

BOROUGH OF CATASAUQUA

FORM PR-C-0806W

PAVILION CATERER APPLICATION AND PERMIT

The following **information is needed two weeks prior to the date of the event** to receive permission to drive to the pavilions by Church Street for the purposes of setting up equipment and serving from your catering vehicles:

Date of Event: _____

Name: _____

Address: _____

City, State & Zip Code: _____

Telephone Number: _____

Vehicles to be used (\$25.00 application fee plus \$10.00 per vehicle):

<u>License Number</u>	<u>Make, Year & Model</u>
_____	_____
_____	_____
_____	_____
_____	_____

Certificate of Insurance (with the Borough as an additional named insured) received: Yes / No

Rules for caterers to receive permission to access the large pavilion are:

- 1) A written application must be submitted not less than two weeks before the event.
- 2) The number of vehicles and the registration (license) number for the vehicles must be submitted with the application.
- 3) A certificate of insurance with the Borough as an additional named insured must be submitted with the application.
- 4) An application fee of \$25.00 plus \$10.00 per vehicle is required at the time the application is submitted.
- 5) No application will be reviewed or considered until all of the required elements are submitted. If they are not submitted at least two weeks prior to the event, the application will not be considered and any request will be denied.
- 6) Caterers will be allowed to drive down to the pavilion once, at a time not later than 11:00 AM, to set up their equipment and will be allowed only one time at which they can drive out. Arrangements must be made with the Borough and/or the Catasauqua Police Department to unlock and open the gates to provide access to the pavilion and for exiting from the pavilion.
- 7) The purpose of this permit is not to allow the caterer to drop off equipment or supplies and park in the regular parking lot; it is solely for those caterers who will be working out of their vehicles or equipment at the pavilion.
- 8) All other rules and regulations as shown on the underlying playground pavilion rental application and permit that are unchanged by this modification remain in full force and effect.