



City of Meadville

Office of City Clerk

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Meadville, PA 16335

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SPECIAL EVENT PERMIT POLICIES & PROCEDURES

Pursuant to Ordinance No. 3651 of 2008

1. All Special Event Permit Applications should be received by the City Clerk's Office not less than 30 days prior to the event date. The City Manager reserves the right to reject any permits received less than 30 days prior to an event. All permits are approved at the City Manager's discretion. Permits are not a guarantee of exclusive use.
2. A Special Event Permit may be revoked and all fees forfeited and the event terminated for falsification of information, failing to comply with applicable City regulations, and/or due to safety concerns.
3. You must be 18 years or older to apply for a Special Event Permit.
4. A non-refundable application fee of \$25 is required for a Special Event Permit. Refunds may be requested for unforeseen circumstances. All refunds are approved at the City Manager's discretion.
5. A fee of \$50.00 per event will be charged for the use of City electric outlets.
6. A fee of \$50.00 per an event is required for reserving a park shelter or \$75.00 for Diamond Park Gazebo (includes electricity).
7. Barricades for street closings require a fee of \$50.00 per an event.
8. The use of fireworks or recreational bonfire will require a separate permit application and the approval of the Fire Chief.
9. All fees must accompany the application. An application is considered incomplete until all fees have been paid; fees are payable to the City of Meadville and maybe submitted to the City Clerk's Office. No permit will be issued if a balance remains.
10. Every application must include a Certificate of Liability insurance in the amount of \$1 million that lists the City of Meadville as an additional insured, a specific Site Diagram, and/or a Route Map (if applicable). A permit cannot be issued until all necessary attachments have been received.
11. Event Organizers of any event that includes the need for street closings, traffic control, barricades, etc. may be required to participate in an Event Coordination Meeting with the City of Meadville.
12. Event Organizers must notify residents and business owners abutting an event with road closures by leaflet at least 48 hours in advance of the event.
13. All events must leave City facilities and/or property in good and proper condition. Any damages that may occur during the course of an event must be reported to the City on the next business day. Responsibility for damage to or maintenance of facilities resulting from usage, beyond normal usual wear, will be assumed by the individual, group, or organization on the application. All waste shall be deposited in proper receptacles in order to keep the City property and/or facilities clean and neat.
14. Vehicles will be restricted to designated parking areas only.
15. Absolutely no event advertising may be done prior to receiving official notification of permit approval.