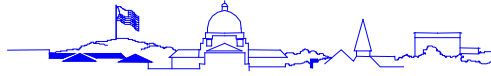


# CITY OF ALTOONA



## PUBLIC PROPERTY/PUBLIC GATHERINGS PERMIT APPLICATION

**PLEASE PRINT CLEARLY (Pages 1-4 must be completed along with any required attachments)**

### EVENT INFORMATION:

Event Title & Description: \_\_\_\_\_

Event Date: \_\_\_\_\_, 20\_\_\_\_. Additional Dates: \_\_\_\_\_

Times of Event: \_\_\_\_\_ / \_\_\_\_\_ Set-up time: \_\_\_\_\_ Tear-down time: \_\_\_\_\_  
start end start end

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: (office/home#): \_\_\_\_\_ (cell#): \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

### AREA(S) REQUESTED:

\_\_\_\_ Heritage Plaza (11<sup>th</sup> Ave/14<sup>th</sup> Street) (Complete **Attachment A** – Heritage Plaza Use Application)

\_\_\_\_ Gospel Hill Park (14<sup>th</sup> Ave/14<sup>th</sup> Street)      \_\_\_\_ Tuckahoe Park (Union Ave/27<sup>th</sup> - 31<sup>st</sup> Street)

\_\_\_\_ Forest Park (Beale-Broad Ave/36<sup>th</sup> Street) (Large open space)

\_\_\_\_ Block Party \_\_\_\_\_  
(Please specify location)

\_\_\_\_ Other \_\_\_\_\_  
(Please specify location)

### STREET CLOSURE:

(Check one) NO \_\_\_\_ YES \_\_\_\_ (If yes, complete **Attachment B** – Street Closure Permit Application)

### EVENT ORGANIZER/SPONSOR: (Must check one) (Provide your best estimate as to the number of people attending)

\_\_\_\_ Resident #attending: \_\_\_\_\_ Permit fee: \_\_\_\_\_

\_\_\_\_ Community Group #attending: \_\_\_\_\_ Permit fee: \_\_\_\_\_

\_\_\_\_ Non-profit Group #attending: \_\_\_\_\_ Permit fee: \_\_\_\_\_

(Must provide Tax ID# \_\_\_\_\_)

\_\_\_\_ Commercial/Business Group #attending: \_\_\_\_\_ Permit fee: \_\_\_\_\_

(All Community, Non-Profit and Commercial/Business Groups must provide a \$1,000,000 General Liability Certificate of Insurance naming the City, and any other agencies involved, as additional insured(s) for the event)

Type and Name of Insurer: \_\_\_\_\_

(Upon review of an application, the City may require a Special Events Operations Plan)

(Check one)

Private Party \_\_\_\_ Invitation Only \_\_\_\_ Open Party \_\_\_\_ Advertised \_\_\_\_ Other \_\_\_\_\_

TOTAL COST OF PERMIT: \$ \_\_\_\_\_ ACCOUNT # 01-000-321.910

**NOISE:**

(Check one) NO\_\_\_\_ YES\_\_\_\_ (If yes, complete information below)

Live Band\_\_\_\_ Stereo\_\_\_\_ Loudspeaker\_\_\_\_ DJ\_\_\_\_ Other\_\_\_\_\_

Name of Band(s) or DJ(s):\_\_\_\_\_

Description of Sound Equipment or Band(s):\_\_\_\_\_

Type of Music (General):\_\_\_\_\_

**ALCOHOL PRESENT/PROVIDED:**

Will there be alcohol at the event? NO\_\_\_\_ YES\_\_\_\_

(If yes, you must provide a PLCB Special Permit along with the required insurance)

**TENTS/STAGES/TEMPORARY STRUCTURES:**

Will there be tents, stages or temporary structures installed for the event? NO\_\_\_\_ YES\_\_\_\_

(If yes, complete information below)

Tent\_\_\_\_ Dimensions \_\_\_\_\_ Rental Company\_\_\_\_\_

(If tent is larger than 400 sq. ft. you must complete a Tent Application Permit – Please contact the City Fire Inspector at 949-3398)

Stage\_\_\_\_ Dimensions \_\_\_\_\_ Rental Company\_\_\_\_\_

Other\_\_\_\_ Dimensions \_\_\_\_\_ Rental Company\_\_\_\_\_

**FIREWORKS:**

Will there be a fireworks display at the event? NO\_\_\_\_ YES\_\_\_\_

(If yes, you must complete a Fireworks Display Application/Permit – Please contact the City Fire Inspector at 949-3398)

**SIGNAGE:**

Will there be signs installed for this event? NO\_\_\_\_ YES\_\_\_\_

(If yes, you must complete a Special Events Signage Application – Please contact the Zoning Office at 949-2470)

**FESTIVAL PERMITS (VENDORS):**

Will there be vendors selling goods, services or food at the event? NO\_\_\_\_ YES\_\_\_\_

(If yes, each vendor must obtain a Festival Permit from the Finance Department)

**SITE CLEAN UP:**

It is the Applicant’s responsibility to clean the event premises and remove all trash, garbage and recyclables following the event. Please keep in mind, the City requires plastic bottles, glass bottles, aluminum and steel cans, and cardboard be recycled. It is your responsibility to arrange for the collection and separation of trash and recycling for all participants and vendors. All containers for recycling should be clearly labeled and placed next to a trash can.

Please provide the name and contact information for the staff person or volunteer in charge of trash and recycling.

