



# Borough of Green Tree

10 West Manilla Avenue | Green Tree, PA 15220-3310  
[www.greentreeboro.com](http://www.greentreeboro.com) | 412-921-1110

## Octoberfest 2018

### Local Community Group (Non-Profit) Agreement and Application

Green Tree Borough is pleased to announce its annual Octoberfest celebration will once again be held on Saturday, September 15<sup>th</sup> and Sunday, September 16<sup>th</sup>, 2018. The Octoberfest Committee is hoping your group will be able to participate in this year's event, which will again take place in Green Tree Park, located behind Aiken Elementary School on Greentree Road, adjacent to Parkway Center. Your organization is encouraged to use this event as an opportunity to promote your group, through the use of family-friendly marketing and activities.

#### Octoberfest 2018 Terms and Conditions

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

- **ALL** vendors must offer a 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 Octoberfest Committee. Reservations/notice for games and activities will be handled on a first-come/first-served basis.
- **NO** items other than those listed on the permit will be permitted for sale.
- **NO** store bought or retail items may be sold.
- **Please note the following restrictions: NO** personal canopies may be used. **NO** alcohol may be served. **NO** pets are permitted on festival grounds at any time.
- **Vendor space must be staffed, open, and active during all festival hours. Deposit will NOT be returned if space is not adequately staffed and open during all festival hours.**
- Please note that all park, school, and festival areas are **smoke-free**.
- Vendors are responsible for providing any tables, chairs, and other equipment necessary.
- Vendors agree to keep the assigned rental space, canopy and surrounding area free of trash and debris. All trash must be bagged and placed in front of the canopy at the end of each night 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 Octoberfest Committee.

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 MAY 31, 2018.**

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 Green Tree, Dormont, Castle Shannon, and the Keystone Oaks School District formed for the purpose of raising money for activities for their individual groups are considered local community organizations.

The Canopy Booth Fee comprises the use of a booth space measuring 10 feet by 10 feet, and includes a covered, 2-sided canopy, if desired (please indicate on the application below), and basic lighting. Vendors may request additional sidewalls for \$10 per side; all additional sidewalls must be requested in advance, at the time of application. The Octoberfest Committee reserves the right to modify canopy details without notice due to staging requirements. **All vendors are required to include a separate event deposit, which will be returned to vendor within 30 days of event conclusion, if all terms and conditions above are met, to the sole satisfaction of the Octoberfest Committee.** Payment for all Octoberfest fees may be made in a single check; any refunds will be issued via check to the address listed on the application.

Any additional equipment, including tables, chairs, 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, and will be provided at no additional charge.

Please complete the application below and return it, along with your check made payable to "Green Tree Borough," to the Administrative Office in the Municipal Center, or mail it to the address listed on the application above. Questions may be directed to the Octoberfest Committee, at [ofest@greentreeboro.com](mailto:ofest@greentreeboro.com), or by calling the Green Tree Borough Administrative Offices, at (412) 921-1110.

**ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS ON May 31, 2018.**

**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: \_\_\_\_\_

Canopy Requested?  **Yes**  No Additional Sidewalls:  **None**  One  Two

Electric Requested?  Yes  **No** 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)

*Borough Use Only:*

App.  
Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_