

SPECIAL EVENT APPLICATION

C+ # _____ Permit Issued ____/____/____

Please submit your \$75 fee to the City of Lancaster 90 days prior to the event date.

LOOP Office Location:
38 Penn Square, 3rd Floor
(Inside the Lancaster City Visitor Center)

PHONE (717) 291-4758
loop@cityoflanasterpa.com

PERMIT SERVICE HOURS:
Monday, Wednesday, Friday: 9:00am to 3:00pm

For assistance completing the permit, please arrange a meeting or phone call ahead of time. Walk-ins cannot always be accommodated.

Please refer to Festival Guide when filling out the application information.

FOR LOOP USE ONLY

Application Submitted : ____/____/____

Check Amount : \$ _____ Check # _____

Date Received : ____/____/____

Received By : _____

Your application non-refundable seventy five (\$75) application fee and site map **must be received no later than NINETY (90) days prior to your event date.** A map of the site and/or route must be submitted with application. Please keep in mind that submitting an application, and deposit of non-refundable application fee is in no way to be construed as approval or confirmation of your event. Your application will not be reviewed until your non-refundable application fee and site map are received.

Event Title: _____

Event Date: First Choice _____ Second Choice _____

Event Description: _____

Event Location (include site name or address): _____

Organization Name: _____

Organization Street Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email Address: _____

Applicant Name (Main Contact): _____ Date: _____

Yes No Is this Organization a bona fide, tax-exempt, nonprofit entity? If yes, you must include a copy of your IRS 501(c)(3) tax exemption letter providing proof and certifying your current tax exempt and non-profit status.

EVENT CATEGORY: (Check all that apply)

Festival/Concert Run/Walk/Race Parade Organization/Community Event

Other (Please Specify) _____

Yes No Is this an annual event? If yes, how many years have you been holding the event? _____

*Parades, Walks, & Runs must submit a route with written turn by turn and map must be attached to this application.

TIMES FOR EACH EVENT DATE

Event Start: Day 1 _____ Day 2 _____ Day 3 _____ Event End: Day 1 _____ Day 2 _____ Day 3 _____

Set Up: Day 1 _____ Day 2 _____ Day 3 _____ Clean Up: Day 1 _____ Day 2 _____ Day 3 _____

Start Time of Walk/Run/Race: _____

Estimated Participants: _____ Estimated Spectators: _____

Yes No Are admission, entry, or participation fees required? If yes, provide amounts: _____

SITE MAP Attached

A site plan or route map (Google Map) has been submitted with this application (Required for approval of event and permit)

Please describe your Parking Plan: _____

*Parades, Walks, & Runs must submit a route with written turn by turn and map must be attached to this application.

Yes No Are you using tents, structures or a stage? If yes, you must indicate on site map (please show size and location)

Size: _____ (may not be in street or staked into the ground) Please show on site map.

MEDICAL PLAN NA Completed & Attached

Include location of First Aid and Medical Services in your event site map/route plan.

Please describe your medical plan and types of resources that will be at your event and the manner in which they will be managed and deployed: _____

*If an event has 5,000 or more attendees, organizer is required to arrange Lancaster EMS service on standby at event. Proof of arrangements must be forwarded to the LOOP office 60 days prior to the event. **LEMSA Contact 717-872-4688 x 11**

AMPLIFIED SOUND/MUSIC NA Completed

Yes No Will amplified sound or music be played at the event? Music Voice

If Yes, applicant shall independently confirm with music licensing companies and agents (typically BMI, ASCAP, SESAC) whether applicant must obtain a license to present live or recorded music at the event. Applicant shall pay all fees, costs and fines payable to music licensing companies and agents if a license is required. Should any music licensing fees, costs or fines be charged to the City of Lancaster in connection with your event, applicant agrees that it is contractually liable to pay said fees, costs or fines or indemnify City for same if advanced by City.

Start Time: _____ End Time: _____

*NOTE: Electricity is limited in some parks. Generator may be required. City does not provide generator, sound system or speakers. A noise variance is required for amplified sound during all hours of event.