Name:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Total # of Recycling Containers\_\_\_\_ Total # of Trash Containers\_\_\_\_ Hauling Company\_\_\_\_\_

If you need assistance with recycling arrangements or vendor education, please contact the IRC at 814-942-7472.

**RESPONSIBLE PARTIES IN ATTENDANCE AT EVENT:**

Name:\_\_\_\_\_ Name:\_\_\_\_\_

Address:\_\_\_\_\_ Address:\_\_\_\_\_

Cell Phone:\_\_\_\_\_ Cell Phone:\_\_\_\_\_

Office/Home Phone:\_\_\_\_\_ Office/Home Phone:\_\_\_\_\_

Will there be private security present?\_\_\_\_ If yes, name of security company\_\_\_\_\_

Will private property be used in conjunction with this event? NO \_\_\_\_\_ YES \_\_\_\_\_

(If yes, written permission of the owner of the private property must accompany this application)

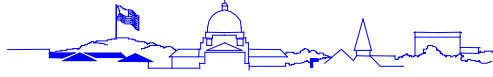
I understand and will comply with the conditions of this permit. If I fail to answer all questions completely and accurately, this permit will not be approved. I further understand that an approved permit may be revoked by the City Manager for failure to comply with the terms and conditions of this permit.

Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_

MUST BE COMPLETED

# CITY OF ALTOONA



## PUBLIC PROPERTY/PUBLIC GATHERINGS

### WAIVER OF CITY LIABILITY

I (we) the undersigned, do hereby agree that as a condition to the City of Altoona Public Property/Public Gatherings Permit, and in order to hold an event within the City of Altoona, to indemnify and hold harmless the City of Altoona from any expenses, direct or indirect, and any claims, demands, or causes of action whatsoever, if any, arising by reason of the use of public property for the event as described on the attached permit.

Further, I (we) do hereby agree that clean-up and restoration of the facility and/or public property after each event is the responsibility of the permit holder.

In witness whereof, the parties hereto by their proper signature do hereby execute this waiver this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness:

\_\_\_\_\_  
Permit Holder

\_\_\_\_\_  
City of Altoona Official

\_\_\_\_\_  
Permit Holder #2 (if applicable)

\_\_\_\_\_  
Organization

ATTACHMENT A

HERITAGE PLAZA USE APPLICATION

Event Title & Description: \_\_\_\_\_

Event Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

Times of Event: \_\_\_\_\_ / \_\_\_\_\_ Set-up time: \_\_\_\_\_ Tear-down time: \_\_\_\_\_  
start end start end

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: (office/home#): \_\_\_\_\_ (cell#): \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Applicant/Organizer: \_\_\_\_\_

Will you require access to the restrooms? NO \_\_\_\_\_ YES \_\_\_\_\_  
(If yes, the City will provide an instruction sheet)

Will you require access to power/electricity? NO \_\_\_\_\_ YES \_\_\_\_\_  
(If yes, the City will provide an instruction sheet)

ATTACHMENT B

STREET CLOSURE PERMIT APPLICATION

Event Title & Description: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

Street(s) and/or Avenue(s) to be closed: \_\_\_\_\_

Times of Event: \_\_\_\_\_ - \_\_\_\_\_ Street Closure Time: \_\_\_\_\_ - \_\_\_\_\_  
start end start end

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: (office/home#): \_\_\_\_\_ (cell#): \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Signature of Applicant/Organizer: \_\_\_\_\_

OFFICIAL USE ONLY

PERMISSION IS HEREBY GIVEN TO: \_\_\_\_\_

TO CLOSE THE FOLLOWING STREET(S)/AVENUE(S)/ALLEY(S):

ON \_\_\_\_\_, 20\_\_\_\_, for (type of event) \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(start time) (end time)

Under and subject to the provisions and requirements of the City of Altoona Code of Ordinances, the City of Altoona Police Department authorizes this Street Closure Permit in effect on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Traffic/Special Events Officer

\_\_\_\_\_  
Chief of Police

Date Approved: \_\_\_\_\_ 20\_\_\_\_.

THIS PAGE IS FOR CITY USE ONLY

FOR OFFICE USE ONLY:

- Certificate of Insurance
- PLCB Special Permit (required if providing alcohol)
- Road Closing Permit (required for closing of streets)
- Non-Profit Tax-Exempt Form
- Written permission from owner of private property (required for private property)
- Special Events Operations Plan (If required)

PUBLIC PROPERTY/PUBLIC GATHERINGS PERMIT:

APPROVED \_\_\_\_\_  
(See conditions of approval below)

DENIED \_\_\_\_\_  
(See reasons for denial below)

Conditions of Approval/Reasons for Denial

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NOISE PERMIT:

APPROVED \_\_\_\_\_  
(See conditions of approval below)

DENIED \_\_\_\_\_  
(See reasons for denial below)

Conditions of Approval/Reasons for Denial

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ALCOHOL PERMIT:

APPROVED \_\_\_\_\_  
(See conditions of approval below)

DENIED \_\_\_\_\_  
(See reasons for denial below)

Conditions of Approval/Reasons for Denial

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City Manager

Disclaimer Statement for Approval of Permit: Permission is granted to use public property at specified location on date and time stipulated on this permit. With the issuance of this permit, the applicant acknowledges that conflicts may arise which necessitate the revocation of this permit. Upon receiving such notification from the City, the holder may relocate said function with City approval.