

Special Event Application Flow Chart

Want to host an event in the City of Allentown?

Submit a completed Special Event Application to events@allentownpa.gov

Ensure your application includes all city services requested to support the event, and submit with a site plan, covid plan, nonprofit certificate, application fee, and insurance for approval.

Once SE application is processed you will receive a confirmation email and a list of any pending items. Please review and respond in a timely manner.

Depending on city services requested, you may be required to complete additional forms and/or submit additional information based on permitting/process to coordinate city services/sub-permits. If your event is considered large scale or new you will be required to attend a committee meeting.

Make payment on final invoice.

APD

If you are requesting alcohol, security, or fire police, you will need to coordinate and make request on your application. PLCB permits, confirmations, and fees apply.

EMS

Your event will need to specify your medical plan, and if you are requesting EMS presence pay associated fees for services.

Fire

All Tents must adhere to PA1 call or have weights rather than stakes, any tents over 400 ft, Bonfires, fireworks, or open flame require a permit. Please specify open flames or grills.

Health

Health Food Permits, Grey Water, Handwashing.

Traffic

Closures, Detours, PennDOT permits, Barricades, No Parking

Streets

Closures, Detours, PennDOT permits, Barricades, No Parking

Parks

Recreational activities, Band trailer rentals, Site plans review in city parks, public greenspaces, and amenities. Deposit and COI for rentals required.

Recycling

Trash & Recycling guidance, Clear streams racks, Dumpsters.

Risk

Insurance, Risk Plans, Safety planning.

EMA

Emergency Management, Command Post, PEMA notifications. Please be sure to specify your expected attendance

Events

Coordination and communication liaison between the various departments to ensure city services, permits, and ordinances are in place and adhered to for events taking place on city owned public space. Please specify amplified sounds on your application.

Permit Issued with approved services and city ordinance/s to be adhered to during the event.