Indicate on the Site Map the location of any stages, sound systems, and direction of the speakers.

SECURITY NA Completed & Attached

The City of Lancaster Police Department will have final approval on the security companies used for events, and the final decision in all matters involving safety and security at events.

Please describe (or attach) your security plan including crowd control, internal security or venue safety: _____

*NOTE: Approval of your application does not automatically reserve city resources or staff. It is your responsibility to contact and reserve city resources and staff with each city department listed in this application.

STREET CLOSURES Attached

Street Closure Times: _____

Any requested street closings must be reviewed on a case by case basis. Approval must be reviewed by the City of Lancaster Public Works Department and City of Lancaster Police Department. Please note that state roads that require closure also need a permit from the Pennsylvania Department of Transportation.

Along with your map, please describe your Closure Plan and/or Route: _____

PORTABLE TOILETS NA

City of Lancaster DOES NOT provide portable toilets. Events with 250 or more attendees and or food vendors are required to have bathrooms available to participants. It is the responsibility of the organizer to provide portable toilets.

Red Rose Sanitation or other providers can be used. Red Rose Sanitation can be reached at 717-295-7673

Portable Toilet Contact Information: _____

Drop off date: _____ Pick up date: _____

VENDORS

NA Attached

The City of Lancaster requires that ALL VENDORS at events have a valid **Business Privilege License and proper insurance**. All event coordinators are responsible for collecting and submitting all vendor applications a minimum of 2 weeks prior to the event. All vendors must complete a Vendor Application, please contact/submit to the Recreation Bureau, the following departments have consolidated this into one process. Event Organizer must submit a list of vendors 30 DAYS prior to the event date.

Yes No Does your event include food and/or beverages? If yes, please describe the type of food you will have available (including documentation of commissary kitchens used to prepare food is applicable):

*A Health License fee may be required.

Yes No Do you intend to cook and/or keep warm food at the event? *A Fire Review fee will be required.

Yes No Will the vendor set up in the Right of Way? (Street, Sidewalk or ROW) *An Engineering Permit fee may be required.

Requirements for the City of Lancaster Health Department

Contact the Health Division at (717) 291-4707 or (717) 291-4714 to obtain a temporary permit.

Licensing

Exempt from licensing if non-profit supports recreational activities for youth (soccer clubs, girl scouts etc).

If you want to make food from your home kitchen and sell it to the public, you must be registered and inspected by the Pennsylvania Department of Agriculture as a Home Food Processor.

If food is distributed, served or sold, applicant must provide a complete list of vendors upon application submission.

Contracted food vendors/trucks setting up at event (either accepting money as profit or donating money, donating services, donating food) must be licensed by The Lancaster City Health Division. Exempt from licensing are non-profits that support recreational activities for youth. However these non-profits must contact the Health Division for a permit to operate. **INFORMATION REQUIRED IN ORDER FOR PERMIT APPROVAL. Contact the Health Division at (717) 291-4707 or (717) 291-4714 to obtain a temporary permit.**

Vendors may also need to provide evidence of a Pennsylvania Department of Agriculture License. All vendors must have a PA Department of Revenue sales tax license (717) 845-6661.

List of projected licensed food vendors or trucks:

Temporary license fee is \$60 for an event that lasts one to three days. Participation in multiple events requires a temporary license for every event participated in.

Food vendors must present evidence of a Manager's ServSafe upon application submission.

If the Health Department does not receive a temporary application from a vendor four weeks prior to the event they will be unable to process the application.

DUMPSTER/ADDITIONAL TRASHCANS & RECYCLING CONTAINERS

City of Lancaster DOES NOT provide dumpsters or trashcans. Events with 250 or more people with food vendors or food vendors for more than 2 hours will require additional trash remediation. It is the responsibility of the event host to purchase trashcans and handle remediation from a third party. Penn Waste or other providers can be used. Penn Waste can be reached at 717-767-4456 or info@pennwaste.com.

Trash Remediation Contact Information: _____

Drop off date: _____ Pick up date: _____

STREET SWEEP

If you host a large scale event with multiple vendors, street sweeping following the event is required. Street cleaning costs will be billed to your organization after the event.

Street Sweep: \$150.00 per hour

PARKING

NA Approved

Parking Meters: To reserve a meter, please contact the Lancaster Parking Authority directly.

30 W. Orange Street; (717) 299-0907; info@lancasterparkingauthority.com

Non-Metered areas will require No Parking Signs. Lancaster City Police post No Parking signs once an official approval is given on completed permit. Signs must be posted 48 hours before the event for enforcement.

ALCOHOL

NA

Yes No

Do you plan to offer alcoholic beverages **for sale** at your event? If yes, the following apply:
 (1) You must receive authorization from the Lancaster Office of Promotion and the State of Pennsylvania Liquor Control Board (PLCB)
 (2) See the notice of insurance requirements for liquor liability insurance.

Yes No

Do you plan to serve/furnish alcoholic beverages **free of charge** at your event? If yes, the following apply:
 (1) See the notice of insurance requirements for liquor liability insurance
 (2) If you intend to serve alcohol free of charge at your event, the provision of alcohol shall not be conditioned upon
 (i) the purchase of a ticket for admission to the event
 (ii) in exchange for a donation or other fee
 (iii) a required purchase or payment that would constitute a sale of alcohol under Pennsylvania Liquor Code.

Please describe your security and carding planning to ensure the safe sale of serving/furnishing of alcohol at your event:

*NOTE: The City of Lancaster Bureau of Police reserves the right to have the final decision regarding the security presence needed at any event where alcohol is sold or served.

TENTS

Additional permits and fees will apply as determined by the Lancaster City Bureau of Police if the option is selected for supplemental security or by the Lancaster City Bureau of Fire if a fireworks display and/or tents (over 200 square feet) are planned.

For tents to be temporarily erected on Lancaster City property, a site layout diagram must be submitted, reviewed and approved by the Fire Marshal. Tents larger than 200 square feet in area require a permit issued by the Bureau of Fire to a certified tent installer. All permit fees must be paid in advance. Tents will receive a safety inspection before occupancy. Submit tent layout diagrams to: firemarshal@cityoflanasterpa.com. Fire Marshal telephone contact: (717) 291-4869. (Reference 2015 IFC, Chapter 31)

Outline specific tent details:

Tent # ____ of ____	Size: _____	Total Sq. Ft: _____	Tent # ____ of ____	Size: _____	Total Sq. Ft: _____
Tent # ____ of ____	Size: _____	Total Sq. Ft: _____	Tent # ____ of ____	Size: _____	Total Sq. Ft: _____
Tent # ____ of ____	Size: _____	Total Sq. Ft: _____	Tent # ____ of ____	Size: _____	Total Sq. Ft: _____

INSURANCE REQUIREMENTS

Before a permit will be issued, you will need to provide proof of the following insurance coverage:

- General Liability Insurance in the minimum amount of \$1,000,000 that names the ‘City of Lancaster, its officers and employees’ as additional insured. You must provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to the City of Lancaster.
- If you intend to serve alcohol free of charge or to sell alcohol as authorized by LOOP under a Use Permit for Public Property, you shall (1) obtain either a liquor liability insurance policy, or a special event liability insurance policy including host liquor liability insurance coverage, or a general liability policy including host liquor liability insurance coverage, that satisfies coverage limits specified by the City, names the ‘City of Lancaster, its officers and employees’ as additional insured’s, and is scheduled in force for the duration of the event (2) provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage, to the City of Lancaster Solicitor.

Permits will not be issued until all insurance requirements have been received, verified and approved by the City of Lancaster Solicitor. If insurance is at any time determined non-compliant in the judgment of the Director of Parks & Public Property, a Permit can be rejected or revoked without advance notice. Please contact the City of Lancaster Solicitor with any questions pertaining to insurance.

