

# **SPECIAL EVENT POLICY**

## **White's Road Park**

### **PURPOSE**

To encourage the enjoyment and use of the White's Road Park and to promote the public health, safety and welfare, the Borough of Lansdale (the "Borough"), through its Parks and Recreation Department, will consider applications for permits for the use of the White's Road Park Amphitheater and/or designated areas within White's Road Park by persons and legal entities ("Sponsor") for one-time special events.

### **SPECIAL EVENTS PERMIT REQUIRED**

One-time special events include, but are not limited to, information fairs or expos; trade shows; festivals that include food vendors, exhibitors, arts and crafts booths, and/or performing arts performances; wedding ceremonies; and church services ("Special Events").

Permitted Special Events sponsored by non-profit organizations are subject the same fee calculations as any other individual or organization. The use of the amphitheater band shell for all live performing arts is only permitted as a component of an approved Special Event.

Any Special Event hosted by the Borough or any commission, committee, agency or department thereof may be exempt from the conditions and regulations set forth in this Policy.

### **SPECIAL EVENTS PERMIT APPLICATION**

Sponsors must use the Borough's "Application for Facility Use" form. All components of a Special Event must be set forth in the application, including without limitation, vendors, attractions, exhibits and performing arts, and must approved in advance by the Borough of Lansdale. The Borough shall, in its sole discretion, approve or deny any application.

All Special Event permit applications are reviewed on an individual, case by case basis. The Borough requires receipt of the Special Event permit application at least ninety (90) days prior to the date requested for a Special Event. Receipt of application will be provided to the Applicant within ten (10) business days of the Borough's receipt of the Special Event Permit Application. Generally, a decision will be given to Applicant within thirty (30) days.

In the event that two (2) or more Special Event permit applications are received on the same day, preference will be given to based upon the following criteria: Sponsors having addresses physically located in the Borough; Sponsors physically located outside of the Borough but whose services provide a direct benefit to the Borough residents at large; local school districts and private schools; committees, commissions, agencies, or organizations either funded by or under the auspices of the Borough.

### **MORATORIUM ON SPECIAL EVENTS - MEMORIAL DAY TO LABOR DAY**

There is a high volume of use of White's Road Park, including its pool facilities, between Memorial Day and Labor Day. To maximize the public's enjoyment of the park and to minimize health and safety concerns increased requests for Special Events to be held between Memorial Day and Labor Day will not be considered.

Application may be made to the Parks and Recreation Committee for an exception to this moratorium. Exceptions may be granted, from time to time, on an individual, case by case basis.

## **PRIVILEGES AND RESPONSIBILITIES OF SPONSOR**

Sponsor must comply with all applicable Borough, County, State and Federal laws, regulations, and ordinances. From time to time the Borough may approve a Special Event application conditioned upon additional rules, practices, and procedures as necessary to insure the safety health and welfare of Special Event attendees and the public at large. Sponsor must comply with any and all such rules, practices and procedures.

It is the sole responsibility of sponsoring organization to provide and pay for sanitary facilities and cardboard trash receptacles needed to support the approved activity. Arrangements for providing acceptable sanitary facilities and proper trash receptacles must be made through the Parks and Recreation Department prior to holding an approved Special Event.

For approved Special Events, Sponsor shall be responsible for the following:

- ▶ Providing chairs, tables, or any other auxiliary equipment necessary for the Special Event.
- ▶ All set-up and clean-up of the facility including the off site removal of all trash generated by the Special Event.
- ▶ Paying for the cost of crossing guards, auxiliary police, police, park maintenance personnel or other support personnel as deemed necessary and appropriate by the Borough to insure the safety and well being of individuals attending the activity and the public at large.
- ▶ In the event Sponsor intends to use electricity, paying a connection fee for the use of existing electrical outlets.
- ▶ The cost of restoration or repair of any property damaged as a result of or reasonably related to the Special Event.

