

CITY OF ALLENTOWN
Special Events Process Flow Narrative
2026

I. Application Process – Applicant

1. An Applicant completes a Special Event's Application.
 - a. A Special Event's application is required for any event that is being held on City of Allentown (COA) owned public property and requires any COA services.
 - b. All Special Events applications are submitted through MyRec at the website allentownpa.myrec.com.
 - i. MyRec is a web-based recreation management software used by the COA Parks and Recreation Department to manage program registrations, memberships, and facility bookings.
 - c. Per Ordinance Chapter 532, applications for special events must be made to the Mayor (or his designee) at least 90 days before the event date.
 - i. At the discretion of the Mayor (or his designee), applications not submitted within 90 days prior to the event may still be considered.
 - ii. At the discretion of the Mayor (or his designee), applications for small-scale events (including block parties) may be considered when submitted at least 30 days prior to the event date.
 1. Large scale events host over 1,000 attendees,
 2. Small scale events host 999 attendees or under, and
 3. Block parties host 150 attendees or under.
 - d. Per Ordinance Chapter 532, all applications for Special Events permits must be accompanied by an application submission fee.
 - i. Per the 2026 Allentown Parks and Recreation website Special Events Permits page, the current Special Events Application Fees are:
 1. Large Scale Event (1,000+ attendees) Fee - \$300.00.
 2. Small Scale Event (under 999 attendees) Fee - \$100.00.
 3. Block Party (under 150 attendees) Fee - \$25.00.
 4. Late Submission Fee - \$250.00 (to be paid in addition to the application fee).
 - a. This fee applies to all Large Scale and Small Scale Event applications submitted less than 90 days before the event.
 - b. Block Party Late Submission Fee - \$50.00 (to be paid in addition to the application fee).
2. The Special Event application must include:
 - a. Names and addresses of the Officers of the group or organization desiring to hold the special event and/or the name of the individual that would oversee the event,

- b. The purpose of the event,
 - c. Date and time of the event,
 - i. This includes the set-up time, event time, and clean-up time.
 - ii. If there is a rain date for the event.
 - d. Streets or public areas where the event will be held,
 - e. Anticipated attendance, and
 - f. Whether the event requires admission, entry, vendor, and/or participant fees.
 - i. If fees are required, estimated fee amount(s) must be included.
3. All Special Event applications must be accompanied by the following documents:
- a. Certificate of Insurance (COI) - Risk Management requires all events to submit a COI for the duration of the event.
 - i. The COI must be in the amount of at least \$1,000,000 and name COA as the additional insured for the duration of the event.
 - ii. The COI must be reviewed and approved by COA's Risk & Safety Manager.
 - b. Site Map - The Special Events Committee requires the Applicant to provide a detailed Site Map outlining the event services and locations (bathrooms, exits, parking, EMS, road closures, etc.).
4. The Applicant must answer a series of questions within the application to determine the COA services required to hold the Special Event. The Special Events Committee will determine if additional services are required by COA.
- a. Allentown Police Department (APD) – Required if amplified sound, alcohol, security, or if “Fire Police” are requested for the event,
 - i. Special “Fire Police” is a volunteer service authorized to exercise certain powers under the control of the Chief of Police:
 - 1. Regulate traffic and keep crowds under control at or in the vicinity of any fire.
 - 2. Exercise such other police powers as are necessary to facilitate and prevent interference with the work of firemen in extinguishing fires.
 - 3. Exercise such police powers as are necessary to perform duties when functioning as special fire police at any function, event or parade conducted by or under the auspices of the COA provided the request for these services is made by the governing body of the COA.
 - 4. Exercise such police powers necessary to perform traffic or crowd control required because of accidents, floods or other emergencies until the arrival of proper state or COA Police. After the arrival of the APD, Special Fire Police may perform duties subject to the direction of the APD until the emergency no longer exists.

