

## Pavilion/Park/Regional Parks & Events Policy

- 1) Written requests must be received by the Borough Office at least 60 days prior to the requested event. Requests must contain contact person name, affiliation and or cause if any, street address, phone number (s) and e-mail address.
- 2) Public Property Chair, Pool Manager and any other Council member can recommend an approval for use of the Park, a regional park, Council Chambers, streets in the downtown, the Circle, Veterans Memorial Square, a baseball field, the West End Walking Trails or any of our playgrounds.
- 3) Contact person must provide the Borough with "Proof of Insurance" naming the Borough of Nazareth as additional insured in the amount of \$1 million minimum. This "Proof of Insurance" must be received by the Borough Secretary at least 30 days prior to the event so that Council can nullify an approval by formal motion if insurance proof is not provided.
- 4) Forty five (45) days prior to the event date, contact person must provide our Chief of Police with a list of vendors so that background checks can be performed and the purchase of needed permits can be insured. Vendors who do not pass "background checks" or purchase permits will be prohibited from participation.
- 5) Outside vendors will prominently display Borough Permits so that enforcement can occur,
- 6) Contact person, following approval, will specify any and all services needed...electricity, waste disposal, bathrooms, porta potties.
- 7) Contact person will contact Chief of Police Randall Miller about logistics of the event which require police presence, traffic control and possible street closures.
- 8) A refundable "Good Faith" deposit of \$100 to cover damage, cleanup, electric use, bathroom tissues etc.....must be received 45 days prior to the event
- 9) Contact person understands that all cleanup is the responsibility of those associated with the event and forfeiture of the deposit will occur if cleanup is unacceptable
- 10) After a "signed" contract and deposit have been received, the Secretary/Treasurer insures that all obligations have been met and advises Public Property Chair to contact the "requestor" and issue the approval.