



# PARKING LOT REQUEST APPLICATION

Please submit to the Bethlehem Parking Authority **30 Days** prior to request:  
Bethlehem Parking Authority  
85 W North Street  
Bethlehem, PA 18018

Email: [info@bethpark.org](mailto:info@bethpark.org)

Phone: 610-865-7123

Application Submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Check Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_

Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_

Received By \_\_\_\_\_

Your application, certificate of insurance and \$250 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. Use of the lot will be granted for events only. Parking on the lot can be paid for by using the paystation located on the lot.

Dates of Use:

Start: \_\_\_\_\_

End: \_\_\_\_\_

## 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 \$250 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 \$250 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 \_\_\_\_\_