



# Borough of Quakertown

## Event Application

CONTACT INFORMATION		
Name:	Title:	
Organization:		
Address:		
City:	State:	Zip:
Email:		Cell Phone:
Tax Exempt Organization? Yes <input type="checkbox"/> No <input type="checkbox"/>	EIN:	Phone:

EVENT					
Public Gathering <input type="checkbox"/>	Pavilion Rental <input type="checkbox"/> Electric Required Yes <input type="checkbox"/> No <input type="checkbox"/>	Amphitheater <input type="checkbox"/>	Pool Rental <input type="checkbox"/>	Other <input type="checkbox"/>	
Name of Event:					
Location of Event - Attach Map if Necessary (Required for a Walk/Run event)					
Description of Event:					
Date:	Start Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	End Time: AM <input type="checkbox"/> PM <input type="checkbox"/>			
Rain Date:	Start Time: AM <input type="checkbox"/> PM <input type="checkbox"/>	End Time: AM <input type="checkbox"/> PM <input type="checkbox"/>			
# of Participants:	# of Spectators:	Vendors: Yes <input type="checkbox"/> No <input type="checkbox"/>	Open to Public: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Fees Charged: Yes <input type="checkbox"/> No <input type="checkbox"/>	Participants \$	Spectators \$	Advertisers \$	Vendors \$	Other \$
Prizes: Yes <input type="checkbox"/> No <input type="checkbox"/> Describe:		Change in Traffic or Police Regulations: Yes <input type="checkbox"/> No <input type="checkbox"/> Street Closing <input type="checkbox"/> Parking Modifications <input type="checkbox"/> Other <input type="checkbox"/>			
Details:					
Open Container Permit Required: Yes <input type="checkbox"/> No <input type="checkbox"/>			Sign Permit Required: Yes <input type="checkbox"/> No <input type="checkbox"/>		



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AMPHITHEATER	
PA System: Yes <input type="checkbox"/> No <input type="checkbox"/>	Set Up Time: AM <input type="checkbox"/> PM <input type="checkbox"/>

POOL RENTAL		
Event Activities:		
Suitable for all ages: Yes <input type="checkbox"/> No <input type="checkbox"/>	Blue Water Café Open: Yes <input type="checkbox"/> No <input type="checkbox"/>	Half Pool – Wading Area 4’ <input type="checkbox"/> Full Pool – Wading Area 6’ <input type="checkbox"/>

SERVICES			
Description	Hours	Rate	Total
Amphitheater	Per Event/Day	\$100.00	
Pavilion Rental	Per Event/Day	Resident \$100.00 Non-Resident \$125.00	
Pavilion Electric	Per Event/Day	\$10.00	
Pool Rental	Per Event/Day	Half Pool \$350.00 Full Pool \$500.00	
Police (2 Officers-2 Hour Minimum)		\$175.00	
Public Works (2 Employees-2 Hour Minimum)		\$100.00	
Fire Police (2 Volunteers)		\$50.00	
Barricades		\$25.00	
Clean Fee - Reimbursable	Per Event/Day	\$100.00	\$100.00
		Total Due	



