

## Special Event Application Workflow (City of Allentown) – External

**A Special Event application is required for any event that is being held on city owned public property and requires any city services such as food and/or merchandise vendors, APD, EMS, road closures, recycling, health permits, or licenses, among others city services.**

Updated Special Events Ordinance link: <https://ecode360.com/36441350>

### ***Timeline for Special Event Application Process:***

#### ***90 Days from Event – Application Submitted - Payment Must Be Made in Full With Detailed Site Map Attached***

- A standard Special Event application must be submitted **90 days** prior to the proposed event (**no exceptions**).
- Please note that if any City personnel or support services will be required at your event, the application must be submitted a **minimum of 90 days** prior to the proposed event as it requires the review and approval of several city departments.
- Site map must include details such as placement of portable toilets, vendors, parking plan, trash or dumpster placement, band trailer and any other specific detail pertaining to your event. Site Map must be approved by all city departments before your event can be permitted.

#### ***60 Days from Event – All Required Documents Submitted***

- **60 days in advance of the event**, after the application has been received all required documents such as insurance, site map updates, vendor details, traffic checklist, closure petitions, safety plans and all city department applications must be submitted.
- Provide written petitions, approvals or sub-permits such as PLCB permit, PennDOT permit, or approval from private property owners.
- All payments for other city departments such as permits, city services, and other fees are due by this time.
- Event organizers/applicants will be invited to attend a special events committee meeting to make any additional confirmations

### ***30 Days from Event – Documents Approved/Use Permit Agreement Execution***

- **30 days before the event** you will receive written approval. If everything is approved and city services are confirmed, you will be provided with a use permit agreement to be fully executed and returned. (Please be advised the Use Permit Agreement is a contractual agreement with the City of Allentown)

### ***15 Days from Event – Final Check-In***

- A final check-in will be conducted **15 days before the event** to ensure all plans are in place, and all necessary services (e.g., police, EMS, street closures) are confirmed.

### ***30 Post Event – Event Debrief and Final Invoicing***

- **Within 30 days after the event**, an event debrief will be scheduled to discuss the event's success, any challenges encountered and gather feedback for improvement in future events.
- All final invoicing will be completed, which may include charges for police, EMS, street closures, and other city services provided during the event.

***\*\*Please Be Advised the City of Allentown does not provide electricity, water, restrooms, or a dumpster for any event; the event organizer is responsible for arranging and managing these services. \*\****

#### **1. Start Here:**

- **Here's what to do if you want to host an event in the City of Allentown.**
- **Determine if your event is a Small-Scale Event or a Large-Scale Event?**

**Small Scale Event – an event that has an anticipated 100 – 999 spectators/attendees attending.**

**Small Scale Event Apply Here:** [City of Allentown Parks & Recreation: Facility Details](#)

**Large Scale Event – an event that has an anticipated 1,000 or more spectators/attendees attending.**

**Large Scale Event Apply Here:** [City of Allentown Parks & Recreation: Facility Details](#)

**Select which Special Event Application you will be submitting – Small-Scale or Large – Scale.**

- **Action:** Submit a completed Special Events Application along with a site map and payment of invoiced fees on MyRec ([link](#)).

**Note:**

- A standard Special Event application must be submitted **90 days** prior to the proposed event (**no exceptions**). Application will be denied if it is not submitted a minimum of 90 days prior to the event date.
  - Please note that if any City personnel or support services will be required at your event, the application must be submitted a **minimum of 90 days** prior to the proposed event as it requires the review and approval of several city departments.
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## **2. Complete Application Form**

- **Action:** Answer application questions and include all requested city services such as APD, EMS, road closures, recycling, health permits, or licenses, among others city services.
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## **3. Application Submission**

- **Action:** After submitting your application, payment of fees (including application fee, Band Trailer, pavilions, or any other amenities), along with detailed site map, your application will be submitted to begin approval process.

**Fees Overview:**

- Application fees, department service fees, and other associated costs will be billed by the relevant departments. Payment is required before permit issuance.
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#### 4. Acknowledgment Email

- **Action:** You will receive an email from [events@allentownpa.gov](mailto:events@allentownpa.gov) confirming receipt of your application and that the approval process has started. This email will include any additional steps that you the applicant may need to complete (any missing documents, provide more information etc.). Please be sure to respond to any emails promptly that request any additional information.
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#### 5. Application Review

- **Action:** The application will be reviewed by several city departments to review all requested city services, and you may be required to submit additional forms or information.
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#### 6. Committee Meeting (If applicable)

- **Action:** If your event is large-scale (1,000 + spectators / attendees) or a new event, you will be required to attend a committee meeting for further review.
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#### 7. Final Invoice Payment

- **Action:** Pay your final invoice before your application can be finalized and permit can be issued. All city departments invoice/bill for their services provided separately. Please be advised that you may receive bills/invoices after your event for some of the city services provided from city departments such as APD, EMS etc.
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#### 8. Department Review and Coordination

- **Action:** Your application will be reviewed by each relevant city department, and you may need to coordinate specific city services (see below for details) please specify on your application which city services your event will need. Please be advised fees may apply and will be billed separately for services, applications, permits or equipment from each city department. There will be an additional fee for any items/equipment not returned and/or damaged.

- **APD (Allentown Police Department):** If you are requesting to have alcohol, amplified sound, security, or Fire Police at your event - you will coordinate and make request for APD on your application. PLCB permits, confirmation and fees apply. APD has final approval on any security companies used at an event. **Please be advised fees apply for these services and will be billed separately by APD.**
  - **EMS (Emergency Medical Services):** Specify your medical plan, if you are in need of medical services please request EMS presence on your application. Events under 5,000 spectators/attendees typically do not require EMS presence, depending on content. **Please be advised fees apply for these services and will be billed separately by EMS.**
1. **Fire Department:** If you will be having tents, bonfires, fire pits, fireworks, grills or any open fires you will need to request FIRE PREVENTION services on your application. Note: all tents must adhere to fire regulations, must be weighted not staked to the ground for safety purposes and any tents over 400 ft. in size must receive a Fire permit. If you are planning to stake tents in the ground, please call PA One Call at: 1-800-242-1776 – this requires proof of a reference number. **Please be advised fees apply for these services and will be billed separately by Fire.**
- **Health Department:** If your event includes any food and/or drinks, food vendors, or will be cooking & serving food you will need to request HEALTH services on your application. You must complete the Temporary Concession Coordination form and submit to the Allentown Health Bureau. The City of Allentown requires that all food vendors have a valid business license and insurance, as well as a temporary concession license through the Allentown Health Bureau. **Please be advised fees apply for these services, licenses, permits and will be billed separately by Health.**
  - **Traffic Department:** If your event will be needing any street closures, barricades, any detours, PennDOT permits, or requesting No Parking, you will need to request TRAFFIC services on your application. State roads that require closure also need a permit from PennDOT and Traffic Department can assist with the application Be specific about your need for street closures and to add as much detail as possible. **Please be advised fees apply for these services, any unreturned or damaged items, and will be billed separately by Public Works.**
  - **APA (Allentown Parking Authority):** If your event requires No Parking signs and Parking Enforcement for the duration of your event you will need to request APA (Allentown Parking Authority) services on your application. **Please be advised fees apply for these services, application, permit and signs. Fees will be billed separately by APA.**

- **Streets Department:** If your event will be needing any street closures, barricades, any detours, or requesting No Parking, you will need to request STREETS services on your application. Be specific about your need for street closures and to add as much detail as possible. **Please be advised fees apply for these services, any unreturned or damaged items will be billed an additional fee separately by Public Works.**
  
  - 2. **Parks Department:** If your event will need any recreational equipment or activities, Band Trailer rental, rental of public greenspaces, city parks, pavilion rental or any other park amenities, you will need to request PARKS services on your application. **Arts Park:** Tents may not be staked down, nor may any heavy objects be placed in the grass in Arts Park. **Please be advised fees for these services will be billed and need to be paid in full at time of application for a special event. Additional fees will apply for any damaged or unreturned items.**
  
  - **Recycling Department:** For your event you will need a Trash & Recycling Plan, the city does not provide trash or recycling removal from events. If you are requesting use of city containers, you need to request Recycling services on your application. Dumpsters may be required based on size & content of event. **Please be advised fees may apply for these services, any unreturned or damaged items will be billed an additional fee separately by Recycling.**
  
  - **Risk Department:** For all special events you are required to submit a COI (Certificate of Insurance) in the amount of \$1,000,000, and names the City of Allentown as the additional insured for the duration of the event. The COI must be reviewed and approved by the City of Allentown's Risk & Safety Manager.
  
  - **EMA (Emergency Management Agency):** If your event requires an Emergency Management Command Post, PEMA notifications, you will need to request services from EMA on your application. Please be sure to specify on your application the number of spectators/attendees expected to attend your event so this service can be decided by Emergency Management. **Fees may apply and may be billed separately.**
  
  - **Special Events Department:** Handles all coordination of special events and is the communication liaison between the various city departments to ensure city, services, permits, and ordinances are in place and adhered to for events taking place on city owned public space. Please specify all details of your event on the Special Events application. between the various city departments to ensure city, services, permits, and ordinances are in place and adhered to for events taking place on city owned public space. Please specify all details of your event on the Special Events application.
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## 9. Review and Respond to Any Additional Requests

- **Action:** Review any additional steps or documentation required by city departments. Please be sure to respond promptly to any of these requests.
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## 10. Receive Use Permit Agreement

- **Action:** Once the city departments approve the city services and requirements, you will receive a Use Permit Agreement for review and signature (Occurs 30 days prior to event).
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## 11. Final Step:

- **Action:** Return the signed Use Permit Agreement to the Special Events Department. Please be sure to sign and return this document immediately as this is a legal document and contract between yourself and the city. Once we receive the Use of Permit Agreement back from you, we can have it approved through our contract module and fully executed. Once this document is approved, we will issue the approved Use Permit Agreement back to you with your application number, your event is now approved, and this will be your Event Permit.
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This workflow ensures that all necessary steps are followed to host a successful and compliant event in the City of Allentown.

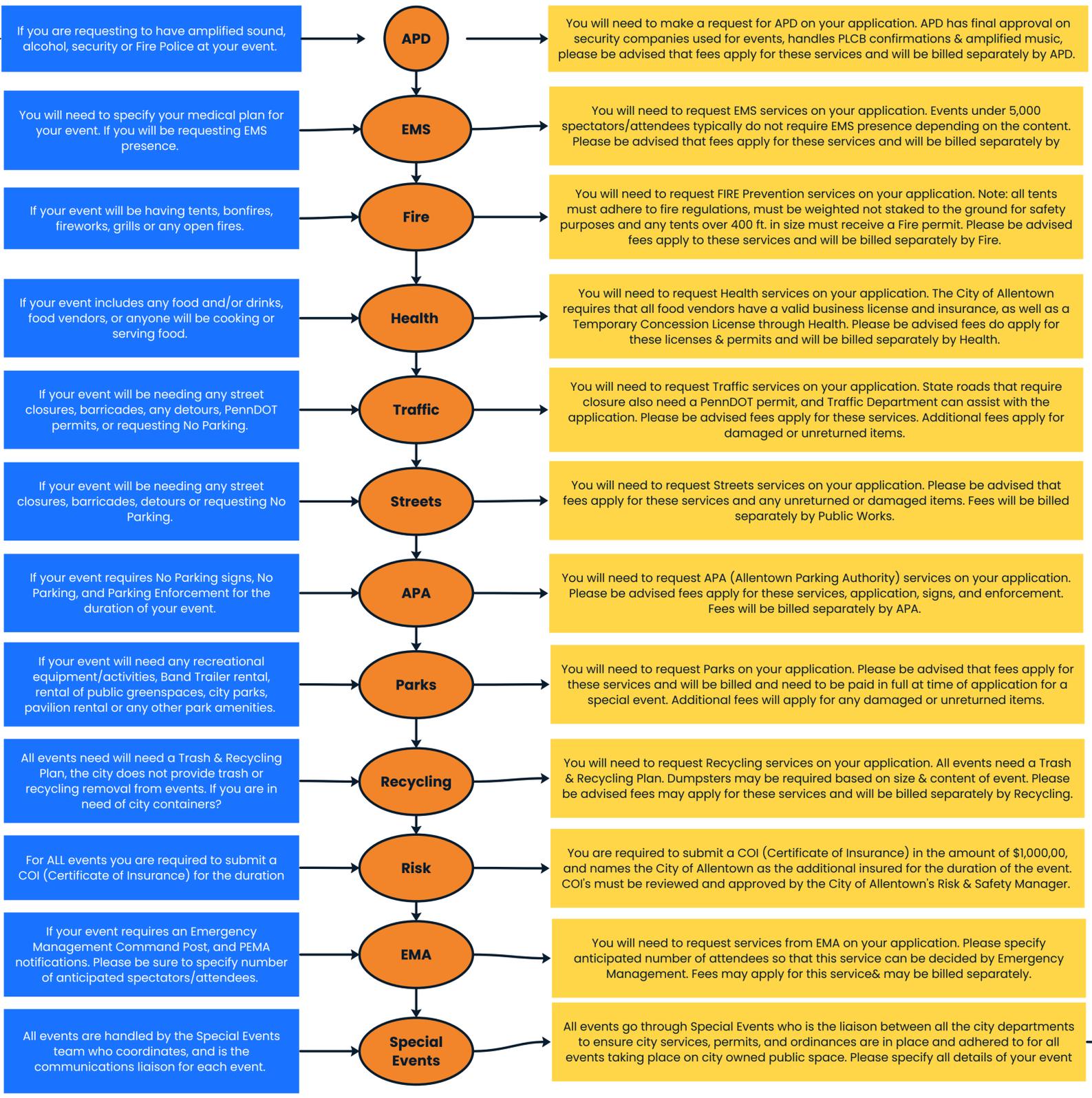
Thank you for choosing the City of Allentown to host your event!!!

