

Date & Time Received: _____ By: _____ Application #: _____



City of Reading Special Event

This application must be submitted 90 days prior to the Event along with application fees and security deposit.

Name of Event: _____

Requested Date(s) for the Event: _____

Event Activity	Starting Date(s)	Ending Date(s)	Starting Time	Ending Time
Set Up				
Actual Event				
Tear Down				
Clean Up				

Rain Date(s) for the Event: _____

Location: _____

Purpose: (please explain or attach a copy of your agenda or planned activities) _____

Number of persons expected to attend: _____

For all non-stationary Events – route to be traveled, starting point and termination point. Also include a statement as to whether the Event will occupy all or only a portion of the width of the street/trail proposed. Include a copy of the proposed route and/or map including assembly and disbanding area and specific details as needed.

The approximate number of persons, vehicles, and animals which will constitute the non-stationary Event (please include a description of the vehicles): _____

The cost of admission, if any, and whether the Event is public or private: _____

Conditions and restrictions on the use of alcoholic beverages. Submit a list of all vendors who will provide alcohol: _____

Sale of food: Yes _____ (submit copies of health permits) No _____

List all food vendors: _____

Please supply a completed 'Event Vendor Health Permit Application' with required documentation for **each** food vendor and a **\$10.00 per vendor fee** for **each** food vendor to the Property Maintenance Division **NO LATER THAN 15 DAYS PRIOR TO THE EVENT**. Submission of the Event Vendor Health Permit Applications and \$10.00 per vendor fee (payable to the City of Reading) is due to the Property Maintenance Division at the City of Reading, 815 Washington St., Room 1-30, and Reading PA 19601.

Other sales: Yes _____ No _____

Attach a list of all sales vendors including Name of Business, Contact Name, Mailing Address, Phone Number, Email and type of business.

Number of volunteers/workers: _____

List company who will remove all trash/garbage and recycling: _____

Parking Plan: _____

Tents that are **400 Sq. Ft. OR larger**, shall require a Tent Permit from the Fire Department along with **\$150 fee**.

Tents, structures, or entertainment devices: _____

What will be done under the tent? (Ex. Cooking, tables, chairs, lighting, HEATERS or any flame producing devise, etc.) _____

Provider of portable toilets and hand washing sinks: _____

Professional Event organizer information: _____

Security and crowd control plans: _____

If security firm, Contact Person: _____

Address: _____

Phone: _____

Do you require electric hookup? (Be specific): _____

Additional fee is applicable. Be sure to contact Public Works.

Include certificate of comprehensive general liability insurance in the amount of one million dollars naming the City of Reading as additional insured. Also include other affected entities.

Water/wastewater, disposal of soapy water, rinse water, cooking oil, syrups, etc must be disposed of according to all Federal, State and Local regulations.

For field, court, and facility rentals, please contact the Recreation Commission at 610-655-6203 to tentatively reserve the site, in addition to completing this form. (Rentals will be charged separately and will fall under the additional services.)

Applicant Information

Applicant Name: _____

Daytime Telephone Number: _____ Cell Number: _____

Email: _____ Fax Number: _____

Address: (please include City, State, and Zip) _____

Organization Name: _____

Organization Address: _____

Organization Telephone Number: _____

Contact Name at Organization: _____

Person Seeking to Conduct Event (Chairperson)

Name and Title: _____

Daytime Telephone Number: _____ Cell Number: _____

Address: (please include City, State, and Zip) _____

I declare under penalty of perjury that to the best of my knowledge these statements are true and correct. I understand that this application is a contract between the City of Reading and myself and/or the organization/entity requesting the permit.

APPLICANT'S SIGNATURE: _____

Please print name: _____

DATE: _____

The Applicant for a Permit shall indemnify and hold harmless the City, its officers, employees, agents, and representatives against all claims or liability and causes of action resulting from injury or damage to persons or property arising out of the Event. **The Applicant assumes responsibility for all duties and obligations under the Code of Ordinances of the City of Reading, Chapter 576 Vehicles and Traffic, Part 12 Parades, Special Events, and Public Gatherings, including payment for the Event.**

Notice: The chairman or other person heading or leading this activity SHALL carry the permit upon his/her person during conduct of this activity and make same available upon request of the Chief of Police or his/her designee.

Police Chief or designee Signature: _____ Date: _____

Community Site only

Community Site application determined to be Special Event

Special Event permit #: _____ Approved: _____ Partial Denied: _____ Denied: _____