Food vendors and/or anyone dispensing food at an approved Special Event must adhere to all requirements of and be approved by the Montgomery County Health Department. A complete list of food vendors and proof of compliance must be provided to the Parks and Recreation Office prior to the Special Event.

The sponsoring organization must provide a Certificate of Insurance which names the Borough of Lansdale as "Additional Insured" in limits recommended by the Borough's insurance carrier/consultant. Additionally, other vendors participating in the approved activity may be required to furnish their Certificate of Insurance should it be deemed necessary by the Borough.

Alcoholic beverages are not permitted to be consumed or dispensed on Borough property at a Special Event unless approved in advance by the Borough. If approved, the sponsoring organization or use group must provide a Certificate of Insurance naming the Borough as an "Additional Insured" in limits recommended by the Borough's insurance carrier/consultant.

The sponsoring organization must identify all vehicles requiring access to the Special Event activity area within the White's Road Park. Access by indetified vehicles will be approved by the Borough subject to vehicle weight limits are at the discretion of the Borough.

## **INCLEMENT WEATHER; WET SITE CONDITIONS**

The Borough of Lansdale may, in its sole discretion, cancel any approved Special Event due to inclement or threatening weather and/or wet site conditions.

In the event that site conditions preclude the use of the amphitheater area for the approved activity on the scheduled date Sponsor may, in advance, request a rain date or consultation with the Parks and Recreation Department select an alternate location within White's Road Park for the staging of the Special Event.

### **CHARGING OF ADMISSIONS FEES**

The charging of admission fees to a Special Event is prohibited.

### **PERMIT FEES AND OTHER CHARGES**

Sponsor must pay the permit fees and, if applicable, other charges set forth in the Fee Schedule Attached hereto as Schedule "A". Applicable permit fees shall be due within five (5) business days of applicant's receipt of Borough approval.

If a reciprocal facility use agreement is in place between Sponsor and the Borough, the fees may be reduced or waived at the sole discretion of the Borough.

### **SECURITY DEPOSIT**

A security deposit in the amount equal to the rental fee is required for each Special Event. The security deposit must be made out to the Borough on a check separate from the rental fee. Said security deposit shall be due within five (5) business days of applicant's receipt of Borough approval.

### **RAIN DATE**

Sponsor may reserve the facility for an alternate date ("Rain Date") for a fee. The fee for reserving a Rain Date is fifty percent (50%) of the applicable permit fee. The Rain Date reservation fee is non-refundable. An additional security deposit for the Rain Date is not required.

### **REFUND POLICY**

A refund of 75% of the rental fee shall be authorized for any cancellation received by the Borough, not less than ten (10) working days prior to rental date. Cancellations less than ten (10) working days prior to rental date will result in the entire rental fee being forfeited. The security deposit will be returned in full in both cases.

Any special exceptions, circumstances, or conditions are subject to discussion and/or approval by the Borough and must be submitted in writing.

## SCHEDULE A

<b>FOR SPECIAL EVENTS OPEN TO THE GENERAL PUBLIC</b>			
<b>FOUR HOUR TIME SLOT</b>			
	LOCATED IN LANSDALE BOROUGH	LOCATED OUTSIDE OF LANSDALE BOROUGH	PER EXTRA HOUR
Business Organization Civic Group	\$400	\$600	\$100
<b>TWO HOUR TIME SLOT</b>			
	LOCATED IN LANSDALE BOROUGH	LOCATED OUTSIDE OF LANSDALE BOROUGH	PER EXTRA HOUR
Business Organization Civic Group	\$225	\$325	NA
<b>ONE HOUR TIME SLOT</b>			
	LOCATED IN LANSDALE BOROUGH	LOCATED OUTSIDE OF LANSDALE BOROUGH	PER EXTRA HOUR
BUSINESS ORGANIZATION CIVIC GROUP	\$150	\$175	NA
<b>WEDDING CEREMONIES AND CHURCH SERVICES (TWO HOUR)</b>			
	LOCATED IN LANSDALE BOROUGH	LOCATED OUTSIDE OF LANSDALE BOROUGH	PER EXTRA HOUR
	\$75	\$125	NA