Want to host an event in the City of Allentown ?

Submit a completed Special Events Application along with site map & payment on MyRec at: <https://allentownpa.myrec.com>.

Answer all application questions with detail to help determine what city services are needed and being requested for your event.

How do I know if I need services or what city services to request?



Once you have completed and submitted your application on MyRec, along with site map , your application will be submitted to the Special Events Team to begin review of your application.

You will receive an automated email from events@allentownpa.gov email with an invoice for your event. This invoice must be paid in full within 48 hours of receiving it in order for your application to be accepted and to begin the approval process. This will include fees for park amenities, pavilions, Band Trailer and application fees.  
Note, this includes any previous owed past due balances from prior events to any city department. All balances must be paid in full ).

Once all payments are made in FULL you will receive a 2nd email form events@allentownpa.gov containing your receipt of payment, confirming your application and site map has been received and that the 90-day timeline approval process for event has begun.  
This email may include any additional steps that need to be taken by you, or any requests for documents, information or further details. Please respond promptly to all

Application Approval process will begin, and your application will be routed to all City Departments for review and approval of all requested city services. Please be advised that you may be contacted by these city departments separately requesting you to submit additional information or documents. If you are hosting a Large Scale (1,000 + attendees or spectators) or new event you will receive an invite from the Special Events Team requesting you to attend a committee meeting to go over the details of your event. This meeting is necessary to continue the processing of your application (Occurs 60 days prior to your event).

30 days prior to your event you will receive all FINAL INVOICES if applicable and these payments must be made in FULL at this point to continue processing your application. At this point all requests for any documents or information from any city departments should be completed.

Special Events will send email communication at this point to all city departments verifying that all requests have been completed and payments have been made

Once all these steps have been completed and all city departments have made their approvals for city services for your event, you will receive an email from events@allentownpa.gov containing a legal document named the Use Permit Agreement. Please review, and sign this legal document as this document must be signed and returned to the Special Events Department immediately. This document is a legal contract between yourself and the City of Allentown. Once this document is returned, we will submit it through our contract module for FINAL APPROVAL. When this Final step is completed and approved you will receive the Use Permit Agreement back with an application number via email.

Once you receive the FINAL APPROVED USE PERMIT AGREEMENT, your application and event has been APPROVED, and this document is your OFFICIAL PERMIT.  
This PERMIT is issued with approved city services and includes city ordinances to be adhered to during the entirety of your event.

EVENT Approved - Permit Issued!!

Thank you for choosing the City of Allentown to host your event!