

Permit # _____
 Approved _____ Denied _____

Application Fee \$ 25.00 Paid _____
 Event Fee _____
 Event Fee Paid _____

City of Coatesville Special Event Application

Applicant Information

Event Producer::		
Primary Contact		Phone:
Current address:		
City:	State:	ZIP Code:
Signature of Sponsor		

Contact Information

Work Phone:	Cell:	Email	
Event Date:	Rain Date:	Start Time:	End Time:

Event Information (NO ALCOHOLIC BEVERAGES ARE PERMITTED)

<input type="checkbox"/> Block Party	<input type="checkbox"/> Car/Bike Show	<input type="checkbox"/> School Event	<input type="checkbox"/> Parade	<input type="checkbox"/> Rally	<input type="checkbox"/> Festival	<input type="checkbox"/> Circus
<input type="checkbox"/> Fund Raiser	<input type="checkbox"/> Athletic Event	<input type="checkbox"/> Run (Marathon)	<input type="checkbox"/> Picnic	<input type="checkbox"/> League	<input type="checkbox"/> Concert	<input type="checkbox"/>
<input type="checkbox"/> Other						

Special Event Location

<input type="checkbox"/> Abdala Park	<input type="checkbox"/> Ash Park	<input type="checkbox"/> Ash Park Pavilion	<input type="checkbox"/> Basketball Courts	<input type="checkbox"/> Coatesville Memorial Community Center	
<input type="checkbox"/> Friendship Park	<input type="checkbox"/> Gateway Park	<input type="checkbox"/> Gazebo	<input type="checkbox"/> Palmer Park	<input type="checkbox"/> Patton Park	<input type="checkbox"/> Valley View
<input type="checkbox"/> Other					

Please check all item that apply to your event

<input type="checkbox"/> Adult Event	<input type="checkbox"/> Teenage Event	<input type="checkbox"/> Food Sales	<input type="checkbox"/> Signs/Banners	<input type="checkbox"/> Tent	<input type="checkbox"/> Recorded Music
<input type="checkbox"/> Tables/chairs	<input type="checkbox"/> Bouncer	<input type="checkbox"/> Stage	<input type="checkbox"/> Electric Outlets	<input type="checkbox"/> Restrooms (Ash Park)	<input type="checkbox"/> Live Music
<input type="checkbox"/> Other:					

Please indicate equipment/services that you are requesting from the City of Coatesville

<input type="checkbox"/> Fire Department Assistance	<input type="checkbox"/> Police Patrol	<input type="checkbox"/> Lighting
<input type="checkbox"/> Other:		

Total Attendance Expected:	Non-Profit 501 C3 Tax Identification #	(Proof Required)
<i>Discount for 501 C3 WILL NOT be applied without proof</i>		

Fee Schedule

Non-Refundable Application Fee	<input type="checkbox"/> \$25.00	Application will not be processed until fee is paid	
Tent Inspection by Fire Chief	<input type="checkbox"/> \$75.00	Electrical Use fee	<input type="checkbox"/> \$25.00
Police (per man hour)	\$	<i>(According to Wages and Salaries Ordinance for current year)</i>	
Park/Picnic Pavilion/Courts/Ball fields	<input type="checkbox"/> unlighted \$10.00 per hour <input type="checkbox"/> lighted \$20.00 per hour		
Coatesville Memorial Community Center	<input type="checkbox"/> \$ 150.00 Security Deposit AND <input type="checkbox"/> \$50.00 per hour 4 hour minimum (\$75.00 per hour after 4 hours)		

NO FEES WILL BE WAIVED UNLESS THE EVENT IS A CITY SPONSORED EVENT

Official Use Only

Chief of Fire	<input type="checkbox"/> Approve <input type="checkbox"/> Disapproved	Reason:
Chief of Police	<input type="checkbox"/> Approve <input type="checkbox"/> Disapproved	Reason:
Public Works Director	<input type="checkbox"/> Approve <input type="checkbox"/> Disapproved	Reason:
City Manager		

Guidelines for Event Organizers

Special Events requiring City Council approval shall mean any meeting, activity, parade, or gathering of a group of persons, animals or vehicles or a combination thereof, having a common purpose on any public street, sidewalk, alley, park or other public place or building, which special event substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building so as to preempt use of said area by the general public or which deviates from the established use of said area building.

A **non-refundable** application fee of \$25.00 for processing must be included with the application at the time of submission along with other applicable fees for use of any City's facility or services. The Event Permit fee is determined by the fee schedule most recently adopted by the City Council and the total is due at the time of submission.

A fifty-percent fee reduction for rental of park facilities is offered to nonprofit organizations providing satisfactory 501(3) tax-exempt documentation and/or IRS nonprofit documentation.

Equipment, such as PA System, tables, chairs, trash cans, etc. shall not be lent nor leased for public indoor or outdoor use, unless the equipment is part of the City facility being requested and is to be used according to its intended purpose.

Any tent, which will cover people, must have a fire retardant certificate. The Fire Chief will conduct an inspection prior to the event commencement.

Conditions of Permit

1. The sponsor must submit an application to the City for approval at least **30 days** prior to the event.
2. The City of Coatesville Curfew Ordinance shall be enforced. It is the responsibility of the sponsor to assure that any persons subject to Curfew restrictions leave the event fifteen minutes prior to actual Curfew time, as established by City Council.
3. Sponsors may be liable for any violations of state or local Laws/Ordinances.
4. This Permit must be posted in a prominent location at the place and the time of the event.

Office Use Only

Cash <input type="checkbox"/> Check # _____ Receipt _____	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Non-Refundable Application Fee</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 25%; border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>Park/Facility Usage Fee</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>Community Center</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>Services from the City</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>Refundable Key Deposit</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>Electrical Use Fee</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> <tr> <td>Total:</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">_____</td> </tr> </table>	Non-Refundable Application Fee	\$	_____	Park/Facility Usage Fee	\$	_____	Community Center	\$	_____	Services from the City	\$	_____	Refundable Key Deposit	\$	_____	Electrical Use Fee	\$	_____	Total:	\$	_____
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You will be notified of approval or denial or your event after your application has been reviewed by all departments and/or approved by the City Council