



**SPECIAL EVENTS GENERAL INFORMATION
MAYOR'S OFFICE OF SPECIAL EVENTS (M.O.O.S.E.)**

All Special Events in the City of Easton must have an approved permit at least 45 days prior to said event.

The City of Easton is pleased to facilitate your community event. Our commitment is to provide well-maintained facilities and offer professional assistance to meet your needs. However, there are some limitations which restrict the type of activity which can take place and the timing of the events. Therefore, appropriate request and application shall be made prior to your event.

Application:

Written application must be made to the City of Easton through completion of the Special Events Request Form and/or vendor applications, when applicable. **Applications must be received by the City of Easton at least 45 days prior to the event.** Upon approval, event organizers and/or vendors are responsible for providing certificate of insurance naming the City of Easton as an Additional Insured. If serving food and/or liquor additional insurance will be required. and any other information or materials requested. Events necessitating street closings, traffic control and other special arrangements may require meeting(s) with the City of Easton Logistics Team.

Scheduling:

Dates and times must be approved by the city to avoid any conflicts in events. For events involving street closures and/or rerouted traffic patterns, police traffic department approval is necessary. Large events are most appropriately planned for weekends. Sunday events in the downtown may not be scheduled (when traffic flow is likely to be affected) before 12:00 p.m. (noon).

Security:

Event organizers are responsible for security of their property and any products or supplies that may be stored overnight or before/after the event time.

Insurance: *****THE CITY OF EASTON MUST HAVE A CERTIFICATE OF INSURANCE NAMING THE CITY AS AN ADDITIONAL INSURED ON FILE AT LEAST 7 BUSINESS DAYS PRIOR TO THE EVENT*****

Participating food or beverage vendors participating in events are required to provide a Certificate of Insurance naming the City of Easton as "Additional Insured". The policy must show the organization is insured for a minimum of \$1,000,000 bodily injury and property damage combined liability limit per occurrence during the times the events are to take place. **The insurance certificate must be received by the City of Easton at least seven (7) business days prior to the event.** Failure to provide adequate insurance coverage will result in cancellation of said event.

Rules of Conduct:

City facilities may only be used for the purpose designated on the permit. All rules, regulations and Ordinances of the City of Easton are to be enforced and adhered to by event organizers. Furthermore, event organizers are responsible for group conduct and for guaranteeing that the rules are followed. Failure to enforce these rules may result in damage charges, additional personnel costs and/or legal

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prosecution. **The City does not allow tent vendors to drive metal stakes into the roadways. Event organizers must review and sign the rules and regulations for Special Events form.**

Fees:

As set forth by the Fee Ordinance security deposits, rental and license fees and/or labor expense fees may be applicable. Fees for use of City pavilions and parks are non-refundable. Most commonly referenced fees for special events are listed below. A copy of the City of Easton Fee Ordinance is available upon request.

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Security Deposits:

City Areas (such as Circle, Amphitheatre)	\$250.00
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Rentals:

Riverside Park/Amphitheatre (4-hour block)	\$400.00 (with call-out for labor)
Scott Park/Round stage (4-hour block)	\$400.00 (with call-out for labor)
Bandwagon (within City limits)	\$200.00
Bandwagon (each day beyond 1 st)	\$30.00
Stage (16'x12')	\$125.00
Public Address System	\$150.00
Scott Park Sound System	\$300.00

City of Easton Overtime Coverage

Police Officer	\$65.00 per hour
Fire Fighter	\$65.00 per hour
Public Works Employee	\$50.00 per hour

All of the above overtime costs have a minimum of four (4) hours

Certain rentals and charges can be waived by the Mayor depending on the event.

The city may impose and pass on other real costs to the event organizers not outlined within the above list. Overtime costs for the city personnel during, and as a result of the event, will be invoiced listing costs as associated. A deposit to be determined for all employees will be required at least five (5) business days in advance of said event. Said deposit will be 50% of total employment costs. Full payment is expected within ten (10) days of receipt.

Non food vendors are required to have a City of Easton business license at a cost of \$25.00 if they do not currently have an up to date permit. Non-profit organizations receive a license fee waiver upon furnishing proof of their non-profit status. Food vendors must submit a Food Vending License request and pay the appropriate inspection fee. All food vendors must receive and pass inspection on the day of the special event. Each location, food cart, wagon, table or other type of preparation and/or packaging area requires an inspection at a cost of \$40.00 each. Fees for inspections may be waived for non-profit organizations by the Mayor. For more information about the vendor requirements, please refer to the Vendor Application.

I/we have read and do understand the responsibilities related to application for special events and agree to hold harmless the City of Easton, its employees, agents, and/or representatives for any and all occurrences during the time of the event.

DATE _____
X _____
APPLICANT/REPRESENTATIVE

Please sign and return this statement, complete the Special Event Request Form, and return with the appropriate fees at least 45 days prior to the proposed event to:

**City of Easton, Attn: Mayor's Office of Special Events, 123 South Third Street, 3rd floor, Easton, PA
18042**

If you have any questions, please contact the Mayor's Office of Special Events at 610.250.6610.