



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"/>	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 \$	Vendors \$	Prizes: Yes <input type="checkbox"/> No <input type="checkbox"/> Describe:
Police Services: Yes <input type="checkbox"/> No <input type="checkbox"/> To Be Invoiced	Public Works Services: Yes <input type="checkbox"/> No <input type="checkbox"/> To Be Invoiced	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:			



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Open Container Permit Required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Sign Permit Required: Yes <input type="checkbox"/> No <input type="checkbox"/>
AMPHITHEATER	
PA System: Yes <input type="checkbox"/> No <input type="checkbox"/>	Set Up Time: AM <input type="checkbox"/> PM <input type="checkbox"/>

DIGITAL ADVERTISING	
Advertising on Park at 4 th Digital Sign - <i>Only for events happening at the Amphitheater</i>	
Yes <input type="checkbox"/> Complete Digital Advertising Contract. Advertising fee: \$100.	No <input type="checkbox"/>

SERVICES			
Description	Hours	Rate	Total
Amphitheater – In Town	Per Event/Day	Monday – Thursday - \$75.00 Friday – Sunday - \$100.00	
Amphitheater – Out of Town	Per Event/Day	Monday – Thursday - \$100.00 Friday – Sunday - \$125.00	
Pavilion Rental – In Town	Per Event/Day	Monday – Thursday - \$75.00 Friday – Sunday - \$100.00	
Pavilion Rental – Out of Town	Per Event/Day	Monday – Thursday - \$100.00 Friday – Sunday - \$125.00	
Amphitheater/Pavilion Electric	Per Event/Day	\$10.00	
Dressing Room/Trailer Rental	Per Event/Day	\$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 for all events except for a Pavilion Rental.
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 the Borough Manager, Borough of Quakertown, 35 North Third Street, Quakertown, PA 18951 or email kdbarndt@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. Amphitheater Parking – The parking lot at the Bucks County Free Library is not part of the amphitheater parking and is prohibited for event attendees' use. It is the applicant's responsibility to ensure event attendees do not park in the Library lot. The Borough of Quakertown will provide barricades at the entrance of the Library lot. The applicant must move the barricades to block off the entrance to the library lot and remove them at the end of the event. Overflow parking should be directed to the Memorial Park parking lot.
6. 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.
7. 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.
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.



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Event Application

- 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.
13. 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.
14. 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.
15. 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

Borough Use Only

Borough Council Approval: Yes No Date: _____



BOROUGH OF QUAKERTOWN FACILITIES AND FIELDS USE POLICY

PURPOSE:

To establish a uniform policy relating to the use of various Borough-owned facilities, including but not limited to parks, athletic fields, and pavilions, hereinafter referred to as "Facilities/Fields", and to establish rules, procedures, and fees related to the use of these Facilities/Fields. The Facilities/Fields can be reserved by Borough or non-Borough residents, athletic groups/associations, corporations, associations, firms, or similar entities hereinafter referred to as "Users." Priority will be given, however, to Users residing or based in the Borough.

Borough of Quakertown Facilities/Fields must be maintained for the enjoyment and use of all residents and visitors. An effective usage policy is essential for safe and high-quality Facilities/Fields. As such, this Policy is specifically intended to prevent injury to Users of the Facilities/Fields and to prevent damage to the playing surfaces, equipment, and improvements located upon and within the Facilities/Fields. The Users using the Facilities/Fields are expected to assist the Borough by accepting and adhering to the rules, regulations, and procedures outlined in this Policy.

In addition to this Facilities and Fields Use Policy, all Users using the Facilities/Fields must abide by the Borough's applicable ordinances, including but not limited to, Chapter 16 of the Borough of Quakertown Code, entitled "Parks and Recreation". As well as, all of the requirements set forth in the Borough of Quakertown Event Application form.

I. RULES AND REGULATIONS

- A. These rules and regulations shall apply to the use of all Facilities/Fields owned by the Borough.
- B. The Borough of Quakertown Council retains the authority to amend this Policy from time to time as it deems appropriate. Upon being provided notice thereof, all Users are expected to immediately comply with any and all such changes.
- C. Borough Staff is authorized to administer such rules and regulations as are necessary to insure safe and efficient use and operation of the Facilities/Fields.
- D. Uses of the Facilities/Fields are contingent upon the Users' observance of these rules and regulations. A copy of this Policy will be attached to and made a part of the Borough of Quakertown Event Application form.
- E. Borough-sponsored programs or activities will have first priority for use of all Facilities/Fields. The Borough reserves the right to cancel any permitted activity if a Facility/Field is needed for the Borough's own use.
- F. All other Users may apply to reserve the Facilities/Fields by submitting a completed Borough Event Application form and the appropriate fee. Each request will be considered



BOROUGH OF QUAKERTOWN FACILITIES AND FIELDS USE POLICY

based on the date the complete Application is submitted and the availability of the Facilities/Fields requested to be reserved.

- G. Borough residents and businesses will take priority over persons and businesses not residing or located within the Borough if reservations are requested for the same time and Facility/Field.

II. APPLICATION CONSIDERATIONS FOR FACILITIES/FIELDS

- A. The Borough Parks and Recreation Department is authorized to administer, schedule, and approve Borough of Quakertown Event Applications received in accordance with provisions of this Policy. The Parks and Recreation Department will be the point of contact for reviewing and approving all Event Applications.
- B. Users may apply to reserve the Facilities/Fields starting one year in advance of the initial date of requested usage of such Facilities/Fields.
- C. The Parks and Recreation Department will develop schedules for all the Facilities/Fields by coordinating all Borough of Quakertown Event Applications as they are received. The Borough reserves the right to move individuals, groups, teams or leagues, or to reduce the number of fields or days assigned or length of time on particular permits at any time.
- D. All specialized equipment and materials brought onto the Facilities/Fields must be specifically mentioned on the Borough of Quakertown Event Application and approved (*i.e.*, large tent(s), large sports equipment, food vendors, etc.)

III. FEES FOR FACILITIES/FIELDS USE

- A. All fees and deposits shall be set by Borough Council in the Borough of Quakertown Fee Schedule. This Fee Schedule may be amended from time to time by resolution of Borough Council adopted at a public meeting.
- B. The applicable fees and/or deposits must be submitted with the Borough of Quakertown Event Application per the current Fee Schedule.
- C. Violation of any portion of this Policy or a submitted and approved Event Application may result in cancellation or termination of the Borough's approval of an Event Application and the associated reservation of the Facility/Field. In addition, the Use shall forfeit any or all payments, deposits, and/or fees.

IV. RESERVATION PROCESS FOR FACILITIES AND FIELDS

- A. Users who wish to reserve any of the Borough's Facilities/Fields must complete a Borough of Quakertown Event Application (available at Borough Hall or at the Borough's website at www.Quakertown.org) and submit it to the Borough, along with any required documentation (*i.e.*, fee payment, deposit payment, Certificate of Liability Insurance, etc.)



BOROUGH OF QUAKERTOWN FACILITIES AND FIELDS USE POLICY

- B. Approval to use the requested Facility/Field is not in effect until all paperwork has been received and approved by the Borough.
- C. Borough of Quakertown Event Applications must be submitted to the Borough at least sixty (60) days prior to the desired date of use. All fees, deposits, and Certificates of Liability Insurance must be submitted to the Parks and Recreation Department simultaneously with the Application. An incomplete Event Application packet shall be not accepted, reviewed, or approved. Applications submitted less than sixty (60) days in advance of the desired event date may not be approved in sufficient time to meet the Users requested start date.
- D. Users with fifty (50) or more participants which apply for use of one of the Borough's Facilities/Fields must provide a Certificate of Liability Insurance showing at least One Million Dollars (\$1,000,000) of coverage and naming the Borough as an additional insured along with a completed Borough of Quakertown Event Application.
- E. Borough of Quakertown Event Applications will be approved contingent upon the condition that all rules and regulations established by the Borough, including, but not limited to those set forth in this Policy, will be observed and followed.
- F. The Borough reserves the right of full access to all events and activities conducted upon/within any Facilities/Fields at any time in order to ensure that all policies, rules, regulations, and laws are being observed and followed.
- G. Users must sign a hold harmless agreement, as provided in the Borough of Quakertown Event Application, and assume all liability for any injury or damage arising out of its use of the Borough's Facilities/Fields, as well as all liability for damage to, or theft of, Borough property.
- H. Users making use of the Facilities/Fields are not afforded any type of insurance protection under the insurance policies of the Borough of Quakertown.
- I. Users will be responsible for reimbursing Borough of Quakertown for damaged or missing Borough items. To recover costs, the Borough may pursue all collections and legal remedies at its disposal.
- J. Approved Event Applications shall only be issued to adults 18 years of age and older.
- K. Approved Event Applications are not transferrable to another User.
- L. Users must have a copy of their issued Event Application with them during the event.
- M. The Borough may deny any application submitted or revoke any permit issued under this Policy at the Borough's sole discretion. Issuance of such a permit does not denote a property right to the User that received this permit.



