



City of Coatesville
 One City Hall Place
 Coatesville, PA 19320
 Phone 610.384.0300 ext. 3100
 Fax 610.384.3612

SPECIAL EVENT PERMIT APPLICATION

Event Producer: (Name of individual, group or organization producing event)

Permit #
Application #

Primary Contact: (Person who should be contacted regarding the application, event or in case of an emergency)

Address:

Contact Information:

Work phone:

Cell phone:

Email:

Signature of Sponsor:

Date:

Event Information

- Block Party Car/Bike Show School Event Parade Rally Festival
 Circus Fund Raiser Athletic Event Run (Marathon) Picnic League
 Concert Other _____

Special Event Location:

- Abdala Park Palmer Park Gateway Park Ash Park Pavilion Other _____
 Ash Park Gazebo Basketball Courts Coatesville Memorial Community Center
 Valley Park Street Closing _____

Please check all items that apply to your Event:

- Liquor/Alcohol Served Teenage event Food Sales Signs/Banners Tent Recorded Music
 No Liquor/Alcohol Bouncer Stage Electric Outlets Live Music Restrooms
 Adult Event Tables/Chairs Other _____

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

- Street Closing Lighting Police Patrol Fire Department Assistance Other _____

Total attendance expected:

Admission Fee: \$

Non-Profit 501.C3 Tax Identification # :

Event Date(s):

Raindate:

Start Time: (Include setup)

End Time:(Include take down)

Fee Schedule

Non-refundable Application Fee	\$ 20.00
Tent Inspection by Fire Chief	\$ 75.00
Street Closing	\$100.00
Electrical Use Fee	\$ 25.00
Police (per man hour)	according to Wages and Salaries Ordinance for the current year
Park/Picnic Pavilion/Courts/Ballfields Unlighted	\$10.00/per hour
Park/Picnic Pavilion/Courts/Ballfields Lighted	\$ 20.00/per hour
Coatesville Memorial Community Center	\$ 300.00/per 4 hours (\$100.00 per hour after 4 hours)
Coatesville Memorial Community Center	\$150.00 Security Deposit

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

Official Use Only

Chief of Fire

- APPROVED
 DISAPPROVED

Director of Public Works

- APPROVED
 DISAPPROVED

Chief of Police

- APPROVED
 DISAPPROVED

City Manager

- APPROVED
 DISAPPROVED

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 \$20.00 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

Check # _____

Receipt _____

Non-Refundable Application Fee \$ _____

Park/Facility Usage Fee \$ _____

Community Center \$ _____

Services from the City \$ _____

Refundable Key Deposit \$ _____

Electrical Use Fee \$ _____

Total: \$ _____

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