



# Hatboro Facility Committee

## Hatboro Sip 'n Shop

### Winter Market

Saturday, December 7<sup>th</sup>, 2024

6:00 PM to 9:00 PM (vendor set up starts at 4:00 PM)

Held Indoors at the Hatboro Pennypack Community Center

(130 Spring Avenue, Hatboro, PA 19040)



Name of Vendor Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Craft/Product: \_\_\_\_\_

**FEE SCHEDULE:**

- Registered Business operating in the Borough of Hatboro (paid BPT for 2024): **NO CHARGE**
- Non-Profit Organization: **NO CHARGE**
- Resident of the Borough of Hatboro: **\$25.00**
- Non-Resident Vendor: **\$25.00**
- Alcohol Vendor: **\$125.00** \* See additional food and beverage vendor requirements
- Food Vendor: **\$125.00** \* See additional food and beverage vendor requirements

TOTAL AMOUNT DUE: \$\_\_\_\_\_  Check Enclosed  Cash Enclosed (in person only)

**PLEASE MAKE CHECKS PAYABLE TO 'Pennypack Community Center/Events'**

PLEASE PROVIDE DETAILS OF ANY SPECIAL NEEDS OR REQUESTS:

**RETURN ALL APPLICATIONS AND PAYMENT NO LATER THAN 11/27/24 to:**

HATBORO BOROUGH HALL 414 S York Rd, Hatboro, PA 19040

OR BY EMAIL TO [rjacobus@myhatboro.org](mailto:rjacobus@myhatboro.org)

## Applications Terms and Conditions

- Vendors will be sent a confirmation email once their agreement is approved and payment received.
- The Borough of Hatboro reserves the right to cancel or deny any applications by refunding the deposit and indicating the reason for the cancellation or denial. Checks returned NSF will automatically be denied a permit.
- This permit does not allow subletting of space, nor is it transferable.
- The vendor accepts full responsibility for all liabilities for damages to person(s) or property arising out of his/her use or occupancy of these premises.
- The applicant agrees to defend, indemnify, and hold harmless the Borough of Hatboro including but not limited to, claims arising out of construction, operations, maintenance, supervision, inspection or use of any grounds in the Borough of Hatboro.
- The Borough of Hatboro will not be responsible for any loss by theft, fire or accident.
- The Borough of Hatboro reserves the right to assign space location, and will consider the preference, if any, of the vendor.
- You may bring a portable tent if desired. (if you are located outside.)
- Battery operated lighting is suggested – there will be limited lighting at the venue. (if you are located outside.)
- You are responsible for bringing your own table and/or chairs.
- Electric outlets will NOT be available for your use.
- You may cancel and receive a full refund by December 2<sup>nd</sup>, 2024. Refunds will NOT be issued after that date.
- No vehicles will be allowed to remain parked in the front of the building. Parking options 966 S York Rd, Bank Street Parking Lot or 300 S York Rd, Lehman Church Lot.
- Vendors will be permitted to set up between 4pm and 5:45pm on the day of the event and breakdown cannot start until after 9:00pm.
- The vendor space is 10ft wide by 8 ft. deep and is subject to change by the Borough of Hatboro.

## Hold Harmless Agreement

ALL VENDORS must sign the following Hold Harmless Agreement:

To the fullest extent permitted by law, the User agrees to defend, pay in behalf of, and hold harmless the Borough of Hatboro (“Borough”), its elected and appointed officials, consultants, volunteers, representatives and all other persons working on behalf of the Borough, against any and all claims, demands, suits and losses, including any and all costs associate thereto, for any damage which may be asserted, claimed or recovered against or from the Borough, its elected and appointed officials, consultants, volunteers, representatives and all other persons working on behalf of the Borough, by reason of personal injury, including bodily injury and death; and/or property damage, including the loss of use thereof, which arise out of the alleged negligence of the Borough and/or is in any way associated with this Agreement of Use.

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**Name (Printed)**

**Signature**

**Date**

## Food and Beverage Vendor Requirements

Food and Beverage Vendors must provide the Borough of Hatboro with copies of current licenses certifying their business for food/drink sales through the state of Pennsylvania, as well as a copy of a current certificate of insurance with the Borough of Hatboro named as an additionally insured. All documents must be submitted to the Borough of Hatboro in advance of the event in order for your business to sell food/beverages at the event. Vendors selling alcoholic beverages must also be RAMP certified.

### **Current Licensure for Food/Drink sales in the State of PA**

Enclosed     Will be sent via email to [rjacobus@myhatboro.org](mailto:rjacobus@myhatboro.org) no later than November 27, 2024

### **Current Certificate of Insurance is enclosed, naming the Borough of Hatboro as additionally insured.**

Enclosed     Will be sent via email to [rjacobus@myhatboro.org](mailto:rjacobus@myhatboro.org) no later than November 27, 2024

### **RAMP Certificate (alcohol vendors only)**

Enclosed     Will be sent via email to [rjacobus@myhatboro.org](mailto:rjacobus@myhatboro.org) no later than November 27, 2024