



SPECIAL EVENT PERMIT APPLICATION

SPONSOR OF EVENT: *(include estimate of people attending)*

DESCRIBE EVENT: _____

PRIMARY CONTACT: _____ PHONE: _____

WORK PHONE: _____ CELL: _____ EMAIL: _____

CURRENT ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

SIGNATURE OF SPONSOR _____

EVENT DATE: _____ RAIN DATE: _____ START TIME: _____ END TIME: _____

TYPE OF EVENT: *(NO ALCOHOLIC BEVERAGES OR SMOKING PERMITTED)*

BLOCK PARTY	CAR/BIKE SHOW	PARADE	SCHOOL EVENT	RALLY	FESTIVAL	FUND RAISER
ATHLETIC EVENT	RUN MARATHON	PICNIC	LEAGUE	CONCERT	CIRCUS	MOVIE NIGHT
KIDS PARTY	OUTDOOR MARKET/RETAIL	VOLUNTEER TRASH PICKUP	OTHER			

EVENT LOCATION:

ABDALA PARK	ASH PARK	ASH PARK PAVILION	BBALL COURTS	FRIENDSHIP PARK
GATEWAY	GAZEBO	PALMER PARK	PATTON PARK	
STREET LOCATION/ADDRESS			OTHER	

CHECK ALL THAT APPLY

ADULT EVENT	TEEN EVENT	FOOD SALES * INSURANCE REQUIRED*	SIGNS/BANNERS	TENT	STAGE
TABLES/CHAIRS	RECORDED MUSIC	ELECTRIC	LIVE MUSIC	ASH PARK RESTROOMS	

*COPY OF HEALTH DEPARTMENT FOOD PERMIT REQUIED/PEDDLER LICENSE REQUIRED

PLEASE INDICATE EQUIPMENT/SERVICES REQUESED FROM CITY OF COATESVILLE:

FIRE DEPARTMENT ASSISTANCE	POLICE PATROL
LIGHTING	OTHER

FEE SCHEDULE:

NON REFUNDABLE APPLICATION FEE: \$30.00 WILL NOT BE PROCESSED UNTIL FEES PAID IN FULL	
TENT INSPECTION BY FIRE CHIEF: \$75.00	ELECTRICAL USE FEE \$30.00 PER DAY WATER USE : \$30.00 PER DAY
POLICE PRESENCE(per man hour) \$155.48 PER HOUR: ACCORDING TO WAGES & SALARIES ORDINANCE FOR CURRENT YEAR	
PARK/PICNIC PAVILION/COURTS/BALL FIELDS: UNLIGHTED \$15.00 PER HOUR/ LIGHTED \$120 .00 (6 Hour Minimim)	
GAZEBO (Private Party Request) \$25.00 PER GAZEBO	\$35.00 WITH ELECTRIC
COATESVILLE MEMORIAL COMMUNITY CENTER: NOT AVAILABLE AT THIS TIME	

FEES WAIVED FOR CITY OF COATESVILLE SPONSORED EVENTS ONLY!

GUIDELINES FOR EVENT ORGANIZERS

REVIEW ATTACHED CHAPTER 192 SPECIAL EVENTS

- Special Events requiring City Council approval shall mean any meeting, activity, parade, or gathering of a group of persons, animals, 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.
- **Proof of Liability and Certificate of Insurance documents are required for all events with: stages, food vendors (Health Department Licenses included), automobile shows, animals, bounce and play equipment, athletic leagues and block parties.**
- A fifty-percent 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 Event commencement.
- Events with food sales requires permits from Chester County Health Department. Food Permits are required from the Chester County Health Department for all events selling food items and products. A Peddlers License is also required by the City of Coatesville. (Non-Profit Organizations are Exempt)

CONDITIONS OF PERMIT

1. The sponsor must submit an application to the City of Coatesville for approval **45 days prior** to event. Must have City date stamp.
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 15 minutes prior to actual Curfew time, established by City of Coatesville Council.
3. Waiver of curfew must be submitted with Event Application and approved by City Council.
4. Sponsors may be liable for any violations of State or Local Laws and/ or Ordinances.
5. This permit must be posted in a prominent location at the place and time of Event.
6. Tents and other temporary structures require permits & **MUST** be inspected.

_____ **I HAVE READ AND UNDERSTAND THE CONDITIONS LISTED ABOVE.**

SIGNATURE OF APPLICANT _____

DATE: _____

OFFICE USE ONLY

CASH: \$ _____ NON-REFUNDABLE APPLICATION FEE: \$ _____

CHECK: \$ _____ # _____

PARK/FACILITY USAGE FEE: \$ _____

RECEIPT: _____ COMMUNITY CENTER: \$ _____

SERVICES FROM THE CITY: \$ _____

REFUNDABLE KEY DEPOSIT: \$ _____

ELECTRICAL USE FEE; \$ _____

TOTAL FEES: \$ _____

YOU WILL BE NOTIFIED OF APPROVAL OR DENIAL FOR EVENT AFTER REVIEW OF APPLICATION HAS BEEN COMPLETED BY ALL DEPARTMENTS AND/OR APPROVED BY THE CITY COUNCIL OF COATESVILLE

FIRE CHIEF	Approve / Disapprove	Reason:
POLICE CHIEF	Approve / Disapprove	Reason:
PW DIRECTOR	Approve / Disapprove	Reason:
CODES DIRECTOR	Approve / Disapprove	Reason:
CITY COUNCIL	Approve / Disapprove	Reason:
CITY MANAGER	Approve/ Disapprove	Reason: