



City of Williamsport

1500 West 3rd Street · Williamsport, PA 17701
(570) 327-7500

Bureau of Codes

(570) 327-7517

Special Event Permit Application – Part 1

Date: _____

Event Information

Type of Event:

Parade Street Closure Event Other

Name of Event:

Start Date/Time (including setup):

End Date/Time (including take down):

Event is:

Public Private

Event is:

Indoor Outdoor

Location:

Approximate Number of Attendees:

Sponsor Information

Event Sponsor:

City as Co-Sponsor (if yes, attach letter from Mayor):

Yes No

Phone:

Alternate Phone:

Email:

Contact First Name:

Contact Last Name:

Address:

City:

State:

Zip:

Phone:

Alternate Phone:

Email:

Compliance Information

I the above listed applicant have thoroughly read and understand the conditions of this application. I understand that I must be present at the event and must be easily accessible at this event. I also understand that this application needs to be completed at least 30 days prior to the event.

Applicant Signature:

Hold Harmless Approval

AGREEMENT

Agreement No. _____ Year _____

Approving a Hold Harmless Agreement between the City of Williamsport and _____ (organization), providing for the use of _____ (premises) for _____ purpose) during the period of _____ (dates).

SECTION 1. An agreement dated _____ between the City of Williamsport and _____ (organization), providing for the use of _____ premises) for _____ purpose) during the period of _____ (dates), is hereby approved.

SECTION 2. A copy of said Hold Harmless Agreement is attached to and hereby made part of this document.

Approved: _____

Disapproved: _____

Date: _____

Hold Harmless and Additional Insured Agreement

WHERE AS, City of Williamsport, a political subdivision organized and existing under the las of the Commonwealth of Pennsylvania, has entered into an agreement with

_____ (organization and address),
providing for the use of _____ (premises) for _____ (purpose) during the
period _____ (date(s)).

NOW, THEREFORE, _____ (organization) agrees to indemnity and save harmless City of Williamsport against any and all costs, actions, claims, and demands, whatsoever that may result from the activities and events conducted by and under the sponsorship of _____ (organization) pursuant to this permitting agreement with City of Williamsport providing for the use of _____ (premises) during the period _____ (date(s)). The foregoing indemnity shall include injury or death of any employee of (organization) and shall not be limited in any way by an amount or type of damage, compensation, or benefits payable under any applicable workers compensation, disability benefits or other similar benefit act.

_____ (organization) further agrees to provide general liability insurance in the sum of at least One Million Dollars (\$1,000,000.00) for said event, naming City of Williamsport as additional insured. Said policy of _____ (organization) shall be primary and non-contributory to any other policy held by the City.

For: _____ (organization)

By: _____

Title: _____

Date: _____

Special Event Rules & Regulations

The following conditions MUST be met prior to the approval of the special event permit.

1. Applicant is responsible for obtaining, set-up, removal and return of all City owned barricades. Applicant is responsible to make all arrangements for barricades through the Streets and Parks Department at (570) 326-4684
2. Applicant will ensure enough volunteers or staff are on hand to place and take down all barricades.
3. Applicant is responsible for coordinating trained personnel (fire police or other volunteers who have the appropriate training) to man intersections not controlled by a barricaded street closure.
4. Applicant will provide a detailed map/ route that will indicate traffic control problems and issues that will need to be manned and/ or closed.
5. Under no circumstances is anyone permitted to use any type of paint on any City street to mark out for a run, race, event, etc. No exceptions!

An attached roster must be included to indicate:

1. Who is placing barricades
2. Who is providing traffic control/direction

All of these conditions must be met prior to the approval of the special event permit.

Road & Lane Closure Permit Application

Date: _____

| Closure Information | |
|---|---|
| Duration of closure: <input type="checkbox"/> Up to & Including (7) Days - \$75.00 <input type="checkbox"/> Up to & Including (14) Days - \$125.00 <input type="checkbox"/> Up to & Including (30) Days - \$225.00 | <input type="checkbox"/> Up to & Including (45) Days - \$300.00 <input type="checkbox"/> Each Additional Day After 45 Days - \$75.00 |
| Description of Work: | |
| Closure Start Date/Time: | Closure End Date/Time: |
| Location of Work: | |
| Side Streets: | |

| Compliance Information | |
|---|--|
| Attach a required Certificate of Liability Insurance for the street closure with permit application. | |
| I, the above listed applicant, have thoroughly read and understand the conditions of this application. I understand that I must be present at the site and must be easily accessible at this project. | |
| Applicant Signature: | |

| Official Use Only | | |
|--|---|--------------------|
| Approved by: | | |
| Zoning Administrator | | |
| Fees Due: \$75.00 - \$300.00+ <input type="checkbox"/> Paid | Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Money Order | Fees processed by: |

Special Event Permit Application – Part 2

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Event Description:

Please provide a diagram of street closures, barricade placement, electrical usage, location of trash receptacles and portable toilets.

Special Event Permit Application – Part 3

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Event Checklist:

| | | |
|---|--|---|
| <input type="checkbox"/> Alcohol Dispensing | | Contact the PLCB and the Bureau of Codes. |
| <input type="checkbox"/> Barricades | | Contact Streets and Parks. |
| <input type="checkbox"/> First Aid Station | | Contact the Susquehanna Health System. |
| <input type="checkbox"/> Food | Vendor License | Contact the Health Inspector via Bureau of Codes. |
| <input type="checkbox"/> Parking Considerations | Permit Parking | Contact the Bureau of Police and the Williamsport Parking Authority. |
| <input type="checkbox"/> Pyrotechnics | Special Event Permit | Permit available in the Bureau of Codes Department. Must provide Liability Insurance. |
| <input type="checkbox"/> Street Closure | Special Event Permit | Permit available in the Bureau of Codes Department. Must provide Liability Insurance. |
| <input type="checkbox"/> Tents | Tent Permit | Permits are needed for all tents/canopies. A fee will be assessed for tents over 20x20. Must provide Liability Insurance. |
| <input type="checkbox"/> Trash | Dumpster/Container on street requires Special Event Permit | Contact Bureau of Codes for event permit. Contact local sanitation services for sanitation receptacles. |
| <input type="checkbox"/> Musical Performance | Special Event Permit | Contact Bureau of Codes, Bureau of Police, and the Recreation Commission. Must provide Liability Insurance. |
| <input type="checkbox"/> Seating/Charis | | Permit available in the Bureau of Codes Department. |
| <input type="checkbox"/> Mass Transit/Shuttle Service | | Contact River Valley Transit. Must provide Liability Insurance. |
| <input type="checkbox"/> Portable Toilets | | Independent contractor. |
| <input type="checkbox"/> Newberry Park <input type="checkbox"/> Brandon Park <input type="checkbox"/> Memorial Park <input type="checkbox"/> Lose Park <input type="checkbox"/> Youngs Woods | Special Event Permit | Any events or special activities require prior approval from the Recreation Commission and Brandon Park Commission. |

Special Event Permit Application – Part 4

Information Checklist:

Event sponsor should contact these departments directly for special needs.

| Department | Contact Person | Phone | Event Needs |
|---|---|----------------------------------|--|
| <input type="checkbox"/> Bureau of Codes | Joe Gerardi | (570) 327-7517 (570) 327-7584 | <ul style="list-style-type: none"> • Food Vendors • Occupancy • Egress • Life/Health/Safety Issues |
| <input type="checkbox"/> Bureau of Fire | Fire Chief Sam Aungst Deputy Chief Keith Lucas | (570) 327-1602 | <ul style="list-style-type: none"> • Bonfires • Fire Extinguisher • And fire related activity |
| <input type="checkbox"/> Bureau of Police | Chief Snyder Assistant Chief Bolt | (570) 327-7543 | <ul style="list-style-type: none"> • Parade Escorts • Street Parking |
| <input type="checkbox"/> River Valley Transit | Adam Winder | (570) 326-2500 | <ul style="list-style-type: none"> • Shuttle Service • Mass Transit • Trolley Service |
| <input type="checkbox"/> Streets and Parks | Scott Livermoore Tom Cillo | (570) 326-4684 | <ul style="list-style-type: none"> • Barricades may be obtained from this office. Applicants are responsible for barricade placement • Trash Receptacles |
| <input type="checkbox"/> Williamsport Parking Authority | Todd Wright | (570) 326-6476 | <ul style="list-style-type: none"> • Any activity in downtown area of Williamsport requiring parking |

