

# Township of Crescent



225 Spring Run Road  
Crescent, Pennsylvania 15046

Office: 724-457-8100  
Fax: 724-457-2045

Website: [www.crescenttownship.com](http://www.crescenttownship.com)

## LOCAL COMMUNITY GROUP APPLICATION

Crescent Township is pleased to announce that the 2023 annual Community Day event will be held on Saturday and Sunday, September 16<sup>th</sup> and 17<sup>th</sup>. The Crescent Township Recreation Board is hoping your group will be able to participate in this year's event, which will again take place in Shouse Park, 1391 McCutcheon Way, Crescent, PA 15046.

### Community Day 2023 Terms and Conditions

By submitting this application, vendor agrees to abide by the following terms and conditions:

- **ALL** vendors must offer a free game or activity for festival patrons.
  - Vendors offering a drawing or giveaway (in addition to a game or activity) must draw, announce, and award any and all prizes at the conclusion of the festival on Sunday.
  - All groups must offer a unique game or activity; similar games or activities will not be permitted, at the sole discretion of the Recreation Board. Reservations/notice for games and activities will be handled on a first-come/first-served basis.
- **Please note the following restrictions:**
  - **NO** alcohol may be served.
  - **NO** pets are permitted on festival grounds.
  - **NO** items other than those listed on the permit will be permitted for sale.
- **Vendor space must be staffed, open, and active during all festival hours.**
- Vendors are responsible for providing any tables, chairs, lights and other equipment necessary.
- All local business vendors must supply proof of insurance naming the Township of Crescent as additional insured.
- Vendors agree to keep the assigned rental space and surrounding area free of trash and debris. All trash must be bagged and placed in a designated area for disposal. Recycling of certain items will be required; more details will be given at the time the permit is issued.
- Vendors agree to abide by the set-up/tear-down schedule provided. All exceptions will be reviewed on a case-by-case basis, and require prior written authorization from the Recreation Board.
- Applications are not considered "final" or "accepted" until the Board has received both the signed agreement, application and the vendor has received confirmation of acceptance from the Board.
- Applications will be reviewed on a first-come-first-served basis, with preference given to returning vendors.

All applications will receive written confirmation of approval for space rental and game/activity type. Please be sure the application contains up-to-date contact information in the event the Recreation Board has additional questions.

**ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, FRIDAY, AUGUST 25, 2023.**

Please sign here to acknowledge your understanding and acceptance of all the terms and conditions listed above:

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(signature)

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(printed name)

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(date)

## Local Community Group Application

Community Groups in Crescent and the Moon Area School District formed for the purpose of raising money for activities for their individual groups are considered local community organizations.

- Each space will measure 10 feet by 10 feet.
- The Recreation Board reserves the right to modify details without notice due to staging requirements.
- Any additional equipment, including tables, chairs, furniture, lights, shelves, displays, etc. must be provided by vendor.
- **Electricity will not be provided unless specifically requested at the time of application.** Electricity can be requested below, and will be provided at no charge.

Please complete the application below and return it to the Crescent Township, 225 Spring Run Road, Crescent Township, PA 15046 or you can also drop it off in person. If after hours, please place in mailbox in rear of building. Questions may be directed to the Township Manager at: [jadamski@crescenttownship.com](mailto:jadamski@crescenttownship.com) or by calling 724-457-8100.

Please note: applications are not considered "final" or "approved" until the Recreation Board has received the signed application and the vendor has received written confirmation of acceptance from the Recreation Board. Any unapproved applications will be returned to the vendor.

### **Set Up – Saturday, September 16, 2023**

- 7:30 AM – Vendor Set up
- 10:00 AM – Mandatory Vendor Meeting
- 11:00 AM – 7:00 PM – Community Day Hours

### **Set Up – Sunday, September 17, 2023**

- One Day Vendor Only - Set Up by 10:30 am
- 11:00 AM – 7:00 PM – Community Day Hours

**ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, AUGUST 25, 2022.**

**FRIDAY, AUGUST 5, 2022.**

All Fields Required Unless Otherwise Noted – **Bold** Items Indicate Default Choices

Group Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please describe your booth game/activity: \_\_\_\_\_

Electric Requested?     **Yes**     No    ➔ If Yes, Voltage Required:     **110-volt**     220-volt

If yes, please describe the need: \_\_\_\_\_

Please list any additional special requirements (e.g. water): \_\_\_\_\_

By my signature below, my organization certifies all information above is truthful:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(date)

App. Received: .....

App. Approved: .....

By: .....