



West Chester Parks & Recreation Swinging Summer Thursdays Merchant and Restaurant Application

READ THIS PAGE FIRST AND CLOSELY FOLLOW THE INSTRUCTIONS, OR YOUR APPLICATION WILL BE RETURNED TO YOU!

Merchant or Restaurant Name _____
(Please PRINT Clearly)

DIRECTIONS:

1. Complete the application with all of your information for the event.
 - ❖ If we do not hear from you, we will assume you have chosen not to participate. Therefor another vendor or participant may be placed in front of your store.
2. Please check which events you plan to attend. Applications must be turned in by the deadline, or a late fee will be incurred:
 - June 6th on Gay St. between High & Matlack Sts. – Deadline, May 16**
 - July 11th on Gay St. between High & Matlack Sts. – Deadline, June 20**
 - August 1st on Gay St. between High & Matlack Sts. – Deadline, July 11**
 - September 5th on Gay St. between High & Matlack Sts. – Deadline, August 16**
3. Please check the category for which type of establishment you are. Then completely fill out the application on the next page.
 - Borough of West Chester Restaurant**
\$100.00 – Space Fee per event
 - West Chester Merchant/Business**
\$20.00 – Space Fee per event
4. Write checks according to the following:
 - a) Write a **SEPARATE** check for the Space Fee for each Swingin' Summer Thursday event. You may include canopy rental and electric fee in this check.
 - b) Write a **SEPARATE** \$25.00 check for electricity- Electricity is limited and first come first serve.
5. Please enclose one self-addressed stamped envelope for each event. (Size 10)
6. If your application is postmarked after the deadline listed, there will be a \$20.00 late fee, no exceptions.

Name of Applicant (last name, first name): _____

Business Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____ Cell: _____

***Please circle which phone number will be best to contact on the day of the event, in case of cancellation**

Email: _____

If selling food, please specify:

No bottled/canned soda or water to be sold at any of these events

Would you like to rent a canopy: Yes No
Cost: \$ 75.00

Are you planning on bringing a canopy: Yes No

Are you applying for more than one space: Yes No

If so, how many: _____

Would you like electricity: Yes No

Cost: \$25.00 -Electricity is limited

**All checks must be postdated for the day of the event.
A late fee of \$20.00 will be charged for applications postmarked after the deadlines.**

Checks should be made payable and mailed to:

West Chester Parks & Recreation
401 East Gay Street
West Chester, PA 19380

For Office Use Only

Space #

	OFFICE	USE	ONLY
	Date:	Amount:	Check #:
Registration			
Clean Up Fee			
Canopy Fee			
Electric			
Late Fee			

MERCHANT and RESTAURANT RESPONSIBILITIES AND REQUIREMENTS

Please **KEEP** this page for your reference.

1. You are responsible for bringing your own entire booth set up including; tables, chairs, canopies, etc. Extra canopies are available for rental prior to the event, please see the application page for canopy rental prices.
2. Your booth space is approx. 10x10.
3. **NO** amplified sound may be permitted in your booth space.
4. You are responsible to clean-up your area. The \$50.00 Clean-Up Deposit will be returned once your area is properly cleaned. **You must go to the West Chester Parks & Recreation booth to pick up your clean up deposit once the event is over.**
5. You must send a self-addressed stamped envelope for each event that you would like to participate in. If your application is incomplete, it will be mailed back to you.
6. The West Chester Parks & Recreation Department reserves the right to deny applicants for not adhering to our regulations and/or requirements.
7. **All events are rain or shine except when specified. Please note: There are NO REFUNDS for any of the events, unless West Chester Parks & Recreation CANCELS.**
8. Space assignments will be mailed to you within two weeks prior-to show dates. A map of your space will also be included. Requests for specific space will be considered but not guaranteed.
9. There shall be no sale or display of the following goods from the vendor booths: products or materials that depict sexual activity, nudity, human genitals, buttocks or breast, sexual toys, erotic devices, or sexually explicit apparel unless the vendor limits the exposure of said materials to adults.
10. Vendors may not disseminate explicitly sexual material to minors as defined by and pursuant to 18 Pa.C.S.A §5903(c).
11. The West Chester Parks & Recreation Department reserves the right to cancel/change an event, alter or change booth space, or refuse anyone who does not meet our event requirements at any given time.
12. If you must leave the event early for any reason, be sure to visit the West Chester Parks & Recreation booth to obtain your clean up check. We will NOT mail it back to you after the event!
13. **Do not forget the \$25.00 late fee for any applications postmarked AFTER the deadlines listed! If your application is late and you do not send in the late fee, your applications will be sent back to you.**

Any Questions Please Contact us at 610-436-9010