## PERMIT FEES FOR USE OF WHITE'S ROAD PARK

<b>FOR EXCLUSIVE USE BY SPONSOR</b>			
<b>FOUR HOUR TIME SLOT</b>			
BUSINESS ORGANIZATION CIVIC GROUP	LOCATED IN LANSDALE BOROUGH	LOCATED OUTSIDE OF LANSDALE BOROUGH	PER EXTRA HOUR
0-75 people	\$200	\$300	\$60
75+ people	\$300	\$450	\$100
<b>TWO HOUR TIME SLOT</b>			
BUSINESS ORGANIZATION CIVIC GROUP	LOCATED IN LANSDALE BOROUGH	LOCATED OUTSIDE OF LANSDALE BOROUGH	PER EXTRA HOUR
0-75 people	\$125	\$175	NA
75+ people	\$175	\$250	NA
<b>ONE HOUR TIME SLOT</b>			
BUSINESS ORGANIZATION CIVIC GROUP	LOCATED IN LANSDALE BOROUGH	LOCATED OUTSIDE OF LANSDALE BOROUGH	PER EXTRA HOUR
0-75 people	\$90	\$115	NA
75+ people	\$115	\$140	NA

### **ADDITIONAL FEES AND CHARGES WHICH MAY APPLY**

Electrical Connection Fee – Existing Outlets	\$25.00
Additional Electric Drop	\$69.00 plus meter reading
Park Personnel (Evenings & Saturdays)	\$45.00/hour per individual
Park Personnel (Sundays & Holidays)	\$58.00/hour per individual
Crossing Guard	\$22.00/hour
Police Officer	\$70.00/hour

# SPECIAL EVENT PERMIT APPLICATION WHITE'S ROAD PARK

<b>ORGANIZATION NAME:</b>
<b>ORGANIZATION'S LOCATION (No P.O. Boxes):</b>
<b>CONTACT INFORMATION:</b> Name: _____ Affiliation w/Organization: _____ Address: _____ (HOME) _____ (WORK) _____ (CELL) _____ (EMAIL) _____
<b>ORGANIZATION'S WEB SITE:</b>
<b>PURPOSE OF EVENT:</b>
<b>OPEN TO THE PUBLIC:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>EVENT DATE:</b> _____ <b>*TIME</b> _____ <sup>AM</sup> / <sub>PM</sub> <b>TO</b> _____ <sup>AM</sup> / <sub>PM</sub>
<b>RAIN DATE(IF DESIRED) :</b> _____ <b>*TIME</b> _____ <sup>AM</sup> / <sub>PM</sub> <b>TO</b> _____ <sup>AM</sup> / <sub>PM</sub>
<b>ESTIMATED ATTENDANCE:</b> _____
<b>*TIME MUST INCLUDE SET-UP AND TEAR-DOWN</b>

**PLEASE FURNISH THE FOLLOWING INFORMATION (check all that apply):**

\_\_\_\_ 1. Use of existing electricity (for what purpose) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 2. Use of tents/canopies

\_\_\_\_ 3. Entertainment – List all below  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 4. Activities – Provide detailed list of planned activities:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ 5. Food -  Vendors  Catering

\_\_\_\_ 6. Vehicle Access to Special Event Area – Provide detailed list:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I have read and fully understand all the information contained in the Special Event Policy for the use of White’s Road Park. Further, I certify that all information I have provided in the permit application is accurate and true.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>OFFICIAL USE ONLY</b>	
<input type="checkbox"/> Acknowledgement Sent - _____	
<input type="checkbox"/> Approved: _____	Letter Sent _____
<input type="checkbox"/> Denied : _____	Letter Sent _____