

RESOLUTION NO. 2011-01R

A RESOLUTION OF THE COUNCIL OF THE BOROUGH OF NEW HOPE, COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA, ESTABLISHING A COMMUNITY ROOM FACILITY USE POLICY

WHEREAS, the Borough of New Hope, Bucks County, PA owns and operates Borough Hall, which houses a community room that is available for special events and similar activities; and

WHEREAS, Council wishes to establish uniform guidelines and policies for the use of said community room.

NOW, THEREFORE, BE IT RESOLVED and it is hereby resolved by authority of the Council of the Borough of New Hope as follows.

Section 1. That the *New Hope Borough Community Room Guidelines and Policies* attached hereto as Exhibit A is hereby approved by Council.

Section 2. That the *Community Room Fee Schedule* attached hereto as Exhibit B is hereby approved by Council.

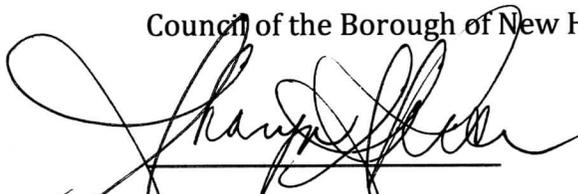
Section . That the Borough staff is hereby authorized to implement and enforce the approved *New Hope Borough Community Room Guidelines and Policies* and *Community Room Fee Schedule* in a fair and impartial manner.

RESOLVED AND ADOPTED this 18th day of January 2011.

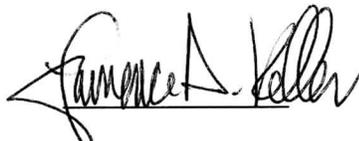
Attest:

Council of the Borough of New Hope


Secretary


President

Approved by the Mayor this 18th day of JANUARY 2011.


Mayor

APPENDIX A

New Hope Borough Community Room Guidelines and Policies



January 2010

Welcome!

New Hope Borough Hall, located at 125 New Street, has a community room available for special events and similar activities. The community room is bright and comfortable and is located on the first floor of Borough Hall for easy access.

Guiding Principles

Use of the community room is guided by several fundamental principles. The room is available for special events and similar activities that:

Support our civic purpose

These events and activities facilitate Borough Council, local government advisory boards, and Borough departments in carrying out their missions and value the common good and public interest above individual interests.

Examples: Borough board and commission meetings, Borough department meetings or sponsored events, Borough Council meetings, and other governmental agency meetings.

Support public dialogue

These events and activities engage citizens in discussions about topics and issues affecting them, especially governmental programs and initiatives. This gives citizens an opportunity to listen to other views and enlarge or possibly change their own point of view.

Examples: public meetings and hearings, workshops, advisory groups, and development project open houses.

Support community programs

These events and activities provide a forum for citizens to connect to each other and the New Hope community and support publicly accessible programs that provide a benefit to our local community.

Examples: neighborhood association meetings, community group meetings, and local non-profit events.

Support New Hope's economic development / vitality

These events and activities substantially contribute to making New Hope's economy strong, stable, and sustainable.

Examples: economic development/revitalization functions, and partnerships with the Chamber of Commerce and other local business groups.

Support New Hope's Artistic, Cultural and Historic Heritage

These events and activities promote the artistic, cultural and historic resources of the community.

Examples: plays, cinema, art shows, musical presentations, etc.

User Priority

The community room is an important resource for Borough government as well as the community. Activities and events that are directly related to the Borough's core business (i.e., other government agencies, regional activities) or that contribute to the livability, health, artistic, cultural or economic vitality of the New Hope community are also a priority.

To help us equitably address demand for the community room without compromising the Borough's ability to conduct its business and deliver services, we have established categories of users and determined their position in relation to the Borough's civic purpose.

1. New Hope Borough
Borough Council, advisory boards and Borough departments must have the opportunity to carry out their missions, conduct their business and provide public services.
2. Regional and Other Governmental Entities
These organizations support the Borough's core business and civic purposes and keep us engaged with our county, regional and state communities.
3. Community Programs
After Borough business needs have been met, the community room becomes an important resource for the New Hope community including, but not limited to, neighborhood and community associations, civic organizations and local non-profits whose purposes are of a civic, educational, social, cultural, artistic, recreational, religious or charitable nature.
4. Other
The community room is available to other groups if the use is supported by our "guiding principles." We evaluate these on a case-by-case basis. It is not our practice to make space available for private events since these generally serve the interests of select groups or individuals and enjoy reasonable access to non-governmental venues.

Availability

We have established availability guidelines to ensure use of the community room does not diminish the Borough's ability to deliver services to the public and to provide equal access to users.

The community room is generally available Monday through Thursday, 5:00–10:00 p.m., Friday 5:00-11:00 p.m., and Saturdays and Sundays, Noon-11:00 p.m. for approved special events and activities only.

The community room may also be available during normal Borough Hall business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday. During Borough Hall's normal business hours, we may reserve the community room and visitor parking from time-to-time so that we can conduct Borough business (including the business of other governmental agencies).

- Limitations on recurring meetings.
Recurring bookings lock up space indefinitely, making it unavailable to others, and inhibit our ability to use space for Borough business. Recurring bookings are not allowed.

- Facilities may not be reserved more than 60 days in advance.
This allows more equal access to facilities for all users and gives us the opportunity and flexibility to accommodate Borough business needs. This rule does not apply to special events.
- Facilities are available on an “as is” basis.
Our facilities are available in their standard configurations and without support or other assistance from our staff.
- Applicants must be 21 years of age or older.
The applicant must be present throughout the entire use of the community room. The person signing the “Community Room Request Form” is considered to be the responsible party in case of damage, theft, or disturbance during facility use. All minors must have adult supervision.
- The community room is not available all of the time.
The community room may be taken out of service temporarily so we can complete maintenance, custodial, and other work.

Special Events

Some uses of the community room require significant coordination and have broader impacts to Borough Hall facilities than more straightforward uses, such as meetings. We consider special events to be activities that require significant coordination and advance planning and that typically have 50+ attendees and/or include any of the following:

- Entertainment
- Catering
- Major space setup or reconfiguration
- Deliveries to Borough Hall (including rented equipment)
- Significant impacts on adjacent parking spaces and visitor parking

Fees

The community room is available in its standard configuration at the applicable service fee rate. The service fee and cleaning/damage deposit, if applicable, is due at the time of booking. Visit our website at <http://www.newhopeborough.org> for service fee information or contact our staff at 215 862 3347 to determine applicable fees. In some circumstances, we may impose a fee to pay for onsite security in an amount to be determined by the Chief of Police. When a security fee applies, the fee is due at the time of booking.

See “Cancellations” for information about fee refunds.

Damage Deposits

We reserve the right to collect, waive, or increase a damage deposit if we deem it necessary based on the scope, day, and type of activity.

Damage deposits are 100% refundable and will be refunded within 30 days of the event provided the following conditions are met:

1. The space is left in a clean, sanitary and orderly manner.
2. The space is left in its standard configuration with respect to tables, chairs, etc.
3. Use of the facility does not exceed the scheduled time.
4. Additional Borough staff time is not required as a result of the use of the facility.
5. All furniture/equipment is accounted for and undamaged.
6. All rules and procedures governing alcohol consumption are met.
7. All rules and procedures governing smoking are met.
8. All rules and procedures governing New Hope facility use are met.

If the above conditions are not met to the satisfaction of Borough staff, the damage deposit will not be refunded. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, the applicant will be billed for the additional costs. Janitorial service will be billed according to the current hourly rate paid by the Borough and repairs will be billed for the full replacement cost incurred.

Setup & Takedown for Events

The community room is set in a standard configuration. Alternate space setups are limited by Fire and Building codes associated with maximum occupancies and ingress / egress routes. If we have not pre-approved another arrangement, we require the space remain in its standard configuration, that you do not reconfigure the room, and that you do not borrow furnishings from other rooms. The Borough will not be liable for any personal injuries, damage to personal property, or damage to the facility and its furnishings resulting from your setup and takedown activities and will hold you responsible for associated damages.

Maximum Occupancy

The community room has an established maximum occupancy. Fire and Building codes prevent us from allowing users to exceed that occupancy. Exceeding the established occupancy for the space puts your event at risk of being terminated. Note: Occupancies change according to space setup.

Deliveries & Storage

You must arrange for deliveries to occur during your reservation period and you must be available on-site to receive them. Our staff is not authorized to receive and sign for your deliveries and due to space and security concerns, they cannot store items for your event.

If you plan to have items delivered, discuss the details with our staff at least 14 days prior to your event. Consult with us regarding designated delivery areas and access considerations.

Parking

Metered parking is available on-site in our parking lot on a first-come, first-served basis. We cannot guarantee that sufficient parking will be available for your meeting or event. Your community room reservation does not include free, guaranteed or reserved parking. There are several commercially operated parking lots in the area if you require additional parking.

Food & Beverages

We must be notified in advance if you intend to have food and/or beverages at your activity or event. Banquet events are not allowed; however, limited food and beverages may be served in

connection with an event or activity, as approved in advance by the Borough. We do not have kitchen facilities available so food must be prepared off-site.

Catering

We allow you to use the caterer of your choice. Caterers are responsible for cleaning any areas used prior to departure and for removing food and foodservice equipment. We will bill for cleaning services, if necessary in our judgment. The following requirements apply to catered events:

1. A completed "Catering Form" must be submitted to us a minimum of 14 days prior to the event date.
2. A certificate of insurance from the caterer naming the Borough of New Hope as an additional insured with \$1 million General Liability Coverage, plus a fully executed hold harmless and indemnification agreement using the Borough's standard form, must be submitted to us a minimum of 14 days prior to the event date. If the caterer is serving alcohol, Liquor Liability must be included in the certificate of insurance.

Alcohol Activity Review and Approval Process

Depending on the event, alcohol may be allowed in the community room. All requests to serve alcohol must be approved in advance by us. We reserve the right to refuse any request to serve alcohol. If you receive approval from us to serve or sell alcohol at your event, be advised of the following requirements:

1. Alcohol service is limited to beer, wine, and champagne packaged in bottles. Hard liquor and beer kegs are not allowed. Alcohol must be served in the area designated by our staff.
2. The entity must provide a certificate of insurance naming the Borough of New Hope as an additional insured with \$1 million General Liability Coverage including liquor liability insurance, plus a fully executed hold harmless and indemnification agreement using the Borough's standard form. Event guests are not permitted to bring their own alcohol.
3. You are responsible for the conduct and behavior of your drinking guests. Under age drinking (under 21 years of age) is strictly prohibited.
4. Alcohol service must stop a minimum of 1 hour prior to the designated end time of your event as specified on your "Community Room Request Form."
5. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures will result in a police citation, immediate shut down of your event, forfeiture of your deposit, and/or additional fees and penalties.
6. Alcohol service must comply with all requirements of the Pennsylvania Liquor Control Board. The Board's web site is:
http://www.lcb.state.pa.us/portal/server.pt/community/pennsylvania_liquor_control_board/17476

Rented Equipment

We must be notified in advance if you intend to bring equipment into our facilities. If a rental company will be providing and delivering furnishings and/or equipment for your event, we require they provide a certificate of insurance naming the Borough of New Hope as an additional insured with \$1 million General Liability Coverage. The certificate must be submitted to us a minimum of 7 days prior to the event date.

Lighting

The community room is well lit and has windows. Windows in the community room may not be covered, even temporarily.

The only lighting that we permit you to turn on/off is lighting that is controlled by an external, publicly accessible light switch. All other lighting is to remain on/off as programmed and emergency lighting is to remain intact and undisturbed.

Decorations / Presentation Materials

You may bring freestanding decorations and presentation materials into the community room and are responsible for removing them at the conclusion of your event.

A minimum of 7 days prior to your event, discuss with our staff what you intend to bring to the facility. You must receive approval in advance. Please note the following:

1. The use of staples, pushpins, nails, tacks, duct or masking tape is prohibited when affixing decorations and materials to walls and furnishings. Signage, notices, and decorations are not to be placed on doors, windows, on top of existing signage, or on common area walls/corridors.
2. Hanging decorations and materials from light fixtures, in-room equipment, windows, railings, and ceilings is not allowed. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.
3. Hanging projection screens, lighting, or other equipment from doors and windows is not allowed. Standalone projection screens and lighting, decorations, and other furnishings and equipment cannot block doors, stairs, entrances, or exits.
4. Fog/smoke machines, pottery kilns, uncontained candles (see "Flammable Materials"), dance wax, incense, etc. are not allowed. Additionally, dry ice, rice, birdseed, glitter products, confetti, and other similar materials are not allowed.

Floor

Please note the following:

1. Furnishings and equipment must be lifted and carried across the floor when moved.
2. All equipment and furnishings must be transported across the floor on rubber wheeled carts.
3. Some heavy equipment and furnishings (such as pianos) can damage the floor and are not allowed.

4. Stages, large podiums, etc. must be placed on masonite boards to protect the floor.
5. Activities involving sharp objects, paint, or other substances that could be potentially damaging to the floor are not allowed. No tape of any type may be used to adhere objects to the floor.

Signage

Discuss your signage needs with our staff. We don't allow signs to be attached to doors, walls, windows, on top of existing signs, or structures and require that you not tamper with existing signage, including freestanding pedestal signage.

Flammable Materials

The use of flammable materials is regulated by the Fire Code and the Fire Marshal. In compliance with the Fire Code, flaming food is not permitted at indoor facilities. Fuel canisters for warming food and votive or tealight candles that are completely self-contained in a flame resistant holder that will not tip over are allowed (you shall provide a fire extinguisher if using these items). Additionally, fireworks cannot be used at our facility.

Smoking

New Hope indoor facilities are smoke and tobacco free. If you or your guests wish to smoke, please make sure all smoking takes place at least 25 feet away from building entrances/exits and windows/vents that open to the inside of the building. The Borough reserves the right to enforce state law, and in its sole discretion may call the police, terminate your event, or take other steps to ensure compliance with the law. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and failure to do so may result in a deduction from your damage deposit and you may be denied future use of the facility.

Animals

We do not permit animals (mammals, insects, birds, reptiles, fish, etc.) on the premises unless they are service animals serving the needs of those with disabilities.

Selling Items

If you plan to sell items at your event, you are required to obtain prior approval from us. A Business Privilege Tax license may also be required. We reserve the right to deny the sale of items we deem to be a public nuisance or potentially damaging to our facilities.

Technology & Other Equipment

We do not have personal computers or other electronic equipment available for your use. You are responsible to provide your own equipment and for your own setup and troubleshooting any issues. You are also responsible for any damage caused to our facilities and will be charged for repairs and/or replacement if necessary.

Prohibited Activities

Gambling and/or other conduct detrimental to the public interest is not permitted in or on any Borough building and/or grounds.

In addition, the use of the community room is subject to a deed restriction mandated by the Archdiocese of Philadelphia at the time of the sale of the property to the Borough. A copy of the deed restriction is available at 123 New Street.

Borough Codes & Ordinances

All New Hope Borough Codes & Ordinances are in effect and enforced at all Borough facilities. There are regulations governing sound and noise levels, animals, parking, vehicle access, etc.

The Borough of New Hope reserves the right to terminate your event if Borough staff, in good faith, perceive that you or your guests pose a risk to the safety of persons or property on the premises, that you are not complying with our facility use guidelines, or that you or your guests are violating local, state, or federal laws. Upon verbal notice from Borough staff, security, or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee and may be denied future use of the facility.

Reservations

Checking availability and requesting a reservation for the community room is easy. Contact us with questions at 215 862 3347.

1. **Obtain the application.**

The "Community Room Request" and "Catering" application forms are available on our website at <http://www.newhopeborough.org>.

2. **Complete the application.**

Complete the "Community Room Request" form and submit it to us. Once we receive your form, we will check availability and contact you. Your reservation cannot be finalized until we receive this form. If you will have catering, also complete and submit a "Catering" form.

Your signature on the "Community Room Request Form" acknowledges you have read and accept our usage terms and guidelines.

3. **Submit the paperwork.**

Fax to 215 862 8022

Mail to:

New Hope Borough
123 New Street
New Hope, PA 18938

4. **Finalize your reservation.**

Once we receive your completed "Community Room Request" form, the Borough Manager will review your application for appropriateness and compliance with these guidelines and policies, then refer the application to the Council President and the Council's Community Affairs Committee, who will make the final decision. We will contact you within seven business days to confirm acceptance and

availability, review any special requests, determine applicable charges, and finalize your reservation.

About Reservations

We do not reserve space or check availability without a completed and signed "Community Room Request" form. We also may deny requests that are submitted to us with insufficient lead time to allow us to schedule and coordinate the activities required to complete the booking.

Users of our facilities who do not respect our usage guidelines may be prevented from reserving space in the future.

Cancellations

All reservation cancellations must be made in writing (email is acceptable) a minimum of 5 days prior to your event (special events must be cancelled a minimum of 14 days in advance). If you do not cancel in advance, please note:

- We will refund 50% of the facility service fee paid unless it is a same day cancellation. If it is a same day cancellation, the fee will not be refunded.
- If a security fee was paid, it is non-refundable.
- If a damage deposit has been assessed, it will be refunded in full as long as the reservation is cancelled prior to your meeting or event date.
- You may be denied future use of the facility.

The Borough, acting in good faith, may cancel your meeting or event in circumstances where the space you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, significant weather events, power outages, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, the Borough is under no obligation to refund your facility rental fee, service fee, or any of your deposits, but it may do so at its sole discretion. The Borough reserves the right to cancel your meeting or event if it becomes necessary for the Borough to use the space for governmental purposes. The Borough will attempt to give you reasonable notice of the cancellation.

Time & Date Changes

Event time and/or date change requests are accepted in writing (email is acceptable) a minimum of 5 days prior (14 days for special events) to the event. Approval of the change request is subject to facility and staffing availability. If fees apply, they must be paid in full at the time the change is made.

Prior to Event / Day of Event / Conclusion

For larger events, we require that you meet with our staff prior to your event. At that time you will receive a facility orientation and answers to all of your event related questions. Our staff will contact you to arrange a meeting. Our staff can be contacted at 215 862 3347.

A key to the community room will be furnished in advance on the day of the event. This does not

imply authorization to enter the building before your scheduled event as the facility is often reserved for use by others. This is merely offered for your convenience. Do not enter the facility on a day other than your reserved day or days without prior authorization from the Borough staff. The key must be returned to the Borough Office on the next business day following your event.

On the day of your event, the facility will be available to you at the time specified on your "Community Room Request" form. We require that you not arrive to or enter the facility until your designated reservation time and that you depart when scheduled.

At the conclusion of your event, you are required to remove all trash and your belongings and event related materials. The facility, including restrooms, must be left in a clean and sanitary condition. You are responsible for securing the entire building when the event is over and for turning off lights, closing windows and locking the building at the conclusion of the event.

If additional cleaning and/or Borough staff time is required as the result of your use of the facility, you will be charged at the prevailing hourly rate and may be denied future use of the facility.

APPENDIX B

COMMUNITY ROOM FEE SCHEDULE

Section 1. Civic and Community Activities. A Service Fee of \$100.00 per activity shall be charged for use of the community room by any community or non-profit organization based in New Hope Borough. If beverages and/or food are to be served at the event, the applicant shall pay a refundable cleaning/damage deposit of \$250.00 to guarantee that the community room is restored to its original condition immediately following the conclusion of the activity. The cost of any cleaning or repairs required by the Borough will be charged to the applicant.

Section 2. Community Special Events. A Service Fee of \$100.00 per Special Event shall be charged for use of the community room by any community or non-profit organization based in New Hope Borough. If beverages and/or food are to be served at the event, the applicant shall pay a refundable cleaning/damage deposit of \$250.00 to guarantee that the community room is restored to its original condition immediately following the conclusion of the event. The cost of any cleaning or repairs required by the Borough will be charged to the applicant.

Section 3. Other Activities and Events. The community room is available to other groups if the use is supported by the guiding principles stated in the “New Hope Borough Community Room Guidelines and Policies” document. Council will evaluate these proposed uses on a case-by-case basis. It is not the Borough’s practice to make the community room available for private events, since these generally serve the interests of select groups or individuals and enjoy reasonable access to non-governmental venues. If beverages and/or food are to be served at the event, the applicant shall pay a refundable cleaning/damage deposit to guarantee that the community room is restored to its original condition immediately following the conclusion of the event. The cost of any cleaning or repairs required by the Borough will be charged to the applicant.

Service Fee: \$300.00

Cleaning/Damage Deposit: \$500.00

Section 4. Additional Charges. An individual or organization whose activity or event necessitates a change in the standard seating or table configuration used by the Borough for public meetings will be required to reimburse the Borough at the rate of \$50.00 per hour for any work performed by the Department of Public Works. An estimate of any additional charges will be provided at the time of payment of the service fee and must be paid at that time. Any portion of the additional charge that is not used will be refunded within 30 days following the activity or event date. If the additional charge fails to reimburse the Borough for the full cost of the work, the applicant will be invoiced for the difference or the Borough will deduct the additional expense from the applicant’s cleaning/damage deposit, if applicable. The Borough will not set up or remove an applicant’s furnishings, materials or equipment.

New Hope Borough

Community Room - Liability Waiver and Insurance Provisions

In consideration for being permitted use and/or occupancy of New Hope Borough's community room, Applicant agrees to the following:

Indemnification

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless New Hope Borough, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of New Hope Borough.

Waiver of Subrogation

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against New Hope Borough and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of New Hope Borough or arising out of Applicant's operations on, at or adjacent to any premises of New Hope Borough. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of New Hope Borough and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the New Hope Borough.

Insurance Requirements

Compliance with the terms of this section is (select one): Required Waived

1. The Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of New Hope Borough premises commercial general liability insurance or its equivalent with minimum limits of:
 - \$1,000,000 each occurrence;
 - \$1,000,000 personal and advertising injury;
 - \$2,000,000 general aggregate; and
 - \$1,000,000 products/completed operations aggregate.

2. This commercial general liability insurance or its equivalent shall include coverage for all of the following:
 - a. Liability arising from premises and operations;
 - b. Liability arising from products and completed operations;
 - c. Contractual liability including protection for the Applicant from bodily injury and property damage claims arising out of liability assumed under this agreement;
 - d. Liability arising from the explosion, collapse, or underground (XCU) hazards;
 - e. Liability arising from athletic or sports participation; and
 - f. Liability arising from bodily injury to spectators.

3. New Hope Borough and the New Hope Borough's elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insureds on this commercial general liability insurance policy as respects Applicant's use or occupancy of the premises of the New Hope Borough. Use of ISO form CG 2026, Additional Insured – Designated Person or Organization, or its equivalent is required.

Agreed to by:

Name of Applicant (Print) _____

Signature of Applicant _____

Date _____

Description of Activity or Event _____

Date(s) of Activity or Event _____

BOROUGH OF NEW HOPE
123 NEW STREET
NEW HOPE, PA 18938
215 862 3347; Fax 215 862 8022

NEW HOPE BOROUGH
COMMUNITY ROOM REQUEST FORM

EVENT DATE:

CONTACT INFORMATION

PRIMARY CONTACT: _____ **PHONE:** _____
This is the person held primarily responsible for providing to the Borough all required event information and licenses/permits.

EMAIL: _____ **ADDRESS:** _____ **CITY:** _____ **ST:** _____ **ZIP:** _____

ORGANIZATION: _____ **NON-PROFIT ID #:** _____

ORGANIZATION'S AFFILIATION: New Hope Borough Program Other Governmental Local Non-Profit Civic/Business
Organization Neighborhood/Community Association
Other _____

IS NEW HOPE BOROUGH CO-SPONSORING THE EVENT? Yes No If yes, Borough contact must sign back of this form.

IF YES, WHICH BOROUGH DEPARTMENT? _____ **BOROUGH STAFF CONTACT:** _____
Co-sponsoring means Borough staff are collaborating on planning, are providing staff to assist with logistics, share responsibility for ensuring facility usage guidelines are met, and will attend the event to ensure its success.

EVENT/USE

EVENT NAME: _____ **EVENT PURPOSE/DESCRIPTION:** _____

DOES THE EVENT INVOLVE DISCUSSION/DIALOGUE WITH THE GENERAL PUBLIC? Yes No

If yes, **WHAT IS THE DISCUSSION TOPIC?** _____

TOTAL TIME REQUESTED: (Include setup, takedown, cleanup) From _____ To _____ **ACTUAL EVENT TIME:** From _____ To _____

ANTICIPATED ATTENDANCE: Total _____ Adults _____ Children _____
Events that anticipate more than 50 people or will impact Borough services must contact the Borough staff at 215 862 3347.

ANTICIPATED VISITOR PARKING SPACES NEEDED: _____ Metered parking spaces are limited and provided on a first-come, first-served basis. Adequate parking is not guaranteed with your reservation.

FOOD / BEVERAGES / ENTERTAINMENT / CONCESSIONS

WILL THERE BE ENTERTAINMENT? Yes No **DESCRIBE:** _____

WILL THERE BE AMPLIFIED SOUND? Yes No **FOR WHAT PURPOSE?** _____
Applicants must comply with the Borough Noise Ordinance.

HOW WILL SOUND BE AMPLIFIED? PA System Stereo Live Band DJ Other _____

WILL YOU SERVE FOOD AND/OR BEVERAGES? Yes No **DESCRIBE:** _____
On-site kitchen facilities are not available. Banquets are prohibited.

WILL STERNO/FLAME BE USED? Yes No If yes, fire extinguishers are required & Fire Marshal will need to review space setup for Fire Code compliance.

WILL EVENT BE CATERED? Yes No If yes, COMPLETE "NEW HOPE COMMUNITY ROOM CATERING FORM."

REQUEST PERMISSION TO SERVE ALCOHOL? Yes No **WILL YOU BE SELLING ALCOHOL?** Yes No
New Hope Borough reserves the right to refuse permission to serve alcohol at the community room.

SELLING CONCESSIONS or PROVIDING GIVEAWAYS? Yes No Vendor Name(s): _____

DESCRIBE CONCESSIONS / GIVEAWAYS: _____
New Hope Borough reserves the right to deny the sale or distribution of items deemed to be hazardous or a nuisance.

FACILITY SETUP

DO YOU NEED ACCESS TO ELECTRICITY? Yes No WHAT DO YOU NEED IT FOR? _____

WHAT ARE YOUR SPECIAL LIGHTING NEEDS? _____

FOR COMMUNITY ROOM, IS THE STANDARD CONFIGURATION SUITABLE FOR YOUR USE? Yes No
If you require a special setup, you must discuss it with our staff.

ARE YOU RENTING / BRINGING EQUIPMENT? Yes No Rental Company: _____
For some items, certificate of insurance is required from rental company naming New Hope Borough as an additional insured with \$1 million General Liability Coverage. Note: Our facilities do not have IT or AV equipment available and we provide no onsite IT or AV technical assistance for your equipment.

WHAT EQUIPMENT ARE YOU BRINGING? _____

WILL YOU HAVE DELIVERIES MADE TO THE COMMUNITY ROOM? Yes No
On-site storage is not available at the community room.

WHAT WILL BE DELIVERED? _____
You must be available to receive your deliveries on-site. Borough staff will not accept such deliveries.

AGREEMENTS

In connection with the use of the Borough of New Hope Borough Community Room, the applicant agrees not to exclude anyone's participation in, deny anyone the benefit of, or otherwise subject anyone to discrimination because of the person's race, color, gender or gender identity, sexual orientation, national origin, age or disability.

The undersigned hereby makes application to the Borough of New Hope for use of the community room and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations & policies/procedures of the Borough of New Hope. The applicant agrees to exercise the utmost care in the use of the premises and property and to defend and hold the Borough of New Hope and its officials harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the Borough of New Hope for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the usage period.

I have read, understood, and accept all procedures and regulations in the Borough of New Hope's Community Room Guidelines and Policy document. I further certify that I am 21 years of age or older and I understand that failure to comply with the established facility use guidelines or the established timeframes, puts my activity or event at risk for cancellation.

Primary Contact Signature: _____ Date: _____

New Hope Borough Contact Signature: _____ Date: _____
If this is a co-sponsored event, the appropriate Borough staff providing co-sponsorship must also sign this form and accept these terms.

(OFFICE USE ONLY)

Rental fee: _____ Other Fees: _____ Payment due date: _____

Approved by: _____ Date: _____

Fees paid, amount: _____ Date of payment: _____

NEW HOPE BOROUGH
123 New Street
New Hope, PA 18938
215 862 3347
Fax: 215 862 8022

CATERING FORM

REQUIRED WHEN A CATERER REMAINS ONSITE TO PREPARE AND/OR SERVE LIMITED FOOD OR BEVERAGES

CATERER INFORMATION

REGISTERED LEGAL NAME OF CATERER: _____

"D.B.A." NAME OF CATERER: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____ FAX: _____

THE ABOVE ENTITY OPERATES UNDER:

PENNSYLVANIA STATE BUSINESS LICENSE #: _____

NEW HOPE BOROUGH BUSINESS LICENSE #: _____

FEDERAL TAX ID #: _____

BUCKS COUNTY FOOD SERVICE ESTABLISHMENT PERMIT #: _____

DO YOU HAVE A LIQUOR LICENSE? (Circle appropriate answer below)

Yes-Copy Attached

No

Applied for

EVENT INFORMATION

DATE OF EVENT: _____ TIME OF SERVICE: _____ to _____
(alcohol service must stop one hour prior to the conclusion of the event)

CLIENT NAME: _____ EVENT NAME: _____

TYPE OF FOOD SERVICE (i.e., list items to be served at event): _____

WILL YOU BE SERVING ALCOHOL? No Yes (see required documents below)

--Attach copy of Pennsylvania State Liquor Control Board license, if applicable

--Attach copy of Pennsylvania State Liquor Control Board Special Occasion Permit, if applicable

INSURANCE REQUIREMENTS

--A certificate of insurance from the caterer naming the Borough of New Hope as an "additional insured" showing the following coverages:

General liability coverage, \$1,000,000

Liquor liability coverage, if alcohol served by caterer

Automobile liability, if vehicles driven onto Borough property

AGREEMENTS

The undersigned states that he/she has the authority to make this application and certifies that the information given is true and correct. The caterer will observe the rules/regulations & policies/procedures of the Borough of New Hope. The applicant agrees to exercise the

utmost care in the use of the premises and property and to defend and hold the Borough of New Hope harmless from any and all liability resulting from the use of said facility. The applicant further agrees to reimburse the Borough of New Hope for any damage arising from the caterer's use of said facility.

Signature of representative authorized to sign for caterer: _____

Printed name: _____

Date: _____

**APPLICATION FOR
SPECIAL OCCASION PERMIT**

The undersigned hereby applies for a SPECIAL OCCASION PERMIT for:

1. a. Nonconsecutive dates of:

Mo./Date/Year ___/___/___	Mo./Date/Year ___/___/___	Mo./Date/Year ___/___/___	Mo./Date/Year ___/___/___	Mo./Date/Year ___/___/___	Mo./Date/Year ___/___/___
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b. Consecutive dates from: _____ to _____

2. EVENT	CHAIRMAN/CONTACT PERSON	DAYTIME PHONE NO.
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3. TYPE OF ELIGIBLE ENTITY _____
(SEE ATTACHED LIST FOR QUALIFYING ELIGIBLE ENTITIES) (INSERT TYPE FROM LIST)

4. NAME OF APPLICANT GROUP	<input type="checkbox"/> PRIMARY	<input type="checkbox"/> AUXILIARY	<input type="checkbox"/> AFFILIATED LODGE OR SUBDIVISION	PHONE NO.
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ADDRESS (STREET, RURAL ROUTE, P. O. BOX NO.) (POST OFFICE) (STATE) (ZIP)