- b. Emergency Management Services (EMS) – Needed if dictated by the event’s medical plan,
 - i. EMS is not required for events with under 5,000 attendees but may be requested by the Applicant.
 - c. Fire Department – Required at events with tents, bonfires, fire pits, fireworks, grills or any open fires,
 - d. Health Services – Approval is required at events with any food and/or drinks, food vendors, or if anyone will be cooking or serving food,
 - e. Traffic Services – Required for events that need any street closures, barricades, any detours, PennDOT permits, or requesting “No Parking”,
 - f. Streets Services – Required for events that need any street closures, barricades, any detours, or requesting “No Parking”,
 - g. Parks Department – Provides any needed recreational equipment/activities, Band Trailer rental, rental of public green spaces, COA parks, pavilion rental, or any other park amenities,
 - h. Trash & Recycling – A waste management plan must be in place, and COA containers may be requested if needed,
 - i. Dumpsters may be required based on the size and content of the event,
 - i. Emergency Management – Required for events that need an Emergency Management Command Post and Pennsylvania Emergency Management Agency (PEMA) notifications,
 - j. Mayor’s Office – Must be contacted if the Applicant is requesting a Flag Raising Ceremony for a cultural event or requesting for the Mayor (or someone from the Mayor's office) to attend the event.
 - k. Although not a COA Department, The Allentown Parking Authority (APA) – Required for events that need “No Parking” signage, No Parking, and Parking Enforcement for the duration of the event.
5. If the following COA services are not requested, the additional documentation below is required:
- a. Medical Plan – If EMS is not requested, a medical plan is required by EMS to document what steps must be taken in the event of an emergency medical scenario,
 - b. Security Plan – If APD services are not requested, a security plan is required by APD to document what steps must be taken in the event of an emergency scenario, and
 - c. Recycling and Trash Plan – If COA Garbage Containers are not requested, Trash & Recycling Services requires a waste management plan for trash collection during and after the event to be in place to ensure the cleanliness of COA property.
6. The Applicant must detail the following plans in the application questionnaire:

- a. Electricity Plan – COA does not provide electricity for events, so the Applicant must outline their plan to provide their own generator or electricity as needed.
 - b. Restroom Plan – COA does not provide restrooms for events, so the Applicant must outline their plan to provide their own restroom or portable toilets based on COA requirements.
 - i. One regular portable toilet and one ADA compliant portable toilet is required for every 200 event attendees.
- 7. The Applicant submits their complete application on MyRec for the Special Events Coordinator(s) to review.

II. Application Approval Process - Departmental

- 1. The application is received by the Special Events Coordinator(s) in MyRec.
- 2. The Special Events Coordinator(s) reviews the application requirements and ensures that all required information and documentation is provided and accurate on the application. The Special Events Coordinator(s) will reach out to the Applicant if any required information and documentation is missing.
 - a. Required information includes:
 - i. Names and addresses of the officers of the group or organization desiring to hold the special event and/or the name of the individual that would oversee the event,
 - ii. The purpose of the event,
 - iii. Date and time of the event,
 - iv. Streets or public areas where the event will be held,
 - v. Anticipated attendance, and
 - vi. Whether the event requires admission, entry, vendor, and/or participant fees.
 - b. Required documentation includes:
 - i. Certificate of Insurance (COI),
 - ii. Site Map, and
 - iii. Restroom Plan.
 - c. Required documentation if certain COA services are not requested:
 - i. Medical Plan,
 - ii. Safety Plan, and
 - iii. Recycling and Trash Plan.
- 3. After the Special Event application and required COA services have been reviewed by the Special Events Coordinator(s), the application is either denied or tentatively approved.

