



Date of Application: _____

24 Kennedy Street, Bradford PA 16701

P: 814-362-3884 x 121 F: 814-368-3335

Special Event Application

The submission of a completed Special Event application **does not** guarantee approval. It may be necessary to meet with the representative of all departments affected by the proposed event (Public Works, Police, Fire, Electrician, Refuse, etc.) to arrange for needs of the event. Applicant should submit this application **well in advance** of the event and you may want to delay publicity until approval is granted.

Applicants Name: _____ **DBA:** _____
(Business Name)

Address: _____ **Phone:** _____

It is the responsibility of the applicant to publicize conduct expected at the event. Safety and common sense would indicate that most events would benefit from having the public NOT bring pets, bicycles, skateboards, rollerblades, etc. to the event. Other considerations may need to be specified for you event.

NAME OF EVENT: _____

Describe ALL details of the event (Purpose, activities, etc.): _____

Date of Event: _____ **Time (s):** _____

Location: _____

Basic Permit Fee \$25.00

A Certificate of Insurance must be attached to this application.

Listed below are the various permits required by the City of Bradford for Special Events. Certificate of insurance with the City named as additional insured is required in the following amounts:

- \$1,000,000.00 - Parades, Carnival, Fireworks, Walk-a-thon
- \$ 500,000.00 - Street closing for Special Event, Bicycle Race
- \$ 300,000.00 - Activities on City Property, Easter Egg hunt, Italian Festival, Car Show etc.

Application for Fireworks must submit a copy of Shooter's License. It will not be approved without it.

Will Food be served outdoors? YES _____ NO _____

If yes, contact the Health Department at (814)362-3884 ext. 126 for application and permit.

Open Container Waiver Requested: YES _____ NO _____

Date: _____ Time: _____ Location: _____

If there is a request for open container waiver ~ applicant must contact the City Administrator's office at (814-)362-3884 ext 110. Applicant will be approved/denied by City Council. Enough time must be allocated for submission to council who meets on 2nd and 4th Tuesday of each month.

Refuse Information

Dumpsters: YES _____ NO _____ Quantity _____ x \$50.00 (Dumpster rental plus dumping fees)

Requested location: _____

(Location Must be off the street and is subject to the Refuse Foreman approval)

Garbage Cans: YES _____ NO _____ Quantity: _____ (Limit of 10)

Drop off site: _____

Permit holder is responsible for liners for the cans (32-gallon)

**** If a Special garbage pick up is needed after the event, please list the location ****

Location: _____

Service is available Monday thru Saturday 7:00am – 10:00am ONLY

Decorations: YES _____ NO _____ **Animals:** YES _____ NO _____

Permit Holder is responsible for removal of all decorations AND/OR cleaning of sidewalks/streets

Barricades Requested: YES _____ NO _____ Quantity _____

Barricades will be delivered and picked up on Monday thru Friday. They will be dropped off and picked up at one location only. Permit holder is responsible for the barricades.

Delivery Location: _____

Barricade / Tote Fees: _____

Electrical Requirements:

Main Street – No receptacles available ~ if electric is required, contact Main Street Manager or merchants.

Veteran’s Square:
(120 Volt Receptacles)

YES _____ NO _____

YES NO

There are only four locations with 20 AMP limits _____

The Gazebo has four receptacles, 20 AMP max _____

Distribution Panel has 220 Volts at Panel only _____

** Assignments to made by City Electric Department **

Chamber Street Events ~ (220 is NOT available)

120 Volt Receptacles ~ single plug three wires. One cord per space. You must supply your own extension cords, adapters, and power strips. Complete Appliance sheet.

of Hours _____ x\$35.00 per hour
City Electrician total fees = \$ _____

Traffic & Security Information:

Free parking requested: YES _____ NO _____

Date: _____ Time: _____ Location: _____

If free parking for your events is being requested, City Council must approve/deny the request.

Civilian Traffic Control and/or regular Police Officers may be required for the safe movement of traffic and/or pedestrians. They can also be requested for security concerns. Determination shall be made by the City if civilian or Police Officers are required. If you have your own volunteers to assist with security, you must supply a list of the names and addresses of those authorized to represent your organization in this capacity. Fees may apply.

