

East Manchester Township RECREATION EVENT ON TOWNSHIP PROPERTY APPLICATION

*** NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED.**

Application Date: _____

Person in charge of event: _____

Association or Group Name (if any): _____

Telephone #: _____ **Email** _____

Address: _____

TOWNSHIP PROPERTY LOCATION (check one)

_____ Saginaw Park (Intersection of York St and Market St, Mount Wolf, PA 17347)

_____ Dauberton Park (300 S. Poplar Court, Manchester, PA 17345)

_____ Brunner Island Soccer Field (1400 Wago Rd.) (must be soccer related)

Event Details

Date(s) of Event _____

Times of Event _____ to _____

Yard Sales –

How Many Stands will be involved? _____

Type of Event:

Community Yard Sale _____

Or

Soccer Tournament and the like (bigger than normal game)

*Note: Provide Certificate of Insurance for Organization naming East Manchester Township and Talen Energy as additional insured for the event.

Or

Other _____

What is needed from the Township (your organization is responsible for all costs incurred and may need to provide escrow)

_____ Roadblocks (No charge, complimentary)

_____ Dumpster (charge will apply to tournaments)

_____ Jiffy Johns (charge will apply and is likely we will have 4 placed as to not need pumped on the weekend)

**Board of Supervisor Approval (submission deadline is Monday, the week before the board meeting by noon)
OFFICE USE ONLY**

_____ BOS Meeting Date (Second Tuesday of the Month at 6pm) _____ Approved?

_____ Escrow Required? _____ Check No. _____ Date Received

Conditions, donation, or waived items:

The applicant hereby makes request for a permit under all applicable Codes of the Township of East Manchester and hereby certifies, under the penalties of perjury, that all facts set forth above are true and correct.

Applicant Signature

REC EVENTS ON TWP PROPERTY

PROCEDURE

1. Place request on BOS Agenda with all relevant details so the board can decide.

- a. Fill out application and attached any additional information.
- b. BOS meetings are the second Tuesday of each month at 6pm
- c. The deadline for submission is Monday, a week before the BOS meeting by noon.

2. Community Yard Sales

- a. Submit a permit from the Twp which will be no charge by the above deadline.
- b. Attend BOS meeting.
- c. If approved at BOS meeting:
 - i. No one shall set up over a ball diamond depending on the park location.
 - ii. Everyone is responsible for their own trash and not leaving their items behind
 - iii. Dates of the yard sale
 - iv. Yard sale start and end time as to not interfere with school buses on a school day, etc.
 - v. Does Township plan to block off a road? Example for Saginaw: We will plan to partially block off York St. for additional parking and safety reasons.
 - vi. How many stands will be a part of the community yard sale?

3. Soccer Games on Brunner Island Fields

- a. Submit a permit from the Twp which will be no charge by the above deadline.
- b. Attend BOS meeting.
- c. Staff to recommend to the BOS an escrow to cover misc. costs such as dumpsters and jiffy johns. \$700.00 escrow.
 - i. The Township must schedule the waste hauler with the contract because it's our contract and leased land.
 - ii. The Township will schedule additional jiffy johns so that pumping does not need to be done during the weekend event. Recommends 4 jiffy johns.
- d. Organization is responsible for paying any costs that exceeds the \$700.00 escrow within 30 days after the event.
- e. The organization is responsible for providing garbage cans and cleaning up after the event.
- f. Insurance Certificate from Soccer Association, naming East Manchester Twp and Talen Energy as additional insured prior to the start of the event.

4. Exemptions

- a. Movie Night
- b. Kickball and other neighborhood sports that are not an organization.
- c. Any event that does not involve sales. (Food Trucks need soliciting permits and approval).
- d. Crafts
- e. Neighborhood ice cream events
- f. Birthday parties, baby showers and the like.