CITY OF ERIE
DEPARTMENT OF PUBLIC WORKS, PROPERTY & PARKS
SPECIAL EVENT PERMIT

Year:

FOR INTERNAL USE ONLY

FEE: _____ DATE OF APPLICATION: _____

EVENT NAME: _____

EVENT DATE: _____ EVENT TIME: _____

EVENT LOCATION: _____

☐ MARCH ☐ WALK ☐ FESTIVAL ☐ GAZEBO

☐ OTHER _____

EVENT FEE:
- ☐ $100.00 BASIC APPLICATION FEE
- ☐ $200.00 SPECIAL ATTENTION REQUIRED (PUBLIC WORKS ONLY)
- ☐ $400.00 BANDWAGON FEE (WITHIN CITY LIMITS)
- ☐ $500.00 BANDWAGON FEE (OUTSIDE CITY LIMITS)
- ☐ +$50.00 EACH ADDITIONAL DAY(S) ____

POLICE REQUIRED Y N ADDITIONAL FEE $ _____
____ OFFICERS @ $50.00/HR APPROVED BY: _____

ORGANIZATION: _____

CONTACT PERSON: _____ PHONE #: _____

ADDRESS: _____

MAYOR

PUBLIC WORKS (2)

PARKS

STREETS (2)

PUBLIC BUILDINGS

POLICE

FIRE

TRAFFIC ENGINEER

EMERGY-CARE

EMTA

PARKING AUTHORITY

The City of Erie **DOES REQUIRE** that organizations or individuals requesting the use of City-owned property provide the City with a **PUBLIC LIABILITY INSURANCE POLICY** naming the **CITY OF ERIE** as **ADDITIONAL INSURED**.

The policy **MUST** carry a **MINIMUM OF LIABILITY** of at **LEAST $500,000** combined single limit for bodily injury and property damage. The permit accompanied by the certificate of insurance **MUST BE RECEIVED AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT. There will be no exceptions.**

IF THIS EVENT REQUIRES THE CLOSING OF CITY STREETS IT IS THE CONTACT PERSON'S RESPONSIBILITY TO NOTIFY BUSINESSES OR RESIDENTS THAT MAY BE AFFECTED BY THE STREET CLOSING

Events including Vendors/Transient Merchants: A list of all participants must be submitted at time of application.

Vendors/Transient Merchants must obtain separate permit.

REMARKS: PLEASE SEE ATTACHMENT(S)

_____ _____
APPLICANT'S SIGNATURE DATE

_____ _____
OFFICE OF THE MAYOR EVENT COORDINATOR

_____ _____
CHIEF OF POLICE DIRECTOR OF PUBLIC WORKS,PROPERTY & PARKS

RETURN COMPLETE APPLICATION, INSURANCE CERTIFICATE AND CHECK TO:
CITY OF ERIE
DEPARTMENT OF PUBLIC WORKS, PROPERTY & PARKS
626 STATE STREET, ROOM 507
PA ERIE 16501

SPECIAL ATTENTION NEEDED:

PARKS :

STREETS:

PUBLIC BUILDINGS:

POLICE:

FIRE:	Will be notified
ENGINEERING:	Will be notified
EMERGYCARE:	Will be notified
E.M.T.A.	Will be notified
PARKING AUTHORITY:	Will be notified
OTHER::	Hamot / St. Vincent