



PARKING LOT REQUEST APPLICATION

Please submit your **\$25.00 Fee** to the Bethlehem Parking Authority **30 Days** prior to request:

Bethlehem Parking Authority
85 W North Street
Bethlehem, PA 18018

Email: info@bethpark.org

Phone: 610-865-7123

Application Submitted ____/____/____

Check Amount \$ _____

Check # _____

Date Received ____/____/____

Received By _____

Your application, non-refundable twenty five (\$25) application fee, certificate of insurance and \$500 refundable damage deposit **must be received no less than thirty (30) days prior to your event date. Please keep in mind that submitting an application, and deposit of non-refundable application fee is in no way to be construed as approval.** Your application will **not** be reviewed until your non-refundable application fee and COI are received. The Bethlehem Parking Authority will respond within ten (10) business days.

Dates of Use:

Request Type

Parking Lot: West Lehigh Parking Lot

Start: _____

Parking Only

End: _____

Event Only

Parking & Event

Applicant Information

Organization Name: _____

Applicant Name (Main Contact): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____

E-mail Address : _____

Insurance Requirements

Before approval will be issued, you will need to provide proof of the following insurance coverage:

- General Liability Insurance in the minimum amount of \$1,000,000 that names the "Bethlehem Parking Authority, City of Bethlehem, its officers and employees" as additional insured. You must provide a certificate of insurance from a licensed insurance agent or the insurer, evidencing the required coverage.
- The additional insured cannot be when required by contract.

Please Note the following additional instructions:

- Insurance coverage **must** be maintained for the duration of the event including setup and cleanup dates. The date(s) of your request **must** be stated on your insurance coverage.
- **The Certificate Holder is: Bethlehem Parking Authority 85 W North St Bethlehem PA 18018**
- If the request for lot use is for an event, applicant must have obtained all proper permitting required by the City of Bethlehem.
- A refundable damage and cleaning deposit of \$500 must be submitted with the application.

Property Damage

The Applicant and any person responsible for causing equipment or property damage to the licensed premises or BPA property or equipment are jointly liable to the BPA for its costs to repair, replace, restore or clean the property damage. The \$500 deposit will be refunded if no claim is made within 10 days of the end of the lot use.

Applicant Name (Print) _____

Organization _____

Signature _____

Date _____