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### RULES & REGULATIONS

1. This application will not be considered complete without a signed copy of the Rules & Regulations and Insurance Certificate.
2. Insurance Certificate - Applicant must supply an insurance certificate with a minimum of \$1,000,000 coverage with this application.
3. Refund - If the applicant cancels this event, on the date of the event, **due to inclement weather**, the applicant will receive a refund *upon request* by a letter to Parks & Recreation Coordinator, Borough of Quakertown, 35 North Third Street, Quakertown, PA 18951 or email [rsevenski@quakertown.org](mailto:rsevenski@quakertown.org) within 30 days. Any monies not requested to be refunded will be considered a donation to the Quakertown Parks & Recreation Department. All other cancellations must be made at least 5 regular days before the event for a full refund. No refunds will be made after this time.
4. Pavilion Parking – The driving of vehicles in the park is not allowed in Memorial Park. We understand the need to load and unload your vehicle for your event. Therefore, a parking certificate will be provided to the applicant upon payment of this application. The parking certificate must be placed in the windshield of your vehicle, which will allow 20 minutes of pavilion parking (for one vehicle only) before the event and after the event. Any unauthorized vehicles are subject to a fine of \$25.
5. Clean Up - All areas used by the applicant must be cleaned up by the applicant and returned to the condition prior to the event. All trash or merchandise must be placed in the appropriate receptacle after the event. Non-compliance will result in prohibition in future events and the applicant will not be reimbursed the \$100 clean fee.
6. Damages - The organization renting the facility accepts full financial responsibility for any damages done to Borough of Quakertown property during the rental period. Unreported damages and non-accidental damages are the sole responsibility of the applicant. The fees included on this application do not in any way negate the responsibility of the applicant. The cost to repair damage(s) attributable to the event due to intentional acts, willful conduct, gross negligence, or abuse of the property will remain the responsibility of the applicant. Damage fees will be charged to the organization, including labor charges at \$50 per hour.
7. Swimming Consent (Pool Rental Only) – The applicant maintains full responsibility for the swimming abilities of all individuals participating in the above mentioned event. Any participant who has an active seizure disorder may not be permitted to swim. The applicant understands that there are risks and dangers involved in engaging in swimming/water activities, injury from diving, falling, slipping, or jumping and injury from inhaling/swallowing water which could result in infection, brain damage, or even death from drowning.
8. Open Container – Application for an **Open Container Permit** must be approved by the Code Enforcement Officer and attached to this application.
9. Signs – Per Ordinance 983, “Temporary Signs, Mobile Stands. A temporary sign may be placed on premises or on a mobile stand which is capable of being moved from one location to another. This type of sign may be used for a maximum ten-day period, three times a year. Any sign placed on a mobile stand shall require a **Sign Permit**. There must be a minimum of 30 days between ten-day periods.” No sign shall be allowed within street right-of-way lines. Application for a **Sign Permit** must be approved by the Code Enforcement Officer and attached to this application. The Borough of Quakertown shall not be responsible for promotion of any event.
10. Smoking – Smoking by any person is prohibited in all Borough of Quakertown municipal parks. It shall be unlawful for any person to carry or use a lighted pipe, cigar or cigarette in these locations. Please respect our parks and facilities, and if necessary, contain smoking to your private vehicle. Violators will be fined \$600 per incident.
11. Acknowledgment – I have read and understand the Rules and Regulations set forth by the Borough of Quakertown, and furthermore;
  - a. I understand that I will be asked to leave the premises and my fees will not be refunded if I, or my guests, are unable to follow these guidelines or any applicable Quakertown Borough Ordinances.
  - b. I understand that failure to adhere to these Rules and Regulations may result in exclusion from applications.
  - c. I understand that I will be the only individual contacted regarding this rental.
  - d. I understand that my event is in its entirety suitable for all ages.
  - e. I understand that the volume levels considered to be in excess by the Borough of Quakertown will be reduced.



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12. Hold Harmless – I agree to indemnify and hold harmless the Borough of Quakertown, and its personnel from any loss, claim, penalty, or lawsuit in any way arising from my/our operation or involvement with this event. The Borough of Quakertown is not responsible for any theft or damages that may occur during the term of this agreement.
13. Indemnify for Copyright Infringement - Applicant represents and warrants that they are knowledgeable about copyright laws of the United States as applicable to any performance, and that Performer shall not perform any copyrighted materials of others during performance without full compliance with such applicable copyright laws. In the event that Performer breaches this representation, warranty and covenant, Performer hereby agree to INDEMNIFY AND HOLD HARMLESS Borough of Quakertown and its employees, guests and agents from and against all liability, loss, damages, claims, and expenses (including attorney's fees) arising out of such breach.
14. By signing below, I am guaranteeing that I have authority to represent and bind my organization. I also certify that all information provided on this application is, to the best of my knowledge, truthful and accurate, and that my organization shall be liable for any consequential damages, including any cost of attorney's fees, resulting from misrepresentation or fraudulent information on this application or in any other written communication with the Borough of Quakertown.

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Signature

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Date

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Borough Use Only

Borough Council Approval: \_\_\_\_\_

Yes  No

Date: \_\_\_\_\_