



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 sagely 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.

If you require a yearly license please contact
Mike Schreiber City of Bradford Health Department
@ 814-362-3884 ext. 126
or email: m.schreiber@bradfordpa.com



CITY OF BRADFORD HEALTH DEPARTMENT

24 Kennedy Street
Bradford, PA 16701
Phone: (814) 362-3884 Ext. 126
FAX: (814) 368-3335

Applying for a Temporary Health License for the City of Bradford

Dear Vendors:

Those of you who are planning on being a vendor of food that are participating in local City events (i.e. Stinkfest, Autumn Classic Car Show, Pumpkinfest, First Night, etc.), you will need to contact our office at least ten (10) days prior to the event.

If you currently have a City of Bradford Health & Restaurant License you will need to contact the City Health Department and let Mike Schreiber know that you will be participating in an event for the City.

If you are from out of town or currently do not have a City Health & Restaurant License and will be participating in a local event you will need a Temporary Health License. You can obtain your license in several ways: Go to our website at Bradfordpa.com and download the Temporary Health License form and bring it in or mail it in; stop at City Hall, 24 Kennedy Street, Bradford, PA and in the reception area pick up the Temporary Health License Form, or call our office to have a form mailed to you.

Payment is required when you turn in or mail your license. The cost is \$45.00 and is good for 14 days in a calendar year.

If you have any further questions, please call Mike Schreiber at (814-362-3884, ext. 126) during the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday



If you require a yearly license please contact:
Mike Schreiber City of Bradford Health Department
@ 814-362-3884 ext. 126
or email: m.schreiber@bradfordpa.com

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TEMPORARY LICENSE REGULATIONS:

14-day Temporary License fee: \$45.00 Make checks payable to the City of Bradford

(Please note that the 14 days can be held consecutively or used throughout the calendar year with notification of dates to our office).

- 1.) All people serving food must wear hats or hairnets.
- 2.) All food handlers must wear disposable plastic gloves.
- 3.) People serving food should not be handling money.
- 4.) At least one garbage receptacle with a lid.
- 5.) Should have a thermometer on site:
 - Cold foods kept & served at 40 degrees or below
 - Hot foods kept & served at 140 degrees or higher

Contact Person: _____

Organization: _____

Address: _____

Phone: _____

Date or dates of special events: _____

Where event is being held: _____

Chris Salerno is our Restaurant Inspector and he will be inspecting your event to ensure you are set up properly and your workers have the necessary requirements for safe food handling.

For any additional questions, please call Mike Schreiber, City of Bradford DPMI
24 Kennedy Street, Bradford, PA 16701 (814-362-3884 Ext. 126).

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 Skillet				
	Warming Oven				
	Toaster Oven				
	Fryer/Cooker				
	Ice Shaver				
	Small Refrigerator (Limit 1)				
	Small Freezer (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 ****