- a. If the application is denied, the Applicant will receive a rejection email with an explanation for the denial.
4. The Special Events Coordinator(s) tentatively approves the Special Events application.
5. The Applicant will receive an automated email from MyRec and an email from the Special Events Coordinator(s) with an invoice for the application fee.
 - a. Either by email or mail, based on the Applicant's preference.
 - b. The fee is only applied to applications that have been tentatively approved by a Special Events Coordinator.
 - c. Additional fees will be added to the invoice if COA Park Pavilions and/or the Band Trailers are requested.
 - d. Fees can be paid via cash, check (Payable to "City of Allentown"), or credit card (with a 3% processing fee).
6. The Special Events Coordinator(s) will create a folder in the Special Events Committee Teams channel for the event and files the event information provided in the application in the folder.
 - a. The Special Events Committee is made up of Special Events Staff and representatives for each Department whose approval is required for an event to be permitted.
 - b. The Special Events Committee meets on the first Tuesday of every month to discuss logistics, perform department approvals, and make additional confirmations for upcoming special events.
7. The Special Events Coordinator(s) will input the event information from the application into the Special Events Application Tracking Spreadsheet on Excel.
 - a. At this stage in the approval process, the Special Events Coordinator(s) can only complete the spreadsheet sections:
 - i. Event Title,
 - ii. Event Submitted,
 - iii. Event Date,
 - iv. Rain Date (if requested),
 - v. Event Location,
 - vi. Contact Name,
 - vii. Contact Email, and
 - viii. Contact Number.
8. The Applicant pays the application fee which is reflected in MyRec.
 - a. Payment is paid by cash, check, or credit card.

- i. Credit card payments are paid through MyRec.
 - ii. Cash and check payments are paid at the Parks and Recreation Department.
 - b. This application fee is nonrefundable.
- 9. The Special Events Coordinator(s) confirms payment on MyRec and sends an email to the Applicant explaining the next steps in the application process.
 - a. Next steps will begin only after the application fee payment is received.
 - b. Next steps include requesting any missing information if the organizer has not already provided all information.
 - i. Missing information can include the Clean-Up Plan, Recycling and Trash Plan, Security Plan, Parking Plan, Updated Site Map, Updated COI, etc.
- 10. The Special Events Coordinator(s) will complete the following sections in the Special Events Application Tracking Spreadsheet:
 - a. Date Invoiced,
 - b. Invoice Number, and
 - c. Invoice Payment Received.

III. Permit Approval Process

- 1. The Special Events Coordinator(s) reviews the COA services requested by the Applicant to determine the requirements for the Special Event.
 - a. COA services that are requested by the Applicant will be provided.
 - b. The Special Events Coordinator(s) may require additional COA services to be provided for the event that the Applicant did not request in their application.
 - i. Additional services required but not initially requested could be the result of large attendance, location, activities, special event scheduling conflicts, etc.
- 2. Once COA service requirements are approved by the Special Events Coordinator(s), an email will be sent to every member of the Special Events Committee with information regarding the event and a request for Department approval.
 - a. Regardless of whether their services are required, each Department must approve the event in order for that event to be permitted.

3. Each Department will access the approvals checklist through the events folder in the Special Events Committee Teams channel and either approve or deny the event application for their Department on that document.
 - a. Departments that must approve the application include:
 - i. APD,
 - ii. Fire,
 - iii. EMS,
 - iv. Health,
 - v. Traffic,
 - vi. Streets,
 - vii. Parks and Recreation,
 - viii. Community and Economic Development (CED),
 - ix. Recycling and Solid Waste,
 - x. Risk Management,
 - xi. Finance,
 1. Finance will only need to approve the application if merchandise is sold at the event.
 - xii. APA, and
 - xiii. PEMA.
 - b. To sign off on an event, the Department must include the following in the approval checklist document:
 - i. Approver initials,
 - ii. Date, and
 - iii. Additional Notes.
 1. This can include times, locations, and additional requests for COA services.
 - c. If a Department does not sign off on an event, the reason must be provided.
 - i. If the Applicant adjusts their event plan accordingly, the Department should now be able to sign off.
4. At least 60 days prior to their special event, all Event Organizers and Applicants are invited to attend a Special Events Committee meeting to discuss logistics, perform Department approvals, and make additional confirmations (site-map locations, vendors, COA services, volunteers, set-up times, clean-up times, etc.).
 - a. The invitation will be for the Special Events Committee meeting closest to the date of the event.
 - b. Organizers and Applicants for large-scale events are required to attend a special events committee meeting for further review.