Request for Street Closing: YES _____ NO _____ Time (s) _____

Street(s) to be CLOSED: _____

(If more than one street is being closed, please submit a map of the route indicating closed streets)

In general, streets must remain open if it can be done safely or be completely closed for foot and vehicular traffic safety. In cases of street closings, all effected businesses, which would be open at a that time, must be contacted prior to the permit being issued. Allow time for set up and removal of equipment.

**** NOTE** ALL Closed streets MUST maintain access for EMERGENCY Vehicles such as Police, Fire, & Ambulance, etc.**

Are Parking Restrictions Necessary: YES _____ NO _____

Contact City Police Department for " NO PARKING" tags to hang on the meters. Permit holder is responsible for obtaining, hanging, removing, and returning these tags to the City Police station. Or you may request the City of Bradford Police to hang the signs for and additional fee of \$25.00.

" No Parking " signs to be hung by: _____ POLICE ~ fee = \$25.00

" No Parking " signs hung by: _____ Permit Holder = No Charge

If a Parade is to be held on any State maintained roadway, a special permit must be obtained from PENNDOT and adequate time must be allowed for obtaining such permit.

- **Basic Permit Fee** \$ _____
- **Dumpster Fee** \$ _____
- **Garbage Can Fee** \$ _____
- **Electrician Fee** \$ _____
- **Barricade Fee** \$ _____
- **Sign Placement by PD** \$ _____
- **City Police Officer/Security** \$ _____
- TOTAL FEES =** \$ _____

Permit #: _____ **Date:** _____

For the safety of all Parade Spectators of all ages, we ask that candy is not thrown from any vehicles that are participating in the parade, However, you may handout candy by using walkers in the parade.

Appliance Sheet

Chambers Street Events

Cooking Equipment List

- ✓ Assignment of Vendor location will be determined by city Electrician.
- ✓ One (1) receptacle per space = 120 Volts only
- ✓ 220 is NOT available.
- ✓ Must supply your own extension cords, adapters and/or power strips. 15 AMP on/off with circuit breaker protector
- ✓ All Equipment must be listed.

**** Permit Holder is responsible for the cleaning of spilled fryer oil ****

Quantity	Electric Equipment	AMPS	WATTS	Commercial	Household
	Portable Roaster/Cooker (Limit 2)				
	Crock Pot (s)				
	Electric Grill				
	Electric Skillett				
	Warming Oven				
	Toaster Oven				
	Fryer/Cooker				
	Ice Shaver				
	Small Refridgerator (Limit 1)				
	Small Freezeer (Limit 1)				
	Small Microwave (Limit 1)				
	Pop/Beverage Dispenser				
	Other - Please Specify				
Quantity	Gas Appliances				
	Grill(s)				
	Fryer(s)				
	Stove(s)				

**** One of these items per space ****

City of Bradford ~ Community Calendar Savvy Citizen

POLICY FOR THE CITY OF BRADFORD TO POST YOUR

EVENT TO THE COMMUNITY CALENDAR

1. All events must conform to the City of Bradford Statement of Equality, Diversity, and Inclusivity, which states, "The City of Bradford is a place of welcome and hospitality for all who would seek lawful residence in or visit our community regardless of their country of origin, race, native language, religion or sexual orientation and embraces empathy for all, promoting equality, diversity and inclusivity." Additionally, event postings with content that is offensive, obscene, infringing, defamatory, libelous, discriminatory, threatening, harassing, or relates to illegal activity will not be posted.
2. Events must take place within the boundaries of the Bradford Area School District to be eligible for posting on the community calendar.
3. Events will be posted from receipt of the "Special Event Application" and only if the applicant wishes to have their event on the calendar. Please sign below.
4. The City of Bradford shall not charge for applicants a fee to submit an event for the calendar.
5. Event postings shall consist only of information received from the Special Event Application. Please detail the event date, time, and location, and include a brief description of the event. If an address is available, a map showing the location of the event may be visible. Excluded are informational events.
6. The City shall not be held responsible for any malfunctions or outages in the hardware, software or other computer programs associated with the hosting of the community calendar.
7. The City shall not be held responsible for inaccurate information on the community calendar, including, but not limited to, inaccurate information submitted by applicants. If a correction is necessary, the applicant must submit the amendment in writing.
8. The City shall not be held responsible for failing to post a submitted event on the community calendar.

Name of Event

Date

Time

Type/Description/Location of Event: _____

(Print)

(Sign)

(Date)

Office Use Only

Entered on calendar: _____