

# CITY OF CHESTER

## Parade, Mass Gathering & Special Events License Application

City of Chester  
Department of Public Property & Recreation



Application Fee: \$50.00  
**Money Order Only.**

**Money Order should be made out to:**  
**City of Chester**

Return To:  
Duane Lee, Deputy Director  
1 Fourth Street  
Chester, PA 19013  
Phone: (610) 447-7700, ext. 7725  
Fax: (610) 447-7735

### GENERAL INFORMATION ABOUT OBTAINING A PARADE, MASS GATHERING AND SPECIAL EVENTS PERMIT:

This application is designed to provide effective coordination of any Parade, Mass Gathering or Special Event you would like to hold in the City of Chester. Special Events are defined as any gathering for any reason at any one time. Mass Gatherings are defined as any gathering of persons at a parade, carnival, circus, traveling show, music festival, flea market, or any other similar gathering of a group of persons. Parades are defined as a march or procession of any kind. When considering holding a Parade, Mass Gathering or Special Event in the City of Chester, we encourage you to pay close attention to the following information:

- The City has designated areas for events of different sizes and natures. Events will only be held in prescribed areas. You may be required to provide commercial liability insurance for the event as determined by the City's Risk Management Division.
- The application for a Parade, Mass Gathering or Special Events License must be submitted no later than (60) days prior to the event.
- Police and or Fire personnel are **Not** provided, in connection with your event. You are responsible for your own event security. Under certain circumstance resources can be made available and we will request reimbursement for services provided. The City will issue a bill to the applicant(s) no more than 30 day following the date of the event.
- Arrangements for Special Events should not be finalized until such time as you have received a permit and in no event will you be allowed to hold your event without a permit.
- Depending on the nature of the Parade, Mass Gathering or Special Event, additional permits, licenses and approvals may be required from the City, the Commonwealth or the Federal Government. You are responsible for obtaining all the additional permits your event may require. You may contact the City at (610) 447-7700, ext. 7725 for guidance.
- The use of alcohol is strictly prohibited. The use of Moon Bounce equipment is strictly prohibited.
- Applicants may need to apply with the Health Department for food vending, and other sampling of prepared meals onsite. Pre-made and wrapped foods are exempt.
- Special Events cancellations or cancellation of requested services must be made in writing prior to the event. Failure to provide written verification may result in the sponsor(s) being required to reimburse the City for the agreed upon services.
- The City will not provide amenities such as port-a-johns/portable washrooms, tables, chairs, trash boxes, or medical services. The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and any medical needs for its event at the applicant's sole cost and expense. Failure to adequately provide such amenities could result in the event applicant(s)' or coordinator(s)' inability to hold future events in the City.

**MASS GATHERING OR SEPCIAL EVENT LICENSE APPLICATION**

Name of event:

Purpose of event:

Specific location requested:

Date (s) of event :

Set up date/ time:

Breakdown date/ time:

Hours of event, If athletic, please include step off time:

Estimated attendance:

Name of sponsoring organization:

Are you a Non- Profit

YES NO 

If so, Tax ID #

Event Coordinator:

Address:

City:

State:

Zip:

Phone :

Fax:

E-mail:

On-site contact on event day:

Cell number:

Amplified Sound:

*Note: There will be charges for the use of City equipment. Any amplified sound is subject to the City of Chester Noise Ordinance. Please note if you will be using amplified sound and list hours:*

Stages:

*Note: There will be charges for the use of City equipment. If you are planning on using stages, please describe dimensions or if you would like to use our stage please indicate your needs:*

If you are planning to erect tents or canopies, please describe. Tents over 90 sq feet may require an additional license:

Quantity:

Size:

Total square feet:

**Vendors and Corporate Sampling or Product Giveaways**

Will you be requesting a permit to vend food, merchandise, or product samples of any kind?

YES NO 

If so, list vendor name:

Will you be selling retail merchandise?

YES NO 

1.

2.

Are you requesting permission to provide event participants with food or merchandise giveaways?

YES NO 

3.

4.

**Disclaimer and Signature**

By signing and submitting this application, the sponsoring organization agrees to indemnify, defend and hold harmless the City of Chester and its officers, employees, and agents from and against any and all losses, costs (including, but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Event sponsor's act or omission or negligence or fault or the act or omission or negligence or fault of Event sponsor's agents, subcontractors, suppliers, employees, or servants in connection with the License.

Signature:

Date:

**PARADE LICENSE APPLICATION**

Name Organization, Association or Society:

Address of Organization, Association or Society:

**Names and Addresses of Officials or Organization Responsible for Conduct of Parade**

<b>President, Chairman or Grand Marshal:</b>	<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Secretary:</b>				
<b>Treasurer:</b>				
<b>Purpose of Parade:</b>				
<b>Location of Reviewing stand:</b>	<b>Address:</b>			
<b>Date of Parade:</b>		<b>Time:</b>	<b>Place of Formation:</b>	
<b>Parade Route:</b>				
<b>Dismissal Point:</b>		<b>Total No. of Groups:</b>		<b>Total No. of Vehicles/Floats:</b>

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Signature:

Date: