



Borough of Green Tree

10 West Manilla Avenue
Green Tree, PA 15220-3310
www.greentreeboro.com

412-921-1110

GREEN TREE OCTOBERFEST COMMITTEE

OCTOBERFEST 2017

Saturday, September 16, 2017 11:00 am – 9:00 pm

Sunday, September 17, 2017 Noon – 8:00 pm

LOCAL COMMUNITY GROUP (NON-PROFIT) AGREEMENT

Green Tree Borough is pleased to announce that the **21st Annual Octoberfest** will be held on **Saturday, September 16th and Sunday, September 17, 2017**. The Octoberfest Committee is hoping your community group will be able to participate in this event. This year's **Octoberfest** will again take place behind Aiken Elementary School on Greentree Road, adjacent to Parkway Center. The hours of the festival will be Saturday, 11:00 am – 9:00 pm, and Sunday, Noon – 8:00 pm concluding with fireworks sponsored by Green Tree Medical Center and Highfield Urgent Care & Imaging.

The following restrictions will be strictly enforced:

- **NO** items other than those listed on permit will be allowed.
- **NO** more than one group can operate the same type of game or activity.
- **NO** store bought or retail items can be sold.
- **ADDITIONAL fee will be assessed if space is exceeded.**
- **Deposit will NOT be returned if space is not adequately staffed and open during all festival hours.**

Reservations will be handled on a first come/first served basis. Applications submitted after **August 1, 2017 will be assessed a \$20 fee. Final applications deadline is August 18, 2017.** A deposit of \$50 will be required for the 2017 event, **which will be refunded to you by mail after the event provided all terms of this agreement have been met.** The Octoberfest Committee reserves the right to give final approval on all activities and games in an attempt to prevent duplication. All applicants will receive written confirmation of approval for a space once the Octoberfest Committee reviews their application. A permit will be issued explicitly stating what will be permitted during the festival.

The Octoberfest Committee will assign canopy placement and location. All canopies are 10x10 and will have two open sides. Side panels are available at an extra charge as listed on the application. Because of staging, the Committee reserves the right to change canopy details. Vendor spots must be adequately staffed and open during all festival hours.

Vendors agree to keep the assigned rental space 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.

Set-up will begin after 4 p.m. on Friday, September 15th and not before unless prior permission is granted.

LOCAL COMMUNITY GROUP (NON-PROFIT) APPLICATION

Community groups in Green Tree, Dormont or Castle Shannon and the Keystone Oaks School District that are formed for the purpose of raising money for activities for their individual groups are considered local community organizations. Some examples are: Green Tree’s Garden and Woman’s Civic Clubs, Keystone Oaks Baseball Boosters, Keystone Young Marines & Mt. Pisgah, etc.

The \$50 fee includes a 10x10 space with canopy that will have two open sides. Side panels are available for an additional \$10.00 each. Lighting is included in this cost. Any additional furniture, shelves, displays, etc. must be provided by your group. **Electric will not be provided unless requested**. If electric or plumbing is required, you must indicate so on application.

Should you need a booth activity idea, we suggest you contact the J. Robins Distributing Co. located in Wilksburg (412-244-9444), Penn Distributing located (412-241-0844) or Jones Party (814-346-7211) All specialize in the rental of carnival games and prizes and should be able to provide you with several good ideas. Jones provides the rides at Octoberfest, so arrangement for delivery can be made.

Spaces are limited and should be reserved as soon as possible. **Reservations for canopies and the type of activity your group will participate in will be handled on a first come/first served basis. Applications received after August 1, 2017 will be assessed a \$20 fee. Final application deadline is August 18, 2017. NO** activity other than those listed on permit will be allowed.

Please complete the application below and return it along with your check, payable to “Green Tree Borough”, to the Administrative Office in the Municipal Center or mail it to the address listed on the application. Applications are being taken on a first come-first served basis.

If you have any questions, please call Janice Adamski at the Green Tree Borough Administrative Office (412) 921-1110 or e-mail Ofest@greentreeboro.com.

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LOCAL COMMUNITY (NON-PROFIT ORGANIZATION
VENDOR FEE: \$100 (on or before 8/1/17) **\$120** (after 8/1/17)
(includes canopy and deposit)

Detailed Description of Activity: _____

Canopy Needed? Yes _____ No _____ Side Needed? Yes _____ No _____

Special Requirements: (electric, water, etc.) _____

If electric needed for what? _____ How much voltage required? _____

Contact Person: _____ Phone: _____

Organization: _____ E-mail: _____

Address: _____

City: _____ State: _____ Zip: _____

By my signature below, I agree to terms as listed on this agreement and application.

By: _____ **Date:** _____