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V. RULES AND REGULATIONS FOR USE OF FACILITIES AND FIELDS

- A. Users and their guests/attendees/participants must comply with all applicable federal, state, and local laws, ordinances, codes, rules and regulations while sponsoring, conducting, running, overseeing, or participating in any event or activity at, within, or upon any Facility/Field.
- B. Cancellation of scheduled games/events must be made within a time frame that could allow rebooking of the Facility/Field. If a User cancels an event/activity, on the date of the event/activity, due to inclement weather, the User will receive a refund upon sending a written request to the Borough Manager, Borough of Quakertown, 35 North Third Street, Quakertown, PA 18951 or via email to kdbarndt@quakertown.org within thirty (30) days of the date of the cancelled event/activity. 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 five (5) work days before the event/activity for a full refund. No untimely requests for refunds will be considered. If proper notification is not given, Users may be liable for any charge initially assessed for administrative costs, if applicable.
- C. Users shall assume responsibility for making appropriate announcements to all in attendance pertaining to the rules and regulations of the Borough of Quakertown, including, but not limited to, the ones set forth in this Policy and are responsible for ensure that all attendees/participants at their events fully follow and observe these rules and regulations..
- D. The Borough of Quakertown is not responsible for any lost, stolen, or damaged property of the Users or of any of the attendees/participants at an User's event or activity.
- R. Users are responsible for their own set-up and clean-up. All Facilities/Fields must be left in a clean and orderly fashion. Users shall be charged for any additional clean up fees.
- F. Any work performed on Borough property may only be performed by Borough of Quakertown employees or Borough-approved contractors. Permission to have work of any nature performed on Borough Facilities/Fields must be applied for and approved by the Director of Services for the Borough.
- G. The Borough reserves the right to prohibit or limit the use of any Facility/Field to prevent damage or excessive wear and tear to the Facility/Field and/or to give the Facility/Field time to recover from any damage or over-use.

VI. CANCELLATION OF FACILITIES AND FIELD USAGE

- A. Closure of some or all of the Facilities/Fields may occur on occasion and reasons may include, but are not limited to, field resting, maintenance (including repair, pesticide and fertilization applications), and inclement weather. The Borough reserves the right to close



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any Facility/Field at any time, for any reason, with or without advanced notice. Users can request refunds of fees and/or deposits for the closure by the Borough of a Facility/Field that they had reserved to use. Such refunds are not guaranteed and shall be given at the sole discretion of the Borough based upon the circumstances surrounding the closure.

- B. Conditions of the Facilities/Fields will be assessed by the Borough's Public Works Department and the Recreation Office, and the Borough has the final say over whether or not a Facility/Field needs to be closed and for how long such closure shall last.
- C. Users, such as groups, teams, and leagues, that reserve Facilities/Fields for multiple days, seasons, or other long periods of time may close one or more of the Facilities/Fields they have reserved to use by their guests, attendees, and/or participants. Such closures, however, cannot be enforced against other members of the public who have to right to enter upon and/or use such Facilities/Fields.

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**BOROUGH OF QUAKERTOWN
FACILITIES AND FIELDS USE POLICY**

I acknowledge that I have received, read, understand, and agree to observe, abide by, and follow the attached "Borough of Quakertown Facilities and Field Use Policy."

Sign Name:

Print Name

On behalf of: Organization/Company

Date: