

THE CITY OF BETHLEHEM
Special Event Vendor Application

Event Information	<p>Event Title: _____</p> <p>Event Date: _____ Rain Date: _____</p> <p>Event Location/ Address: _____</p> <p>Event Start Time (including Set-Up): _____</p> <p>Event End Time (including Clean-Up): _____</p> <p>Event Organizers: _____</p> <p>Event Contacts: _____</p> <p>Event Contact Email: _____ Event Contact Phone: _____</p> <p style="background-color: yellow;">Signature of Event Organizer: _____</p> <p style="text-align: center;">*Application will not be accepted without signature</p>					
Vendor Information	<p>Vendor: _____</p> <p>Business Name (As registered with the Tax Bureau): _____</p> <p>Vendor Contact Name: _____</p> <p>Business Address: _____</p> <p>Business Phone: _____ Email: _____</p> <p>Emergency Contact Number: _____ (for emergency use only)</p> <p>Vendor Location: _____</p> <p>Is the Vendor Location any of the following? <input type="checkbox"/> Private Property <input type="checkbox"/> Public Right of Way (sidewalk, street*, alley) <input type="checkbox"/> City Park</p> <p style="background-color: yellow;">*If operating in a metered or permitted parking area, signature of Parking Authority is required below.</p> <p>Signature of Parking Authority: _____</p> <p>Vendor Operating Days and Hours: _____ <input type="checkbox"/> Same as Event</p> <p>Business Privilege License Number: _____</p> <p><i>Business Privilege is a requirement for all vendors operating within the City of Bethlehem. Please refer to " <u>Where Do I Go For Help</u> " section at end of the application.</i></p>					
Health and Safety	Food Product To Be Served	Site of Food Preparation (please be specific if not onsite)	Site of Food Storage	Cooking/ Heating/ Warming Required?	Heating Mechanism (grill, sterno, hot plate, crock pot)	Source of Heat/ Fuel Type (electric, propane, wood)
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<p><i>* When serving food a Health Permit and Cooking Permit may be required. Please refer to the " <u>Where Do I Go For Help</u> " Section at the end of the application.</i></p>						

*NECESSARY ITEMS MUST BE SUBMITTED AT LEAST 7 DAYS PRIOR TO THE EVENT. IF SUBMITTED AFTER THIS TIME PERIOD, ADDITIONAL FEES MAY APPLY AND THE CITY OF BETHLEHEM CAN NOT GUARANTEE APPROVAL.

**EVENT ORGANIZER IS TO RETURN ALL
VENDOR APPLICATIONS TO:**

VendorApp@bethlehem-pa.gov or
fax to 610-865-7312
Judith Stiles, Recreation Dept. 610-865-7081

CHECKLIST OF VENDOR REQUIREMENTS	<p>Event Organizer Approval: To be obtained whenever vendor is part of a larger event (ie, vendor is not event organizer) <i>Necessary Items:</i> <input type="checkbox"/> Signature of Event Organizer</p> <p>Tax License: To be obtained whenever selling items at the event <i>Necessary Items:</i> <input type="checkbox"/> Valid Business Privilege License</p> <p>Health Permit: To be obtained whenever food/beverages/ice are being served to the public (regardless of cost) <i>Necessary Items:</i> <input type="checkbox"/> ServSafe Certification (if event is more than 1 day) <input type="checkbox"/> Copy of Department of Agriculture or Other Health Dept. License (when preparing off-site) <input type="checkbox"/> Appropriate Fee</p> <p style="margin-left: 150px;"> <input type="checkbox"/> One Day - \$26.00 <input type="checkbox"/> Two - Three Day - \$41.00 <input type="checkbox"/> More than Four Day = \$76.00 <input type="checkbox"/> Approved Year Long Vendor </p> <p>Cooking Permit: To be obtained whenever there is heating/cooking/warming of food product. <i>Necessary Items:</i> <input type="checkbox"/> Copy of Insurance Certificate (Workman's Comp. & General Liability - \$1,000,000 - listing City of Bethlehem as additional insured. <input type="checkbox"/> If no Employees, Notarized Statement (Waiver) <input type="checkbox"/> Appropriate Fee</p> <p style="margin-left: 150px;"> <input type="checkbox"/> \$54.00 <input type="checkbox"/> Blanket Permit w/ Event </p> <p>Public Right of Way To be obtained whenever items are stored, or activities within the Public Right of Way <i>Necessary Items:</i> <input type="checkbox"/> Copy of Insurance Certificate (\$1,000,000 - City as Additionally Insured) <input type="checkbox"/> Sketch showing proposed location within Public Right of Way <input type="checkbox"/> Approval Letter from Property Owner <input type="checkbox"/> Signature of Parking Authority, if Set up is in Metered or Permitted Parking Space <input type="checkbox"/> Appropriate Fee</p> <p style="margin-left: 150px;"> <input type="checkbox"/> Extension of Current Business Use - No Fee <input type="checkbox"/> \$100.00 <input type="checkbox"/> Covered on Event Right of Way Permit </p>			
	WHERE CAN I GO FOR HELP?	Health Bureau	Health Bureau Permit	610-865-7083
	Fire Department	Fire Department Permit	610-865-7143	
	Engineering Department	Right of Way Permit	610-865-7063	
	Tax Information	General Questions	610-865-7022	
	Tri-State Financial Group	Business Privilege/ Mercantile License	610-270-9520	
Certification/ Hold Harmless Clause	<p>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, interests, 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 of 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, actions 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 property damage.</p> <p style="text-align: center;">Vendor has read Certification/ Hold Harmless and herein executes same and warrants that the undersigned is duly authorized to act for the vendor as set forth herein.</p> <hr/> <p>Vendor Signature, Title & Date</p>			

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- *EVENT ORGANIZER - PLEASE SUBMIT ALL APPLICATIONS AT ONE TIME FOR EACH EVENT.
- *PAYMENT IS ONLY ACCEPTED WHEN THE PERMITS ARE PICKED UP.

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