

**CITY OF ERIE
DEPARTMENT OF PUBLIC WORKS, PROPERTY & PARKS
2019 SPECIAL EVENT PERMIT**

FOR
INTERNAL
USE ONLY

FEE: _____ DATE OF APPLICATION: _____

EVENT NAME: _____

EVENT DATE: _____ EVENT TIME: _____

EVENT LOCATION: _____

MARCH RUN FESTIVAL W.P.S. STAGE

OTHER: _____

EVENT FEE: \$125.00 BASIC APPLICATION FEE
 \$250.00 SPECIAL ATTENTION REQUIRED (PUBLIC WORKS ONLY)
 \$450.00 BANDWAGON FEE (WITHIN CITY LIMITS)
 \$550.00 BANDWAGON FEE (OUTSIDE CITY LIMITS)
 \$100.00 EACH ADDITIONAL DAY (bandwagon)

POLICE REQUIRED **N** ADDITIONAL FEE \$ _____
OFFICERS @ \$65.00/HR

ORGANIZATION: _____

CONTACT PERSON: _____ PHONE #: _____

ADDRESS: _____

MAYOR

PUBLIC
WORKS
(2)

PARKS

STREETS
(2)

PUBLIC
BUILDINGS

POLICE

FIRE

TRAFFIC
ENGINEER

EMERGENCY-
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** \$1,000,000 per occurrence and \$2,000,000 general aggregate. 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: _____

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
ERIE PA 16501**