PA

NAME OF MUNICIPALITY	TYPE OF MUNICIPALITY	COUNTY
	<input type="checkbox"/> CITY <input type="checkbox"/> BORO <input type="checkbox"/> TWP. <input type="checkbox"/> INC. TOWN	

5. NAME AND ADDRESS TO WHICH PERMIT SHOULD BE MAILED, IF DIFFERENT FROM ABOVE APPLICANT

6. NAME AND ADDRESS OF PRIMARY ORGANIZATION, IF ANY

7. LIST LOCATION OF PREMISES OR AREA TO BE LICENSED

STREET, RURAL ROUTE, P. O. BOX NO. CITY, BOROUGH, TOWNSHIP, INC. TOWN COUNTY

LIST DESCRIPTION OF PREMISES OR AREA TO BE LICENSED

INSIDE AREA	WIDTH	LENGTH
OUTSIDE AREA		

8. ARE PUBLIC STREETS, ROADS OR THOROUGHFARES BEING CLOSED FOR THIS EVENT? YES NO
IF 'YES' ATTACH WRITTEN APPROVAL FROM MUNICIPAL AUTHORITY.

9. HAS A SPECIAL OCCASION PERMIT EVER BEEN GRANTED TO THIS ORGANIZATION? YES NO

If 'yes' give License Identification Number LID - _____

If 'yes' give date (Months/Year) _____

Give NUMBER OF PERMITS this calendar year _____

DO NOT WRITE BELOW THIS LINE

CO/MNCP _____ ZIP _____

EVENT CO/MUNCP _____

10. HOW LONG HAS THE APPLICANT GROUP BEEN IN EXISTENCE? _____
 (Sportsmen's Club and Nonprofit Agricultural Association must have ten years of existence.)

11. ARE LICENSED PREMISES TO BE LEASED? YES NO
 If 'yes' property owner's/lessor's NAME _____

12. DO YOU HAVE ANY KNOWLEDGE AS TO WHETHER THE PROPOSED PREMISES TO BE LICENSED IS OR WILL BE UTILIZED BY ANY OTHER PARTIES FOR ALCOHOLIC BEVERAGE SALES ON THE SAME DATE(S)? YES NO
 If 'yes' list the name(s) and address of the other parties, if known

13. IF APPLYING FOR A FAMILY-ORIENTED CELEBRATION AS PART OF WELCOME AMERICA, IS PROPERTY LEASED FROM THE CITY?
 YES NO Lease Effective Date _____ Expiration Date _____

14. HAS CHARTER BEEN GRANTED BY NATIONAL VETERANS' ORGANIZATION? YES NO
 If 'yes' date granted _____

15. IS THE PROPERTY OWNER OR LESSOR A LICENSEE OF THIS BOARD? YES NO
 If 'yes' give LICENSE NUMBER _____

16. IF APPLYING AS AN ARTS COUNCIL, IS THE APPLICANT:
 Tax Exempt? YES NO
 Promoting Visual and/or Performing Arts? YES NO
 Receiving Funds under the Local Arts Services program Administered by the Pennsylvania Council on the Arts? YES NO

17. IF APPLYING AS A VOLUNTEER FIRE COMPANY, VOLUNTEER AMBULANCE COMPANY, OR VOLUNTEER RESCUE SQUAD, DOES THE APPLICANT HOLD A PLCB LICENSE?
 If 'yes' give LICENSE IDENTIFICATION NUMBER _____
 If 'yes' is the facility owned by the licensee? YES NO
 If 'yes' is the special occasion permit to be used in conjunction with the areas presently Licensed by the organization? YES NO

18. RESOLUTION (CORPORATIONS, LLCs AND CLUBS ONLY)

At a regular or special meeting held on _____, 20____ by the applicant
 it was resolved that said application be filed with the Pennsylvania Liquor Control Board, and that
 _____ and/or _____ is/are
(NAME/TITLE) (NAME/TITLE)
 hereby authorized to execute said application, and any other papers required by the Board.

I swear or affirm, subject to the penalties provided by 18 Pa. C.S. §4904 and 47 P.S. §4-403(h) that the foregoing answers and statements provided herein are true and complete to the best of my knowledge and belief.

SIGNATURE	TITLE	SIGNATURE	TITLE
PRINT NAME OF PERSON SIGNING		PRINT NAME OF PERSON SIGNING	
HOME ADDRESS	PHONE	HOME ADDRESS	PHONE

INSTRUCTIONS

This form is to be used to apply for a Special Occasion Permit for use at a special event including, but not limited to bazaars, picnics and clam bakes. The event must be one which is used by the applicant as means of raising funds for itself.