- c. Organizers and Applicants for small-scale events are invited but are not required to attend a special events committee meeting for further review.
- 5. The Applicant submits all required documentation for the Special Event to the Special Events Coordinator(s).
 - a. The documentation must be submitted at least 60 days prior to the event.
 - b. Required documents can include (based on needed COA services identified):
 - i. Insurance,
 - ii. Site map updates,
 - iii. Vendor information,
 - iv. Traffic checklist,
 - v. Closure petitions,
 - vi. Safety plans,
 - vii. COA Department applications, and
 - viii. Written petitions, approvals or sub-permits such as PLCB permit, PennDOT permit, or approval from private property owners.
- 6. All payments for other COA Departments such as permits, COA services, and other fees invoiced to the Applicant are due 60 days prior to the Special Event.
 - a. If the Applicant does not make all payments, the event will not be permitted.
 - b. Applicants with unpaid fees will not be able to submit another Special Event application until their past due balance is paid.
- 7. After each Department has approved the event and the Applicant has provided all required documents and paid the appropriate fees, the Special Event application will move forward to the Mayor (or his designee) for final approval.
 - a. The Special Events Coordinator(s) may act as a Designee and give final approvals for Special Events permits.
- 8. The Special Event application is reviewed by the Mayor (or his designee).
 - a. At least 30 days before the special event, either the application is approved by the Mayor (or his designee) or denied.
 - i. Approved – An approved permit for the event is issued.
 - ii. Denied – The Applicant is notified that their event is not permitted and therefore cannot be held on COA property and will not receive any COA services.
- 9. After the Special Events Coordinator(s) receives the approved Special Event permit, the permit agreement is sent to the Applicant via email for their signature.

- a. The Applicant will complete the information under the “Permittee” section of the permit agreement with the following:
 - i. Signature,
 - ii. Printed Name,
 - iii. Title, and
 - iv. Date.
10. The Applicant completes and signs the permit agreement and returns it to the Special Events Coordinator(s).
 - a. By signing the permit agreement, the Applicant agrees to abide by all conditions of the permit during the event.
 - b. The signed permit agreement is returned by email.
11. The Special Events Coordinator(s) receives the completed permit and enters the approved Special Event permit agreement and the approved COI into the MUNIS contract module.
 - a. By entering this information into the MUNIS contract module, it provides an up-to-date record of special events permits and gives Legal and The Mayor’s Office ready access to all special events permits.
12. The Special Events Coordinator(s) enters the final information for the event in the Special Events Application Tracking Spreadsheet by inputting the Permit Number and checking off the “Contract Entered” section.

IV. Vendor Processing

1. A potential vendor for a City-Run Special Event will navigate to the page designated for the Special Event in MyRec.
 - a. The MyRec page offers the following information about the Special Event that pertains to vendors and their requirements before starting a vendor registration application:
 - i. Days,
 - ii. Date/Time, and
 - iii. Fees.
2. The Vendor will register for the Special Event under their corresponding “Activity”:
 - a. Community Resource (No Sales),
 - b. Craft Beer/Distillery/Wine Vendor,
 - c. Food Vendor, or
 - d. Merchandise/Art Vendor.

3. After adding the Special Event vendor activity to their cart on MyRec, the Vendor will proceed to the check out and submit the release complete with a virtual signature via check box.
 - a. By virtually signing the release, the Vendor agrees to abide by the disclosure agreements related to vending at a COA Special Event.
4. MyRec will navigate the Vendor to an “Additional Registration Information” page to complete the following required information:
 - a. Business/Company Name;
 - b. Contact Name;
 - c. Street Address (City, State, Zip Code);
 - d. Email Address;
 - e. Office Phone Number;
 - f. Cell Phone Number (Required Day of Event Contact);
 - g. Website/Social Media Handles (If Applicable);
 - h. About your Food Truck/Trailer/Tent: Please specify Truck, Trailer, Dimensions, Service Window Location, Tent Size and/or extras; and
 - i. Please list any power/cooking sources you intend on using (i.e., Gas, Grill, Generator, Propane, Refrigerator, Water, Ice).
 - i. Food Vendors and Craft Beer/Distillery/Wine Vendors are required to answer additional questions as well:
 1. Will you be selling beverages?
 - a. If yes, will you be selling Alcohol/Adult Beverages?
 2. Food Vendors: List Menu Items
5. After submitting the required vendor information, the Vendor will click “I Agree” to virtually sign and acknowledge the final two disclaimers.
 - a. Special Event Vendor Disclaimer:
 - i. The Vendor will acknowledge that submission of the registration application does not guarantee approval to be a part of the event or financial success at the event. It also states that vendor fees are non-refundable.
 - b. Special Event Vendor Indemnity Agreement:
 - i. The Vendor agrees to be solely responsible for all liabilities, losses, or damages incurred during the event.
6. The Vendor completes the checkout of their virtual cart in MyRec with their vendor registration and receives an invoice for the Registration Fee.
 - a. Community Resources (No Sales) will receive their invoice immediately after completion of their registration.