Please note the following additional instructions:

- Insurance coverage must be maintained for the duration of the event including setup and cleanup dates. The date(s) of your event must be stated on your insurance coverage.
- The Certificate Holder is: City of Lancaster 120 N. Duke Street, PO Box 1599 Lancaster, PA 17608-1599
- All required Insurance Certificates must be accompanied by the additional insured endorsement form with the required language or they will be rejected as non-compliant
- All required Insurance Certificates must be submitted no later than thirty (30) days prior to the commencement of the event.

PROPERTY DAMAGE

The Permittee and any person responsible for causing equipment or property damage to the licensed premises or City property or equipment are jointly liable to the City for its costs to repair, replace, restore or clean the property damage. The Permittee’s liability hereunder arises contractually and regardless of fault.

AFFIDAVIT OF APPLICATION

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit application fee to: **City of Lancaster Office of Promotion, 120 N. Duke Street, PO Box 1599 Lancaster, PA 17608-1599; (717) 291-4758.**

I warrant the following with full authority to bind the applicant, also the "organization." I hereby certify the foregoing statements to be true and correct. Applicant agrees to indemnify and hold harmless the City of Lancaster, its Mayor, City Council, Officers, Agents, Employees from and against any and all losses, damages, liability, claims, suits, costs, taxes, fees, fines and expenses whatsoever, and music licensing fees, costs and fines charged to the City, also including attorney's fees, regardless of the merit or outcome of any such claim or suit arising from or in any manner connected to the permitted event. In the event that a possessory interest subject to property taxation is created by this use permit, I agree to pay all possessory interest taxes and the city shall not be liable for the payment of such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid the city pursuant to this use permit. I certify that I, on behalf of the applicant, am also authorized to bind the organization to be financially responsible for any casts and fees that may be incurred by or on behalf of the event to the City of Lancaster. Applicant agrees to comply with all permit conditions and roles, including those listed in the special event planning guide and other documents provided by city representatives and understands that failure to comply with any conditions or any violation of law may result in the immediate cancellation of the event, denial of future events and/or criminal prosecution.

Additional Items to be Considered by Applicant

Each department's requirements are listed above. Below is contact information.

LOOP Office (717) 291-4758 loop@cityoflancasterpa.com	Health Department/ Food Service (717) 291-4707 (717) 291-4714	Fire Department (717) 291-4869 firemarshal@cityoflancasterpa.com	Police Department (717) 735-3332 (717) 735-3318 lucianom@lancasterpolice.com laserc@lancasterpolice.com	Parks Department/ Barricades (717) 291-4835
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If any of the below items pertain to your event, please contact the appropriate City Department for further information and List of Fees.

Item	Bureau/Phone Number	Item	Bureau/Phone Number	Item	Bureau/Phone Number
Location Availability (Park)	LOOP or Streets Department (717) 291-4758 (717) 291-4835	Sidewalk/ Street Usage	Department of Public Works (717) 291-4764	Barricades	Streets Department (717) 291-4835
Police, Security, & Road Closures	Police Department (717) 735-3332	Longs Park/ Petting Zoo	Longs Park (717) 291-4835	Electricity	Parks Department (717) 291-4835
Trash Remediation	Parks/Streets Department (717) 291-4835	Street Cleaning	Streets Department (717) 291-4835	Ambulance	Lancaster EMS (717) 872-4688
Tents, Temporary Structures, & Stages	Fire Marshal (717) 291-4869	Pavilion Restrooms	Parks Department (717) 291-4835	Meter or Permit Parking Areas	Lancaster Parking Authority (717) 299-0907
Food Service	Health (717) 291-4707 (717) 291-4714	Fireworks	Fire Marshal (717) 291-4869	Amplified Sound	Zoning Officer (717) 291-4736

Applicant Name (Print): _____

Signature _____ Date: _____

Property Owner of Parcel _____

*Remember that completion of this applicaiton does not approve your event.