



581 FRANKLIN AVENUE ♦ ALIQUIPPA, PENNSYLVANIA 15001 ♦ (724) 375-5188

DWAN B. WALKER, Mayor

SAMUEL L. GILL, City Administrator

The City of Aliquippa encourages the coming together of its residents through any matter of event or celebration. All events applications will be considered for approval.

Considerations for our fellow residents and public safety must be made when granting permission for an event.

The following packet will help to explain the requirements for a Special Event Permit. The requirements are not meant to discourage but to encourage safe and pleasant community events.

We look forward to working with you on helping you plan your event.

We are an equal opportunity provider and employer.
Ty/TDD only 1-800-654-5984; voice only 1-800-654-5988

Considerations when Planning Your Event

As you plan your event think carefully about the impacts and benefits the event will bring to the community. We are a small town and must be considerate of our neighbors.

- If your event requires road closures or rerouting of traffic. What effects will reroute have on public transportation, businesses, churches, public safety, and the residents of the area? Are alternate routes available?
- Will music be played? What kind? Who is your audience? How will this impact my neighbors?
- Have arrangements been made for trash removal?
- Will I be required to have security?
- Have arrangements been made for restroom facilities?
- Will Electricity be needed? How will I get it supplied, (temporary drop, generator, private business)?
- Application must be turned in **no less 45 days prior** to event.

Definitions and Regulations

Applications must include a \$50.00 nonrefundable application fee; and be returned 45 days prior to an event. The application fee is for the event only any additional vendors must pay an Additional \$25.00 fee.

Return of Application Completed application must be returned 45 days prior to the event. All applicable sections must be filled out, if not complete the application will be voided and returned. The application will be returned to the Code Enforcement Officer along with all necessary fees

Hours of Event must be approved. The City of Aliquippa reserves the right to limit the hours of an event.

Insurance will be required at the discretion of the City. Proof must be included with application.

Parade routes must be approved by the Police Chief. The Chief will determine the number of Officers necessary for the parade. Any expenses will be the responsibility of the applicant.

Park Rentals are a first come first serve basis. Applicants will be responsible for cleaning of the park after use and will be responsible for the actions of attendees during the event. Park rental does not include playgrounds

Permits are required whenever public areas are going to be utilized e.g., Parks, Playgrounds, Roads, Alleyways, or any City owned property.

Security will be required at the discretion of the City. Additionally, any event serving alcohol will be required to have security. Security will be provided at the expense of the applicant by the Aliquippa Police Department. A minimum of 2 officers will be required. Additional officers may be needed at the discretion of the Police Chief. (Please see current rate on application)

Special Events are defined as, but not limited to, Parade, Run/Walk, Street Fair, Block Party, Rally, Protest etc.

Street Closures are defined as the closing of a road, street, alleyway, or throughway. Police and Fire departments will investigate request prior to council approval. A 20 ft. wide safety lane must be kept clear for emergency use. No items may be placed within the cart path. For commercial areas all businesses must be notified 45 days prior to closing and accommodations must be made to allow traffic into any impacted businesses. For residential areas all residents must be notified 30 days prior to the event and the enclosed petition must contain signatures from 75% of impacted residents. If barricades are required, a rental fee will be charged.

City of Aliquippa

581 Franklin Ave. Aliquippa, PA 15001
Phone 724-375-5188 Fax 724-375-4594

Special Event Application Park Rental

Are you representing an organization sponsoring the event? <input type="checkbox"/> No <input type="checkbox"/> Yes (List information below)	Is the organization non-profit? <input type="checkbox"/> No <input type="checkbox"/> Yes
Organization Name:	
Organization Address:	
Organization Phone:	
Organization E-Mail:	
Purpose of Event:	
Type of Event:	

Event Organizer Name:			
Event Organizer Address:			
Event Organizer Phone:		E-Mail:	
Drivers License #	(Attach Photo Copy of License)		

Name & Type of Event: <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Street Fair <input type="checkbox"/> Block Party <input type="checkbox"/> Other (Specify)
Location of Event: _____ (Provide a sketch of event sight plan)
Date(s) of Event: _____ Rain Date: _____
Start Time: _____ End Time: _____ (Includes Set-up & Clean-up)
Total Number of Anticipated Attendees: (including support staff and spectators) _____

