



Quakertown Borough Special Event Application

35 N. Third Street, Quakertown, PA 18951

Phone: 267-372-7275

Email: rentals@quakertown.org

Application and General Terms and Conditions must be completed, signed, and received before availability is confirmed or reservation is processed.

- Any temporary outdoor gathering, with an expected total attendance of greater than 100 people is required to complete a Special Event Application
- Additional required documents and service fees are due 60 days prior to your scheduled event. Events booked less than 60 days prior to scheduled event, all rental fees and documents are due immediately.
- Revisions to the application must be received and approved by Parks & Recreation Department no later than 30 days prior to event.
- **Application must include full written plan for the event including timeline, site plans, list of vendors, street closures, and items you plan on renting from the Borough.**

Contact Information

Main Contact			
First Name		Last Name	
Home Address		City	State Zip Code
Primary Phone	Cell Phone	Email	
Organization Information			
Organization Name		Phone	
Address		City	State Zip Code
Email Address		Organization Website	
Tax Exempt Organization <input type="checkbox"/> Yes <input type="checkbox"/> No		EIN:	

Event Details

Event Details					Expected Daily Attendance	
Event Name:						
Event Location:						
Event Description: _____ _____ _____						
<input type="checkbox"/> Single Day Event <input type="checkbox"/> Multi-Day Event					Participants	Staff/Volunteers
Day 1	Date:	Start time:	End time:	Total hours:		
Day 2	Date:	Start time:	End time:	Total hours:		
Day 3	Date:	Start time:	End time:	Total hours:		
Day 4	Date:	Start time:	End time:	Total hours:		
Total Hours					Total Attendance	

Event Type	Check which event type: <input type="checkbox"/> Concert <input type="checkbox"/> Run/Walk <input type="checkbox"/> Parade <input type="checkbox"/> Festival/Fair <input type="checkbox"/> Other: _____	
	Is this a public event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be vendors at the event <input type="checkbox"/> Yes <input type="checkbox"/> No How many? _____
	Will you be charging for admissions into the event? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount? _____	
	Please select all methods by which this event will be advertised: <input type="checkbox"/> Social Media <input type="checkbox"/> Radio <input type="checkbox"/> Print <input type="checkbox"/> Adv. Ticket Sales <input type="checkbox"/> Park at 4th Billboard Other: _____	
	For changes in traffic and street closures, please attach appropriate plans and materials.	
	Will there be a change in traffic? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will streets need to be closed? <input type="checkbox"/> Yes <input type="checkbox"/> No

Event History	Has this event been produced before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how many years?
	Previous name of event	
	Are there changes from the previous event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Describe changes

Event Setup & Equipment	Describe the logistics and setup of your event. Attach site plans, timeline, and any additional documents:	
	Check and list all equipment you plan on setting up: <input type="checkbox"/> Generators <input type="checkbox"/> Inflatables/Bounce Toys <input type="checkbox"/> Portable Restrooms <input type="checkbox"/> Canopies/Tents # _____ # _____ # _____ Size: _____ Other: _____	

Food & Catering	Vendors and/or anyone dispensing food at an approved event must adhere to all requirements of and be licensed by the Bucks County Health Department. Food vendors must supply the event organizer with a copy of their Bucks County Food License and then made available to the Parks and Recreation Department.	
	Will you have food vendors at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	List of food vendors:	
	Will your event be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List of food caterers:		

Alcohol	The sale and consumption of alcoholic beverages is subject to additional laws, permits, regulations and higher insurance limits may be required. Additional permits may be required to serve or sell alcohol at events. The Application for an Open Container Permit can be obtained from, submitted to, and approved by the Quakertown Borough Code Enforcement Officer. Permit applications can be found on Quakertown.org.		
	Will alcohol be consumed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will minors be allowed at this event? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Who will be serving the alcohol?		
	Have you acquired an open container permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Borough Services and Equipment

Charges - Estimated			
Description	Rate	#	Total
<input type="checkbox"/> Sanitation Worker <i>(801+ attendees required to pay a sanitation worker onsite during the event to maintain trash) - minimum 2 hours</i>	\$100.00	___ hrs.	
<input type="checkbox"/> Police Officer <i>(Required for events with 500+ attendees) - minimum 2 hours</i>	\$200.00	___ officers ___ hrs.	
<input type="checkbox"/> Road Barricades	\$25.00	___ barricade	
<input type="checkbox"/> Fire Police/Crossing Guards (2)	\$50.00	___ hrs.	
<input type="checkbox"/> Portable Toilet Rental <i>(Complete Portable Toilet Contract)</i>	\$50.00/toilet		
<input type="checkbox"/> Billboard Advertising <i>(Complete Digital Advertising Contract)</i>	\$100.00 for one week leading up to event		
<input type="checkbox"/> Mobile Speed Sign <i>(Complete Mobile Speed Sign Contract)</i>	\$200.00		
Total Due:			

STAFF USE ONLY	
Date Received:	Date Approved/Denied:
Total Due:	Date Paid:

1. This application will not be considered complete without a signed copy of the General Terms and Condition.
2. **Laws and Rules:** Applicant shall not allow any lewd or illegal conduct on the premise. The applicant must comply with applicable Borough, County, State and Federal laws, regulations, and ordinances.
3. **Security:** The Borough of Quakertown has the right to require additional event security based on the type of event. All event security plans must be submitted and approved by the Borough of Quakertown 30 days prior to the special event.
4. **Changes to Contract:** Should any changes occur prior to your requested use of the facility, notify the Borough of Quakertown immediately so that changes can be made to your rental agreement. Changes may increase or reduce fee amounts. Changes must be made 30 days in advance of scheduled use.
5. **Responsibilities:** For approved events, applicants shall be responsible for the following:
 - a. Providing chairs, tables, barricades, signage, extension cords, or any other auxiliary equipment necessary for the special event.
 - b. All set-up and clean-up of the facility. All areas used by the applicant must be cleaned up and returned to the conditions prior to the event.
 - c. Paying the cost of Police, Public Works, Sanitation, Park personnel or other support deem necessary and appropriate by the Borough to ensure the safety and well being of individuals attending the event.
 - d. The cost of restoration or repair of any damaged property during the event 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.
6. **Smoking:** Per Ordinance 1232, smoking and vaping 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; or the use of an electronic cigarette in these locations. Please respect our parks and facilities, and if necessary, contain smoking to your private vehicle. Violators will be fined.
7. **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.
8. **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.
9. **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.
10. **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 agrees 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

11. 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.

Signature*

Date*

Return Application to:

Email (as attachment): rentals@quakertown.org

Or Mail: Quakertown Borough
Attn: Parks and Recreation
35 N. Third, Street
Quakertown, PA 1895