

# 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 Business Agreement and Application

Crescent Township is pleased to announce that the 2024 annual Community Day event will be held on Saturday and Sunday, September 14<sup>th</sup> and 15<sup>th</sup>. The Crescent Township Recreation Board is hoping your business 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 2024 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 Committee has additional questions.

**ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, FRIDAY, AUGUST 23, 2024.**

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 Business Application

A Local Business is defined as any locally-based, for-profit enterprise doing business as a sole proprietorship, partnership, or corporation from a store front.

Electrical power will be provided during festival hours only if requested. Any special wiring or mechanical apparatus is the responsibility of the vendor. Any special requests must be noted in the form below.

Any additional equipment, including tables, chairs, lights, furniture, shelves, displays, etc. must be provided by vendor. **Electricity will not be provided unless specifically requested at the time of application.** Water lines and/or electricity can be requested below.

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 Committee has received the signed agreement, application and the vendor has received written confirmation of acceptance from the committee. Any unapproved applications will be returned to the vendor.

### **Set Up – Saturday, September 14, 2024**

- 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 15, 2024**

- One Day Vendor Only - Set Up by 10:30 AM
- NOON – 8:00 PM – Community Day Hours

**ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON FRIDAY, AUGUST 23, 2024.**

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

Business 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)