

# City of Jeannette Event Request Form

Name of Requestor: \_\_\_\_\_

Name of Entity Responsible for the Event: \_\_\_\_\_

Requestor/Entity Contact Number: \_\_\_\_\_ Date(s) of Event(s): \_\_\_\_\_

Requestor/Entity Contact Email: \_\_\_\_\_ Time of Event(s): \_\_\_\_\_

Requestor/Entity Mailing Address: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Type of Event:

Parade \_\_\_\_\_ Food Truck Event

Block Party \_\_\_\_\_ Protest/Rally

Other (Please Describe): \_\_\_\_\_

## Event Parameters:

Private Security Provided (Y/N): \_\_\_\_\_

Road Closure Required (Y/N): \_\_\_\_\_

\*\*Please note that there is a \$100.00 fee for blocking of roads for events\*\*

Electricity Use (Y/N): \_\_\_\_\_

\*\*Please note that there is a \$35.00 fee for use of the electricity, which may be increased to reflect the amount used for the event (if the amount exceeds the fee amount)\*\*

Fireworks (Y/N): \_\_\_\_\_

\*\*Please be aware that, per state law, fireworks are not permitted within 150 feet of any occupiable structure, and a Certificate of Liability Insurance will be required\*\*

The City of Jeannette encourages its organizations and citizens to organize and celebrate in the City to bring everyone together and draw more citizens to our community. To that end, this form is meant to streamline requests made to the Jeannette City Council to ensure that everyone planning events in the City is aware of all requirements for events in the City. These requirements protect the City and its assets, as well as all those participating in events in the City.

\*\*Please submit requests no later than sixty (60) days in advance of your event to ensure that the Jeannette City Council has the time necessary to review and approve your request\*\*

\*\*Please be aware that all Food Trucks will need to be inspected by the Department of Agriculture or by the City Health Inspector\*\*

## **City of Jeannette Event Request Form**

**\*\*Please be aware that all Food Trucks will need to be inspected by the Fire Chief per the International Fire Code (The entity hosting the event will be held responsible for all Food Trucks and their inspections)\*\***

**\*\*All events must be cleared with the Chief of Police and the Fire Chief for Safety\*\***

**\*\*All events will require a Certificate of Liability Insurance with the City listed under the insured\*\***

Please indicate any other details of your event and any requests from the City: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **FOR CITY USE ONLY**

Date Request Received: \_\_\_\_\_ City Clerk Signature: \_\_\_\_\_

Date Approved by Council: \_\_\_\_\_

Date Approved by Fire Chief: \_\_\_\_\_ Fire Chief Signature: \_\_\_\_\_

Date Approved by Chief of Police: \_\_\_\_\_

Chief of Police Signature: \_\_\_\_\_

Certificate of Liability Insurance Received (Y/N): \_\_\_\_\_ Date Cert. Received: \_\_\_\_\_