

CITY OF HAZLETON – SPECIAL EVENT REQUEST FORM

Application instructions: Please print. Complete and return one form per event no later than thirty (30) business days prior to the event to: City of Hazleton, Attn: Mayor’s Office, 40 N. Church St., Hazleton, PA 18201. If you should have any questions please call 570-459-4910.

EVENT: _____

DATE(S): _____

RAINDATE (if none, please indicate): _____

SET UP START TIME: _____

EVENT START TIME: _____

EVENT END TIME: _____

CLEAN UP END TIME: _____

LOCATION OF EVENT: _____

ORGANIZER INFORMATION

ORGANIZER CHAIRPERSON: _____

CONTACT NUMBER: _____

EMAIL: _____

STREET CLOSURE (if applicable):

AMPLIFIED SOUND? YES _____ NO _____

FOOD VENDORS? YES _____ NO _____

PROVIDE A BRIEF DESCRIPTION OF YOUR EVENT. IF THE EVENT INCLUDES A PARADE, WALK OR RUN ATTACH A DETAILED NARRATIVE AND MAP OF THE ROUTE.

ORGANIZER SIGNATURE

DATE

FOR CITY OF HAZLETON USE ONLY

APPROVED _____ DENIED _____

MAYOR'S SIGNATURE

DATE