Applicant is required to initial all items listed below:

A. Non-city sponsored event applicants must supply their own directional signs and protective service lighting.

_____ Applicant Initials

B. Events involving cooking or open flame require the presence of fire extinguishers and proper licensing. Fire inspection is required.

_____ Applicant Initials

C. Private events require their own security.

_____ Applicant Initials

D. All food vendors must submit the completed application prior to event. Failure to complete the application could result in vendor not participating in event.

_____ Applicant Initials

Special Event Permit Application – Part 5

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Food/Merchandise Vendor Information:

- Please provide a complete list of all Food and Merchandise Vendors
- If vendors do not submit a completed application, it could result in the vendor not participating in event
- All vendor applicants must be submitted at least three weeks prior to event
- All applicable fees for food vendors must be paid prior to or day of event, no exceptions

Special Event Permit Application – Part 5

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Department Signatures:

If any department head disapproves of the event, the applicant will be contacted.

| Bureau of Codes | |
|--------------------|---|
| Building Official: | Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Comments: | |

| Bureau of Fire | |
|----------------|---|
| Fire Chief: | Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Comments: | |

| Bureau of Police | |
|------------------|---|
| Police Chief: | Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Comments: | |

| River Valley Transit | |
|----------------------|---|
| Director: | Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Comments: | |

| Recreation Department | |
|-----------------------|---|
| Director: | Date Approved: <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Comments: | |

| Streets and Parks | |
|-------------------|--|
|-------------------|--|

| | | |
|-----------|----------------|--|
| Director: | Date Approved: | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Comments: | | |

| | | |
|---------------------------------------|----------------|--|
| Williamsport Parking Authority | | |
| Director: | Date Approved: | <input type="checkbox"/> Approved <input type="checkbox"/> Denied |
| Comments: | | |

Commissioners:

SCOTTL .MEIZGER
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary

Telephone (570) 320-2124
Fax (370) 320-2127



COUNTY OF LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

MATTHEW A. McDERMOTT
*Director of Administration and Chief
Clerk*

J. DAVID SMITH
Solicitor

www.lyco.org
county.commissioners@lyco.org

The Honorable Mayor Derek Slaughter
City of Williamsport
100 West 3rd Street, 3rd Floor
Williamsport, PA 17701

Dear Mayor Slaughter,

Upon solicitor review, the Lycoming County Department of Planning and Community Development (PCD) has been made aware of a potential liability risk due to a deficiency of adequate insurance coverage in local agreements to utilize the Susquehanna River Walk for special events.

Per the *Susquehanna River Walk Maintenance and Operation Agreement* between the County of Lycoming, the City of Williamsport, and the Borough of South Williamsport (signed November 9, 2009) the County is the facility owner of the Susquehanna River Walk atop the levee.

The County has obtained liability insurance for the day-to-day use of the Susquehanna River walk. However, special events held or permitted by the partner municipalities should name the County of Lycoming as additionally insured. As illustrated in the [Susquehanna River Walk and Timber Trail Usage Procedures](#).

Currently, the County is not named as a department entity on the City of Williamsport Special Event Permit Application - Part 4 and Part 5. At the guidance of the PCD Solicitor, County Planning is requesting that the City amend the Special Event Permit Application to include the county, in its role as facility owner, to be added to the Information Checklist and/or the Signatures in Part 5. This is to ensure that any permitted special events include the County of Lycoming as additionally insured.

We appreciate the close cooperation and collaboration with the City of Williamsport on this issue. Please feel free to contact me at 570-320-2124 with any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read "Matthew McDermott", is written over a light blue horizontal line.

Matthew McDermott
Director of Administration, Lycoming County