES (DETERMINED BY TYPE, TIME, AND NEEDS OF EVENT - PLEASE SEE EVENT GUIDELINES FOR MORE INFORMATION).

## SPECIAL EVENT AGREEMENT

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT AND I/WE AGREE TO CONFORM TO ALL APPLICABLES LAWS OF THE CITY OF PITTSTON AND POLICIES AND PROCEDURES LISTED ABOVE. I UNDERSTAND THAT THE SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE OR CONSTITUTE PERMIT ISSUANCE. I FURTHER AGREE THAT THE ZONING OFFICER OR OTHER APPROPRIATE CITY OFFICIALS SHALL HAVE THE AUTHORITY TO ENTER THE PROPERTY/SITE DESCRIBED IN HIS PERMIT TO INSPECT THE PREMISES AND ENFORCE THE PROVISIONS OF THE CITY OF PITTSTON ORDINANCE, NO.4 OF 2013 AND NO.7 OR 2014 KNOWN AS THE TRANSIENT MERCHANT AND SPECIAL EVENT LICENCES.

### INDEMNIFICATION:

SPONSORING ORGANIZATIONS/RENTER, ITS REPRESENTATIVES, USERS AND PARTICIPANTS AGREE TO RELEASE THE CITY OF PITTSTON, ITS OFFICERS, EMPLOYEES AND AGENTS, THEIR SUCCESSORS AND ASSIGNS, INDIVIDUALLY, OR COLLECTIVELY FROM ANY AND ALL LIABILITY AND TO WAIVE AND ALL CLAIMS, RIGHTS, DAMAGES OR CAUSE OF ACTION OF ANY NATURE WHATSOEVER THAT SPONSORING ORGANIZATION/RENTER, ITS REPRESENTATIVES, USERS, AND PARTICIPANTS MAY HAVE ARISING FROM THE RENTAL AND USE OF THE BAND SHELL/STAGE. THIS AGREEMENT CONFIRMS THE TERMS AND CONDITIONS TO WHICH YOU, THE SPONSORING ORGANIZATION/RENTER, AGREE TO RENT THE BAND SHELL/STAGE PROVIDED BY THE CITY OF PITTSTON.

I HAVE READ, UNDERSTAND AND AGREE TO EACH OF THE FOREGOING TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT. I FURTHER AGREE THAT SPONSORING ORGANIZATION/RENTER, ITS REPRESENTATIVES, USERS, AND ITS PARTICIPANTS WILL OBEY AND ADHERE TO THE RULES, POLICIES, AND PROCEDURES FOR RENTAL USE, HEREINABOVE AND THAT ON BEHALF OF THE SPONSORING ORGANIZATION/RENTER I AM AUTHORIZED TO SIGN THIS AGREEMENT.

### ORGANIZATION/REQUESTOR SIGNATURE:

_____	_____	_____
PRINT NAME	SIGNATURE	DATE

### CITY OF PITTSTON MAIN STREET MANAGER SIGNATURE:

_____	_____	_____
PRINT NAME	SIGNATURE	DATE

**PLEASE RETURN YOUR COMPLETED APPLICATION, \$50 APPLICATION FEE AND REQUIRED ITEMS TO:**

**ATTN: MARY KROPTAVICH | [MKROPTAVICH@CITYOFPITTSTON.ORG](mailto:MKROPTAVICH@CITYOFPITTSTON.ORG)**

**CITY OF PITTSTON, 71 SOUTH MAIN STREET, PITTSTON, PA 18640**

CITY OF PITTSTON | 35 BROAD STREET, PITTSTON, PA | 570.654.0513