- b. Craft Beer/Distillery/Wine Vendors, Food Vendors, and Merchandise/Art Vendors will receive their invoice after their registration has been tentatively approved by the Special Events Coordinator(s).
- 7. The Vendor will review their invoice containing the Special Event Vendor Registration Fee.
 - a. The amount of the fee depends on the vendor type.
 - i. Community Resources (No Sales) are invoiced for \$0.00.
 - ii. Craft Beer/Distillery/Wine Vendors, Food Vendors, and Merchandise/Art Vendors are invoiced for \$150.00.
 - b. Residents and Non-Residents of Allentown pay the same fee amounts.
 - c. This fee is non-refundable.
- 8. The Vendor pays the invoice.
 - a. May be paid by Credit Card in MyRec or
 - b. May be paid offline via cash or check (Payable to "City of Allentown").
- 9. After the payment is made, the Special Event Vendor Registration Application is complete.
 - a. MyRec will generate a receipt.
- 10. A member of the Special Events Staff receives the registration application and reaches out to the Vendor for the required documentation.
 - a. All Special Events Vendors are required to have a valid business license with the COA and a Certificate of Insurance (COI) for the duration of the event.
 - i. Vendors must either have an In-City Business License or a Special Events Business License.
 - 1. Vendors can apply for or reregister for the business license they need on the Allentown Citizen Self Service portal.
 - a. Revenue and Audit approves all business licenses.
 - 2. Business licenses cost \$35.00 annually.
 - ii. The COI must be in the amount of at least \$1,000,000 and name the COA as the additional insured for the duration of the vendor license.
 - 1. The COI must be reviewed and approved by COA's Risk & Safety Manager.
 - 2. Vendors for COA-Run Events are required to get a COI for their business.
 - 3. Vendors for events that are not run by the COA fall under protection of the organizer's COI for the event and are not required to get a separate COI for their individual business.

- iii. Vendors working with children are also required by Risk to have a PA Child Abuse History Certification and a Fingerprint Civil Application Response revealing no prior arrests.
 - 1. All Vendors, their employees, volunteers, etc. are required to complete these clearances before working with children.
 - iv. Vendors serving food and/or drinks are also required to have a license from the Health Services Department.
 - 1. Vendors can apply for the Temporary Food Facilities License for the duration of the event on the Allentown Citizen Self Service portal.
 - a. Food Truck Vendors that have a yearly health license with the COA are not required to obtain a temporary food license.
- 11. The Special Events Coordinator(s) will add the Vendor information to the “In Process of Confirming” section of the Upcoming Events Vendors List.
 - a. Found in the Special Events Committee Teams channel under the folder for the event.
- 12. The Vendor provides their required documentation to a member of the Special Events Staff for review.
- 13. The Special Events Coordinator(s) reviews the required documentation and information that the Vendor has provided in the application.
- 14. The Special Events Coordinator(s) confirms the Vendor’s business license, COI, and other required clearances, approvals, and/or permits are valid at least five days prior to the event.
 - a. Business license – Revenue and Audit,
 - b. COI – Risk Management,
 - c. For Vendors working with children: Child Abuse Clearances – Risk Management,
 - d. For Food Vendors and Craft Beer/Distillery/Wine Vendors: Must receive an additional approval of their health license by the Health Services Department.
 - e. If approvals are not received, the Vendor is not permitted to conduct business at the event.
- 15. Once all approvals are received, the Vendor receives the final approval from the Special Events Coordinator(s).
- 16. Food Vendors and Craft Beer/Distillery/Wine Vendors must pay a Vendor License Fee to Health Services before their license is issued.
 - a. The amount of the fee depends on how long the Vendor needs a license and the type of vendor that is registering.

- i. For Profit Vendor License 1-2 days - \$40.00
- ii. For Profit Vendor License 3-14 days - \$75.00
- iii. Non-Profit Vendor License 1-2 days - \$20.00
- iv. Non-Profit Vendor License 3-14 days - \$45.00
- v. Additional Late Fee (is added if payment is not received at least 5 business days prior to the event) - \$15.00

17. A Vendor License is issued to the Vendor for the duration of the Special Event.

18. The Special Events Coordinator(s) will move the Vendor to the “Confirmed” section of the Upcoming Events Vendors List.

- a. Found in the Special Events Committee Teams channel under the folder for the event.

19. The Special Event is held and the Vendor conducts business.

- a. Health Services will perform an inspection of all Food Vendors and Craft Beer/Distillery/Wine Vendors on the day of the event to ensure the COA Temporary Food Facility Guidelines are followed.

V. Volunteer Compensatory Time Process

1. Allentown Parks and Recreation sends out an email to COA employees requesting volunteers for upcoming Special Events.
2. COA employees sign up with Parks and Recreation via email to volunteer their time for a City-Run Special Event.
 - a. The Special Event must be considered a City-run event for the COA employees to qualify for compensatory time.
 - b. COA employees must be non-bargaining to qualify for compensatory time.
 - i. Compensatory time is paid time off that employees receive instead of overtime or other additional pay. COA employees may earn compensatory time by volunteering at City-run events outside of their scheduled work hours.
 - c. Per the Special Events Compensatory Time Policy Effective as of 1 Sep 2024, COA employees that elect to receive compensatory time may not accept any other payment in addition to compensatory time off.
3. Parks and Recreation confirms that the COA Employee is approved to volunteer for a Special Event via email.

4. COA Employee volunteers their time at the event and makes their attendance known to a Special Events Employee.
 - a. Preliminary volunteer attendance is documented based on the sign-up email responses, but volunteers must confirm their attendance in-person during the event.
5. After the event has ended, the Special Events Manager completes and signs their portion of the Non-Bargaining Compensatory Time Form.
 - a. The Special Events Manager completes the following sections of the form:
 - i. Employee Name,
 - ii. Date and Event Volunteered,
 - iii. Hours Volunteered,
 - iv. Event On-Site Supervisor Signature, and
 - v. Compensatory Hours Earned.
6. The Special Event Manager sends the Non-Bargaining Compensatory Time Form to the COA Employee Volunteer via email.
7. The Volunteer completes and signs their portion of the Non-Bargaining Compensatory Time Form.
8. The Volunteer gives their Non-Bargaining Compensatory Time Form to their Department Head for approval.
 - a. If their Department Head does not approve, the Volunteer does not receive compensatory time for their volunteer hours.
9. The Volunteer's Department timekeeper receives and completes the Non-Bargaining Compensatory Time Form and initials on the "Timekeeper's Initials" line.
 - a. Per the Special Events Compensatory Time Policy Effective as of 1 Sep 2024, the Department's timekeeper is required to track their Department's employees earned volunteer hours and keep record of their Non-Bargaining Compensatory Time Forms outside of the payroll system.
 - b. Per the Special Events Compensatory Time Policy Effective as of 1 Sep 2024, the Volunteer shall return the completed form to their Department Head, their Department's timekeeper, Payroll, and the Human Resources Department.
10. When the COA Employee decides to use their earned volunteer compensatory time, the Employee notifies their Department's timekeeper who will then enter a special compensatory time code, NBVOL, into the payroll system in EDEN.

- a. Per the Special Events Compensatory Time Policy Effective as of 1 Sep 2024, the COA Employee must use their compensatory time within the calendar year quarter that it is earned otherwise this time will be automatically forfeited.
 - i. Exceptions may be made when failure to use the compensatory time is due to an unforeseen exigency.
11. NBVOL time is paid at the COA Employee's regular rate of pay.