Request Street Closure <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Please see attached guidelines for street closures)</i>	Road to be closed: _____ Entire Length? <input type="checkbox"/> No <input type="checkbox"/> Yes If No, list beginning and ending addresses: _____ _____ <p style="text-align: center;">Barricades will be required for all road closures.</p> <p style="text-align: center;">The rental fee for each Barricade is \$85.00/ \$15.00 Refundable</p> <p style="text-align: center;">** Please Note Road Closures Must Be Approved By Both The Police Chief And The Fire Chief Or Their Designee **</p> Police Chief Approval <input type="checkbox"/> No <input type="checkbox"/> Yes Initial _____
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	Fire Chief Approval <input type="checkbox"/> No <input type="checkbox"/> Yes Initial _____
An explication of an alternate traffic pattern must be included: (Attach additional sheets if necessary)	
<i>For residential areas, enclose attached petition.</i>	
Parade Route :	
Police Chief Approval <input type="checkbox"/> Yes <input type="checkbox"/> No Initial _____ Officers Required _____	

If over 10 vehicles are expected at event include location of parking? (Attach additional sheet if necessary)	
Police Chief Approval <input type="checkbox"/> No <input type="checkbox"/> Yes Initial _____	

What Provisions are being made for security and crowd control?	
Police Chief Approval <input type="checkbox"/> No <input type="checkbox"/> Yes Initial _____	
Please Note Security Requirements Will be at the Discretion of Police Chief or his designee	

What provisions are being made for restrooms or portable toilets? (Show location on site plan)	

What provisions are being made for garbage removal? (Show location on site plan)	

Will vendors be present at the event? <input type="checkbox"/> NO <input type="checkbox"/> Yes (If yes fill out enclosed vendor sheet)	

List Temporary Structures & Amount		
<input type="checkbox"/> Trailers:	<input type="checkbox"/> Temporary Lighting	<input type="checkbox"/> Tent/s < 200 sq ft.
<input type="checkbox"/> Inflatables	<input type="checkbox"/> Generator	<input type="checkbox"/> Tent/s >200 sq ft.
<input type="checkbox"/> Stage	<input type="checkbox"/> Booths	<input type="checkbox"/> Portable Toilets
<input type="checkbox"/> Other		

Are you requesting the use of a city park? <input type="checkbox"/> No <input type="checkbox"/> Yes	
<input type="checkbox"/> Lefty Cepul, <input type="checkbox"/> Walker Park,	
A \$50.00 rental fee must be included with all park requests.	

Will Animals be at the event <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes please list:	

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Will Alcohol be served at event <input type="checkbox"/> No <input type="checkbox"/> Yes
If Yes attach proof of proper licensing. Show location of Alcohol sales on site plan.

Are you requesting permission for fire works? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes fill out attached Fireworks Permit Application)
** Please Note Fireworks Displays Must be Approved By Fire Chief Or His Designee**
Fire Chief Approval <input type="checkbox"/> No <input type="checkbox"/> Yes Initial _____

Insurance Information (If Required)
Company Name:
Address: Phone:
Policy Number:

I the undersigned representative have read the rules and regulations with reference to this application and am duly authorized by the organization to submit the application on its behalf. The information contained herein, including supporting documentation is complete and accurate. The Applicant shall observe and comply with all applicable laws, including but not limited to, federal, state and local laws, regulations and ordinances.

Name (Printed)		
Signature:		Date:

Please Note: All fees must be paid prior to issuing of a permit. This agreement may not be assigned by the Applicant to anyone without prior approval of the city.

For Official Use Only

City Support Staff Required? <input type="checkbox"/> NO <input type="checkbox"/> Yes (Minimum of 4 Hrs.)	<input type="checkbox"/> Police	Number:	Hourly Rate:
	<input type="checkbox"/> Fire	Number:	Hourly Rate:
	<input type="checkbox"/> Street	Number:	Hourly Rate:
	<input type="checkbox"/> Barricade Rental	Number:	Rental Fee:
Total Cost of Event Application Upon Approval \$			
Code Enforcement Approval:		Date:	
City Manager Approval:		Date:	
Council Approval:		Date:	

INDEMNIFICATION AND HOLD HARMLESS

Event Name _____ Date _____

Applicant waives and agrees to indemnify and hold the City absolutely free and harmless from responsibility for all injury or damages of any kind to persons or property resulting from this Special Event. In addition to the liability imposed upon Applicant, Applicant assumes the obligation to protect, defend, indemnify and hold the City of Aliquippa, it's Officers, Council Members, Employees, and Agents free and harmless from liability, claims, suits, judgements, and expenses, including court costs and attorney fees, on account of any injury, loss or damage, arising from or in any manner connected to with this Special Event.

Applicant Signature _____ Date _____

Fire Works Application

Brief Description Of Area Where Firework Display Will Be Held:
<i>(Please enclose a sight plan of area)</i>

Name of company doing the show:
Address:
Phone:
Insurance Company and Address:
License Information:

IFC 5601.2.4.2 Fireworks Display The permit holder shall furnish a bond or certificate of insurance in an amount deemed adequate by the fire code official for the payment of all potential damages to a person or persons or to property by reason of the permitted display, and arising from any acts of the permit holder, the agent, employees or subcontractors.

Official Use
Bond Amount Required \$ _____
Bond Received <input type="checkbox"/> Yes <input type="checkbox"/> No
Sight Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Chief Signature _____
City Manager Signature _____

Please Note: All Firework displays will be held in accordance with the IFC, NFPA1123 and PA Title 35. Additionally the Aliquippa Fire bureau will be required to be on scene at the expense of the organization.

Petition For Residential Street Closures

Event Name	Primary Street	Date
Name		Telephone
Signature		Address
Name		Telephone
Signature		Address
Name		Telephone
Signature		Address
Name		Telephone
Signature		Address
Name		Telephone
Signature		Address
Name		Telephone
Signature		Address
Name		Telephone
Signature		Address
Name		Telephone
Signature		Address

**Attach additional sheet if necessary.

Vendor List

Event Name _____ Date _____

1. Vendor Address _____ Phone _____
Address _____
2. Vendor Address _____ Phone _____
Address _____
3. Vendor Address _____ Phone _____
Address _____
4. Vendor Address _____ Phone _____
Address _____
5. Vendor Address _____ Phone _____
Address _____
6. Vendor Address _____ Phone _____
Address _____
7. Vendor Address _____ Phone _____
Address _____
8. Vendor Address _____ Phone _____
Address _____
9. Vendor Address _____ Phone _____
Address _____
10. Vendor Address _____ Phone _____
Address _____
11. Vendor Address _____ Phone _____
Address _____
12. Vendor Address _____ Phone _____
Address _____
13. Vendor Address _____ Phone _____
Address _____
14. Vendor Address _____ Phone _____
Address _____
15. Vendor Address _____ Phone _____
Address _____

DID YOU INCLUDE?

- Signed Application
- Signed Waiver and Indemnification
- Copy of Drivers Licensee
- Application Fee
- Park Rental Fee, Including Security Deposit
- Payment for Support Staff (if applicable)
- Sight Plan
- Parade Route (if applicable)
- LCB License (if applicable)
- Parking Plan (if applicable)
- Petition (if applicable)
- Traffic Plan (if applicable)
- Fireworks Application (if applicable)
- Vendor List (if applicable)
- Insurance Information (if applicable)

For Official Use Only

City Support Staff Required? <input type="checkbox"/> NO <input type="checkbox"/> Yes <i>(Minimum of 4 Hrs.)</i>	<input type="checkbox"/> Police	Number:	Hourly Rate:
	<input type="checkbox"/> Fire	Number:	Hourly Rate:
	<input type="checkbox"/> Street	Number:	Hourly Rate:
	<input type="checkbox"/> Barricade Rental	Number:	Rental Fee:
Total Cost of Event Application Upon Approval \$			
Code Enforcement Approval:			Date:
City Manager Approval:			Date:
Council Approval:			Date: