



Permit Issued \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Vendor Application- REVISED 02/27/19

# 2019 VENDOR APPLICATION

Special Event Organizer is responsible to manage and submit all applications **2 Weeks prior to the Event Date**

## City of Bethlehem

Attention: Recreation Department

10 East Church Street  
Bethlehem, PA 18018

Email: [VendorApp@bethlehem-pa.gov](mailto:VendorApp@bethlehem-pa.gov)

Phone: 610-865-7081

Application Submitted \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Check Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_

Date Received \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Received By \_\_\_\_\_

### Event Information

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Event Start Time (include set-up): \_\_\_\_\_ Vendor Operating days/times: \_\_\_\_\_

Event End Time (include clean-up): \_\_\_\_\_  Same as Event

Event Organizers: \_\_\_\_\_

Event Contacts: \_\_\_\_\_ Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of Event Organizer: \_\_\_\_\_

**Applications will not be accepted without signature**

### Vendor Information

Vendor: \_\_\_\_\_

Business Name (As register with the Tax Bureau): \_\_\_\_\_

Vendor Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact Number(for emergency use only): \_\_\_\_\_

Vendor Location: \_\_\_\_\_

Is the vendor location any of the following:  Private Property  Public Right of Way  City Park

If operating in a Metered or Permitted parking area, signature from the Parking Authority is required below:

Signature of Parking Authority: \_\_\_\_\_

**Business Privilege License Number:** \_\_\_\_\_

*Business Privilege is a requirement for ALL VENDORS operating in the City of Bethlehem. Please refer to "Where Do I Go For HELP" section at the end of the application.*

### Health and Safety

Food Product to be served: \_\_\_\_\_

Site of Food Preparation (Please be specific if not on site): \_\_\_\_\_

Site of Food Storage: \_\_\_\_\_

Cooking/Heating/Warming required:  YES  NO

Heating Mechanism:  Grill  Sterno  Hot Plate  Crock Pot  Other \_\_\_\_\_

Source of Heat/Fuel Type:  Electric  Propane  Wood  Other \_\_\_\_\_

*\*When serving food a Health Permit and Cooking Permit may be required. Please refer to the "Where Do I Go For HELP" section at the end of the application.*

**\*All Required items must be submitted at least 2 WEEKS prior to the event. If submitted after this time period, additional fees 1 may apply and the City of Bethlehem cannot Guarantee Approval.**

**CHECKLIST OF VENDOR REQUIREMENTS**

**Event Organizer Approval:** To be obtained whenever vendor is part of a larger event (i.e. vendor is not the organizer)

Necessary Items:  Signature of Event Organizer

**Tax License:** To be obtained whenever selling items at the event

Necessary Items:  Valid Business Privilege License

**Health Permit:** To be obtained whenever food/beverage/ice are being served to the public (regardless of cost)

Necessary Items:  ServSafe Manager Certification (if event is more than 1 day)

Copy of Department of Agriculture or Other Health Dept. License (When preparing off-site)

Appropriate Fee: |One Day- \$26.00  
 |Two- Three Day- \$41.00  
 |More than Four Day- \$76.00

**Cooking Permit:** To be obtained whenever there is heating/cooking/warming of food product

Necessary Items:  Copy of Insurance Certificate (Workman's Comp.&General Liability- \$1,000,000-listing City of Bethlehem

Employees and Officers as additional insured.)

If No Employees, Notarized Statement (Waiver)

Appropriate Fee: |\$15.00 Review Fee  
 |\$35.00 Inspection Fee (upon discretion of the Fire Marshal)

**Public Right of Way:** To be obtained whenever items are placed, or activities are within the Public Right of Way

Necessary Items:  Copy of Insurance Certificate (*Workman's Comp.&General Liability- \$1,000,000-listing City of Bethlehem Employees and Officers as additional insured.*)

Sketch showing proposed location within the Public Right of Way

Approval/Permission letter from the Property Owner

Signature of Parking Authority, if within a Metered or Permitted Parking Area

Appropriate Fee: |Extension of Business or paid on Special Event Permit- No Fee  
 |\$100.00

**Where Can I go for HELP**

Health Bureau	Health Bureau Permit	610-865-7083
Fire Department	Fire Department	610-865-7143
Engineering Bureau	Engineering Bureau	610-865-7063
Bethlehem Parking Authority	BPA	610-865-7123
<b>Tax Bureau</b>	General Questions	610-865-7022
Tri-State Financial Group	Business Privilege License/ Mercantile License	610-270-9520

**Certification/Hold Harmless Clause**

Vendor warrants that it is and will be at all times during said event in full compliance with all applicable laws, regulations and ordinances. Vendor, his successors, heirs, assigns, executors and administrators shall defend and hold harmless the City from claims or liability, contingent and otherwise for injury to or death of any person or persons or damage to real or personal property arising in or by reason of or in connection with the vendor's negligence, whether sole or joining and vendor shall pay all judgements, interest, costs, legal and other expenses arising out of or in connection herewith. Unless otherwise agreed in writing by the City, Vendor shall furnish the City with a comprehensive policy for public liability insurance insuring the city and its agents, officers and employees against claims of liability, contingent and otherwise for injury, death, damage or by reason of or in connection with the vendor's negligence to defend against all such claims, demands, action or legal proceedings and to pay all costs arising out of or in connection therewith. The limits of liability of such policy shall not be less than \$1,000,000.00 combined single limits for bodily injury and/or damage.

Vendor has read Certification/Hold Harmless and herein executes same and warrants the undersigned is duly authorized to act for the vendor as set forth herein.

Applicant Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner of Parcel: \_\_\_\_\_

**\*Event Organizer – Please submit ALL Applications at one time for each event**

**\*Payment is only accepted when the permits are pick-up**

**\*All Required items must be submitted at least 2 WEEKS prior to the event. If submitted after this time period, additional fees 2 may apply and the City of Bethlehem cannot Guarantee Approval.**