

CITY OF BRADFORD
PARKS DEPARTMENT
24 KENNEDY STREET
BRADFORD PA 16701

(814) 362-3884, EXT. 121
Fax: (814) 368-3335

CITY OF BRADFORD
PARKS & RECREATION RENTAL
APPLICATION AND AGREEMENT

Date: _____

Instructions:

Please confirm the date you wish to schedule a rental with the parks secretary at (814) 362-3884, ext. 121. Fill out this application and return this application with payment to:

City Hall, Attention Parks Secretary – 24 Kennedy Street, Bradford, PA 16701

- ☞ Please make checks payable to: “*CITY OF BRADFORD*”
- ☞ If your group intends to have alcohol in the park an ALCOHOL POLICY MUST BE COMPLETED BY SOMEONE IN YOUR PARTY WHO IS 21 YEARS OF AGE OR OLDER. Please read this policy carefully.
- ☞ Also enclosed is a “Hold-Harmless Agreement” which must also be signed and returned with the rental application. Please do not hesitate to call if you have any questions.

A RESERVATION IS NOT CONFIRMED UNTIL PAYMENT IS RECEIVED WITH A RENTAL APPLICATION AND HOLD-HARMLESS AGREEMENT COMPLETED AND SIGNED.

PAYMENT TO BE RECEIVED WITHIN 14 DAYS OF RECEIPT OF APPLICATION.

Name of Applicant/Organization: _____

Contact Person: _____ Title: _____

Alternate Contact: _____ Title: _____

Address of Applicant or Organization (street, city, state, zip) _____

Contact Phone: (H) _____ (C) _____ (W) _____

Alternate Phone: (H) _____ (C) _____ (W) _____

Date(s) of Activity: _____ Estimated number of people attending: _____

Reason for rental: (i.e. reunion, company picnic, grad party, etc) _____

Email Address for confirmation of rental: _____

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

PLEASE CHECK THE FACILITY THAT YOU WISH TO RENT AND INCLUDE ANTICIPATED HOURS OF RENTAL TO HELP US SCHEDULE AND PREPARE FOR YOUR RENTAL:

	Resident	Non-Resident	
_____ ICE RINK PAVILION	\$225.00	\$250.00	Scheduled Rental Hours _____
_____ LARGE PAVILION	\$135.00	\$145.00	Scheduled Rental Hours _____
_____ SMALL PAVILION (Pavilion Only)	\$ 90.00	\$100.00	Scheduled Rental Hours _____
_____ SMALL PAVILION & SURROUNDING AREA	\$115.00	\$125.00	Scheduled Rental Hours _____
_____ Large & Small Pavilion Only M-F (2 Hour Minimum)	\$30/hr	\$35/hr	Scheduled Rental Hours _____
_____ PRIVATE POOL RENTAL	\$125.00/hr.		Scheduled Rental Hours _____
_____ ICE SKATING RINK (Rink Only-Hourly)	\$135.00		Scheduled Rental Hours _____
_____ ALCOHOL WAIVER	\$ 25.00		Scheduled Rental Hours _____

Total Rental Fees \$ _____

_____ / ____ / ____
APPLICANT'S SIGNATURE

Date Pmt Recv'd ____ / ____ / ____

ADDITIONAL INFORMATION

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

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 YOUR RENTAL PLEASE INDICATE ANY SPECIAL NEEDS YOU MAY HAVE IN THE SPACE BELOW:

A 24 OUR NOTICE OF CANCELLATION IS REQUIRED FOR ALL RENTALS

NOTICE TO RENTERS

Smoking and tobacco products are prohibited in all public parks. (Per Resolution 28346, dated August 28, 2007).

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

If you need to schedule time to look at the facilities, please contact Chip Comilla, Parks Director at (814) 598-4943.

GENERAL INFORMATION REGARDING THE PARKS PAVILIONS:

☞ LARGE PAVILION

You must provide your own cooking equipment
Pavilion houses approximately 50 picnic tables that seat 6 to 8 people.
Electric is provided, cords are not.
Restroom at pavilion and pool house.
Best access is from the High School Parking Lot or Bon Air Ave 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.

☞ 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 and chairs and have them delivered to the pavilion.
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 from 1:00 pm – 4:00 pm and 6:30 pm – 8:30 pm Monday through Saturday and 1:00 pm – 4:00 pm on Sunday.
Private rentals can be scheduled on Saturdays and Sundays from 4:30 pm – 6:00 pm. No private rentals are scheduled Monday – Friday.

☞ ICE SKATING RINK

Available Rink Rental Hours: Saturday & Sunday 8:00 am – 12:00 pm. Rink rentals should be scheduled at the Ice Rink by calling 368-8190 and are dependent upon availability.

(NOTE: No private rentals will be scheduled or accepted during public skate hours.)

ADDITIONAL INFORMATION ABOUT CALLAHAN PARK

Parking lot speed limit is 5 mph. Motorized vehicles of any kind are not permitted within the Park. (Except with special permission from 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 Pavilion and or picnic area is being rented. Restrooms for the Large Pavilion are unlocked at the specified 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 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 may be other activities in the Park.)

Athletic Fields and 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 and 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 PARKS STAFF HAVE BEEN INSTRUCTED TO CALL THE POLICE FOR THEIR ASSISTANCE.

ENJOY YOUR TIME AND THANK YOU FOR UTILIZING THE CITY OF BRADFORD PARKS!

HOLD HARMLESS AGREEMENT

WHEREAS, _____, hereinafter referred to as
Name of Individual or Organization
"SPONSOR", has filed an application with the City for the use of (check appropriate facility)

- 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, costs and expenses (including reasonable attorneys' fees and expenses, court costs, and costs 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 guests or invitees of the SPONSOR, whether cause is due in whole or in part by SPONSOR while using the City of Bradford facility.

Signature

Date

**CITY OF BRADFORD PARKS DEPARTMENT
ALCOHOL POLICY**

THERE IS A FEE OF \$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 that your group has rented.**
 - **Ice Skating Rink Pavilion**
 - **Large Picnic Pavilion**
 - **Small Picnic Pavilion and surrounding designated picnic area**
- **Under no circumstance can a fee be charged or collected within a 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 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 AND PENALTIES – Any person or group of persons found in violation of this agreement shall be subject to a fine up to \$300.00 or imprisonment not exceeding ninety (90) days or both.**

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE ALCOHOL POLICY ENFORCED BY THE CITY OF BRADFORD.

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

_____/_____/_____
Date