



# City of Bradford



## PARKS DEPARTMENT

24 Kennedy Street  
Bradford, PA 16701  
814-362-3884 ext. 121 / Fax 814-368-3335  
Email: [M.Verolini@bradfordpa.com](mailto:M.Verolini@bradfordpa.com)

### ***Parks & Recreational Rental Application & Agreement***

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Instructions:** Please confirm the date you wish to schedule a rental with the park's secretary at (814)362-3884 ext 121. Fill out this application and return the application with payment to: City Hall, attention Parks Secretary 24 Kennedy Street, Bradford PA 16701

\*\*\*\*\*  
A reservation is not confirmed until payment is received with a rental application and hold-harmless agreement is completed and signed. Payment must be received 10 days prior to tentative reserved spot, if not received date & time slot will be removed and rented to the next customer.

Payments can be made by mail, drop off night slot, in person, online, over the phone. We accept credit/debit, checks, cash, money orders and Chamber Gift certificates.  
Checks & Money Orders can be made payable to: City of Bradford.

If your event intends to have alcohol in the park The ALCOHOL POLICY form must be completed by the applicant or a individual in your party who is 21 years of age or older. Please read this policy carefully.

Note: All City Parks are open to the public every day from sunrise to sunset, except for scheduled events.  
(Per Resolution 27969. Dated February 13, 2007)

↓ ↓ **\*\* PLEASE PRINT \*\*** ↓ ↓

Name of Applicant/Organization: \_\_\_\_\_ Title \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Email Adress: \_\_\_\_\_

Address of Applicant or Organization (street, city, state, zip):  
\_\_\_\_\_

Purpose for rental (reunion, company picnic, birthday / grad party etc.)  
\_\_\_\_\_

\*\*\*\*\*  
~ OFFICE USE ONLY ~

Date Received: \_\_\_\_\_ Parks Secretary \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Alcohol Served: \_\_\_\_\_  
\*\*\*\*\*

Please check the facility that you wish to rent & include anticipated hours of rental to help us schedule and prepare for your rental

\*\*\*\* Additional Information \*\*\*\*

Additional fees or charges may be requested or billed for any substantial clean up required (up to the total charge of the pavilion rental) or damages done to the park facilities (estimated). We will hold the applicant, organization or contact person responsible for such claims.

A 24-HOUR NOTICE OF CANCELLATION IS REQUIRED FOR ALL RENTALS

	<u>Resident</u>	<u>Non - Resident</u>	
___ <b>Large Pavilion</b>	\$135.00	\$145.00	Scheduled Rental Hours _____
___ <b>Small Pavilion (1)</b> (Located by foot bridge entry into the park)	\$90.00	\$100.00	Scheduled Rental Hours _____
___ <b>Small Pavilion (2)</b> (Located by the baseball fields)	\$90.00	\$125.00	Scheduled Rental Hours _____
___ <b>Large &amp; Small</b> M-F (2 Hour Minimum)	\$ 30/hr	\$35/hr	Scheduled Rental Hours _____
___ <b>Alcohol Waiver</b>	\$25.00	YES _____ / NO _____	

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___ <b>Private Pool Rental</b> (Rental based on Pool Schedule availability)	\$125.00 / hr		Scheduled Rental Hours _____
___ <b>Ice Rink Pavilion</b> (Rental based on Rink Schedule availability ~ Contact Ice Rink to Rent)	(R) \$225.00	(NR) \$250.00	Scheduled Rental Hours _____
___ <b>Ice Skating Rink</b> (Rental based on Rink Schedule availability ~ Contact Ice Rink to rent)	\$135.00		Scheduled Rental Hours _____

\*\*\*\*\*

Total Rental Fees → \$ \_\_\_\_\_ Date payment received: \_\_\_\_\_

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Applicants Signature: \_\_\_\_\_ / \_\_\_\_\_  
(Print) (Sign)

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The Parks Department makes every attempt to make your visit at Callahan Park as pleasurable as possible. Parks staff are not always immediately available on the day or during the course of your rental, so please help us plan ahead. In order to be prepared for your rental please indicate any special needs you may have in the space below

\_\_\_\_\_  
\_\_\_\_\_

***Hold Harmless Agreement***

WHEREAS, \_\_\_\_\_, hereinafter referred to as "SPONSOR", has filed an application with the City for the use of (check appropriate facility(s)

**City Parks Pavilion:** \_\_\_\_\_ **Callahan Pool:** \_\_\_\_\_ **Callahan Ice Rink:** \_\_\_\_\_

WHEREAS, SPONSOR has requested the City of Bradford to allow the use of this City facility for our special event on the dates and times indicated upon the application and have requested the facility voluntarily with or without compensation, as indicated on the application, and,

WHEREAS, in consideration for allowing SPONSOR the use of the city facility for our special event,

KNOW ALL MEN BY THESE PRESENTS, that SPONSOR hereby agrees to indemnify, defend, save and hold harmless the City of Bradford, its officers, employees, agents, partners, heirs, successors, and assigns from and against any and all claims, demands, causes of action, losses, damages, liabilities, cost and expenses (including reasonable attorneys' fees and expenses, court costs, and cost of appeals) asserted against or incurred by our organization by reason of, or arising out of any injuries, death or damages that may be sustained by SPONSOR or any of its agents, officers, employees, partners, heirs, successors, and assigns, individually or as a whole, or when it may be sustained by any third party, including but not limited to guest or invited of the SPONSOR, whether cause is due in whole or in part by SPONSOR while using the City of Bradford Facility.

\_\_\_\_\_  
Signature Print Name Date

***City of Bradford Parks Dept ~ Alcohol Policy***

Fee is \$25.00 if you are having alcohol at your event

This agreement must be read and signed by a responsible party that is 21 years of age or older.

Alcoholic beverages must remain within the confines of one of the three designated areas

- Large picnic Pavilion
- Small pavilion & surrounding designated picnic area
- Ice skating rink pavilion
  
- ❖ Under no circumstances can a fee be charged or collected within the City Park for the consumption of alcohol.
- ❖ Absolutely no consumption of alcohol by minors.
- ❖ No glass containers permitted.
- ❖ No VIP's (visibly intoxicated person) will be permitted in the swimming pool area.

A Park Representative has the authorization to ask any person engaging in disorderly conduct or behavior to leave the park. He/she will also have the authorization to contact the City of Bradford Police Department for assistance.

**A Special Liquor Permit is required** from the **PA STATE Police Liquor Enforcement Office** for the sale of alcoholic beverages, or events where a cover charge or fee will be charged. Only certain charitable groups and organizations qualify for these permits.

**Violations & Penalties** ~ Any person or group of people found in violation of this agreement shall be subject to a fine up to \$300.00 or imprisonment not exceeding (90) days or both.

***I have read, understand and agree to abide by the alcohol policy enforced by the City of Bradford.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

( Responsible Party Must be 21 years of age or older to sign )

\*\* I have read the above alcohol policy and **I will not be serving nor will alcohol be served** at the event \*\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## **NOTICE TO RENTERS**

Smoking and tobacco products are prohibited in all public parks.

➤ Per resolution 28346. Dated August 28, 20077

Upon leaving the pavilion, renters are responsible for taking any excess refuse or garbage that will not fit in the receptacles provided the dumpster adjacent to the parking lot. Park staff will empty the receptacles.

If you need to schedule a time to look at the facilities, please contact Pat Goff / Parks Directors at 814-558-1466.

## **GENERAL INFORMATION REGARDING THE PARK PAVILIONS**

### ❖ **Large Pavilion**

You must provide your own cooking equipment, pavilion houses approximately 50 picnic tables that seat 6-8 people.

Electric is provided, cords are not provided

Restroom at the pavilion & pool house, best access if from the High School parking lot or Bon Air Avenue entrance.

### ❖ **Small Pavilion**

Cooking Equipment is on site, you will need charcoal

Pavilion houses approximately 20 picnic tables that seat 6 to 8 people

Electric is provided, cords are not

Restrooms on site and in pool house

Best access is from the Poplin Avenue parking lot

### ❖ **Swimming Pool**

The swimming pools public hours, during our season are 1:00pm – 4:00pm and 6:30pm – 8:30pm Monday thru Saturday and 1:00pm – 4:00pm on Sunday. Availability is also based on weather conditions and events previously scheduled. Private rentals can be scheduled on Saturdays & Sundays from 4:30pm – 6:00pm. NO Private rentals are scheduled Monday – Friday.

### ❖ **Ice Rink Pavilion**

You must provide your own cooking equipment or have your event catered. It is an excellent environment for wedding receptions and larger events. If you require seating, we suggest that you rent tables & chairs and have them delivered to the pavilion.

Electric is provided, cords are not provided

Restrooms on site and in pool house

Best access is from Poplin Avenue parking lot

### ❖ **Ice Skating Rink**

Available rink rental hours: Saturday & Sunday 8:00am – 12:00pm. Rink rentals are scheduled at the Ice Rink by calling 814-368-8190 and are dependent on availability.

\*\* NO private rentals will be scheduled or accepted during public skate hours \*\*

**ADDITIONAL INFORMATION AOU T CALLAHAN PARK**

Parking lot speed is 5 mph. Motorized vehicles of any kind are not permitted within the park.

\*\*Except with special permission from the Parks staff for unloading only\*\*

❖ **Restrooms**

The pool house is only open during public swimming hours or private pool rentals  
Restrooms for the small picnic pavilion are only open when the pavilion and the picnic area is being rented. Restrooms for the Large Pavilion are unlocked at the specific rental time indicated on the application form. The ice rink has restrooms inside the facility.

❖ **Water**

Water is only available via the drinking fountains within the park or restrooms when they are open. The Ice Rink has water available for use. Arrangements can be made for special needs.

❖ **Electricity**

There are 30 amp circuits available in the rink. Cords are the responsibility of the organization or applicant. There are several 110 volt outlets available in the Large & Small Pavilions. Any additional power or cords are the responsibility of the organization or applicant.

❖ **Parking**

The Poplin Avenue parking lot will hold 70+ cars. The High School parking lot will hold 300+ cars. (These lots cannot be reserved, there are many other activities in the park)

❖ **Athletic Fields & Courts**

Tennis courts, basketball courts and baseball fields are available for use. All amenities to the Park are on a first come first serve basis. Please be tolerant & courteous to other Park users.

❖ **Lighting**

The Rink has lighting that will be available if necessary. The Pavilions have no lighting; you are welcome to bring your own. There is security lighting in the play area and parking lots.

\*\* Please note: in the event that unexpected problems arise, the Park Staff have been instructed to call the Police for their assistance \*\*

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*We hope you enjoy your time and thank you for utilizing the  
City of Bradford Parks*

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