1. A fee of \$30.00 per day MUST accompany this form. If the applicant is a bona fide sportsmen's club, nonprofit agricultural association or museum or performing arts facility and this is the FIRST Special Occasion Permit application filed with the Board, the fee is \$85.00 for the first day and \$30.00 for each subsequent day.
2. This form and fee MUST be filed at least 30 days prior to the date of the event.
3. All questions must be answered, even if the answer is "NONE" or "NOT APPLICABLE." This form MUST have an original signature.
4. Applications from an auxiliary group must be signed by an officer from the primary organization. If the application is from a church or synagogue AND is signed by the minister, priest, or rabbi, question 17 (Resolution) does not have to be completed.
5. Applications from affiliated lodges or subdivision of nationally chartered veterans' organizations MUST submit copy of documentation proving affiliation with national veterans.
6. Applications from fraternal benefit societies MUST submit proof that society is licensed to do business in Pennsylvania.
7. Applications from a nonprofit organization conducting a regatta or a family-oriented celebration MUST submit proof that the applicant is a nonprofit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 [Public Law 99-514, 26U.S.C. §501(c)(3)].
8. Applications from a nonprofit organization whose purpose is to protect the architectural heritage of boroughs MUST submit proof that the applicant is a nonprofit organization as defined under Section 501(c)(3) or the Internal Revenue Code of 1986 [Public Law 99-514, 26U.S.C. §501(c)(3)], AND MUST submit a copy of the borough's municipal resolution recognizing the applicant as such an organization.

PERMITS ARE NOT TRANSFERABLE AND CANNOT BE RENEWED. NO ALTERNATE RAIN DATES MAY BE CONSIDERED. IF YOU REQUIRE ASSISTANCE IN COMPLETING THE APPLICATION, CALL THE LICENSING INFORMATION CENTER AT (717) 783-8250.

**SEND THE APPLICATION PACKET TO: PENNSYLVANIA LIQUOR CONTROL BOARD
BUREAU OF LICENSING
P.O. BOX 8940
HARRISBURG, PA 17105-8940**

ELIGIBLE ENTITIES LIST

Special Occasion Permits may be issued:

A. For not more than six (6) consecutive or non-consecutive days during the calendar year. One permit may be issued per calendar year to the following applicants:

- 1) Hospital
 - 2) Church or Synagogue
 - 3) City of the third class.
 - 4) Library
 - 5) Volunteer fire company or ambulance company or rescue squad.
 - 6) Non-profit agricultural association in existence for at least 10 years.
 - 7) Bona fide sportsmen's club in existence for at least 10 years.
 - 8) Nationally chartered veterans' organization and any affiliated lodge or subdivision of such organization.
 - 9) Fraternal benefit society licensed to do business in Pennsylvania and any affiliated lodge or subdivision of such organization.
 - 10) Unit of a nationally chartered club, which has a club liquor license.
 - 11) Non-profit organization as defined by Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to protect the architectural heritage of boroughs or a township of the second class and which has been recognized as such by a municipal resolution.
 - 12) A non-profit corporation that operates an arts facility or museum in a 3rd class city located in a 4th class county.
 - 13) A nationally accredited PA non-profit Zoological Institution licensed by U.S. Department of Agriculture.
 - 14) Non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 conducting :
 - a. a regatta on State park grounds located in a city of the 2nd class or
 - b. a family-oriented celebration as part of Welcome America in a 1st class city on property leased from that city for a period of more than 50 years.
- NOTE: Organizations conducting a regatta may install a security fence or similar enclosure around the boundary of the State park or a portion thereof and charge an admission fee not to exceed \$5.00 per day.
- 15) Club licensee that as of 12/31/02 has been in existence for at least 100 years that is in a 3rd class city .
 - 16) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to raise funds for the research and treatment of cystic fibrosis .
 - 17) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to educate the public on issues dealing with watershed conservation.
 - 18) A non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 whose purpose is to provide equine assisted activities for children and adults with special needs.

(information continued on reverse)

- 19) A non-profit economic development agency in a city of the 2nd class with the primary function to serve as an economic generator for the greater southwestern Pennsylvania region by attracting and supporting film, television, and related media industry projects and coordinating government and business offices in support of a production.
- 20) A county tourist promotion agency as defined in Section 3(1) OF THE ACT OF April 28, 1961, known as the "Tourist Promotion Law", and located in a city of the 3rd class in a county of the 4th class or in a township of the 2nd class in a county of the 5th class.
- 21) A junior league in a 3rd class county that is a non-profit organization as defined under Section 501(c)(3) of the Internal Revenue Code of 1986 that is comprised of women whose purpose is exclusively educational and charitable in promoting the volunteerism of women and developing and participating in community projects and that has been in existence for over seventy years.
- 22) A non-profit organization as defined under Section 501(c)(6) of the Internal Revenue Code of 1986 which is located in a city of the 3rd class in a county of the 3rd class and whose purpose is to support business and industry .
- 23) A club recognized by Rotary International whose purpose is to provide service to others, to promote high ethical standards and to advance world understanding, good will and peace through its fellowship of business, professional and community leaders located in a county of the 4th class.
- 24) A non-profit organization located in boroughs within 3rd class counties that promote mushrooms while supporting local and regional charities.
- 25) A non-profit organization which is located in counties of the 2nd class A and of the 3rd class and whose purpose is the education and promotion of American history.
- 26) A brewery which has been issued a license to manufacture malt or brewed beverages and has been in existence for at least 100 years.
- 27) One auxiliary of any of the foregoing.
 - b. For not more than six (6) non-consecutive permits per calendar year, each permit being valid for only one day OR for not more than ten (10) consecutive days per calendar year. Permits may be issued to the following applicants:
 - 1) Museum operated by non-profit corporation located in a 3rd class city or a 1st class township.
 - 2) Non-profit corporation engaged in the Performing Arts located in a 3rd class city or an incorporated town.
 - 3) An Arts Council , which is a tax-exempt organization promoting visual arts and/or performing arts that receives funds under the local Arts Program Administered by the PA Council on the Arts.