



Concession Rental Application

SILVER SPRING TOWNSHIP, PA

Complete and return the application, schedule, and applicable fees to Silver Spring Township. Applications must be submitted at time of field application submission.

GENERAL INFORMATION

Purpose of Reservation:	
Applicant First & Last Name:	
Organization's Name:	
Mailing Address:	
Daytime Phone:	Evening Phone:
Email:	
<input type="checkbox"/> Civic/Non-Profit OR <input type="checkbox"/> For-Profit/Business	

AUTHORIZED USERS

Please list authorized users that will be the point person while the concession is operating.

Point Person(s) _____

OPERATIONS

Estimated Volunteers While Operating:

HOURS OF OPERATION - Please provide a final schedule two weeks prior to the start date. Changes to schedules must be submitted in writing to the Parks & Recreation Department as far in advance as possible.

A. Recurring Schedule:

START DATE: _____ END DATE: _____

START DATE: _____ END DATE: _____

START DATE: _____ END DATE: _____

Repeats: Daily Weekly Monthly

Repeats on: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: _____ AM/PM End Time: _____ AM/PM

B. OR Single Date(s) Schedule:

Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

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Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

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Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

Attach a separate sheet if necessary.

Trash & Restrooms

Trash

- Additional restrooms and trash cans may be needed for large tournaments, due to the impact on general park use.
- Trash that does not fit in the waste cans must be disposed of in dumpsters.
- Place trash in and around the concession into the dumpsters on a weekly basis. This includes trash underneath the pavilion that does not fit into the receptacle. This should be done frequently on warm days.
- Facility users must provide their own trash bags for high-volume events

Restrooms

- Restrooms shall be unlocked during normal park hours; sunrise to sunset. In some cases, officers may be delayed in opening and closing restrooms due to unforeseen circumstances. To request assistance, please call 570-971-9383 or the police non-emergency line; 238-9676. You may also sign-out a bathroom key.
- Restock toilet paper, paper towels, soap and sanitizer as needed for larger games or tournaments.
- Requests for toiletries must be made 2 weeks prior to large game or tournaments

Authorized Vehicles for Loading/Unloading

Vehicles are NOT permitted on the grass or concrete walkways for loading/unloading. You may pull onto the blacktop access drive and unload nearby. Driving onto the concrete may cause damage with tires, oil leaks, and cracking of concrete. Driving onto the grass, especially after a frost or in cold weather, may cause damage such as ruts, loss of turf, and chemical leaks which could reach storm drains.

VEHICLES TOTAL: _____

List Vehicles (make/model): _____

Vehicle Operators: _____

CANCELLATIONS made thirty-one (31) days or more prior to the term of the agreement, will receive a refund for the amount paid, minus a 25% administrative fee. Cancellations made thirty (30) days or less prior to the term of agreement, will receive a 50% refund of their daily concession fee. Cancellations must be made in writing.

✓ CHECKLIST

Submit the below information to Silver Spring Township, Attn: Recreation, 8 Flowers Drive, Mechanicsburg, PA 17050 or email parkinfo@sstwp.org

- Complete & submit the application and applicable fees
- Submit Liability Insurance Certificate with a \$1,000,000 limit, listing Silver Spring Township additional insured
- An agreement must be signed between both parties once the rental terms are agreed upon

Liability Waiver and Release

Warning of Risk: Recreational activities/programs/events are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instructor or officiating, and all other circumstances inherent to indoor and outdoor recreational activities/programs/events exist. In this regard, it must be recognized that it is impossible for Silver Spring Township to guarantee absolute safety.

Waiver and Release of all Claims and Assumption of Risk: I recognize and acknowledge that there are inherent risks of physical injury to participants in the listed programs/activities/events/community service, and I voluntarily agree to assume the all risks of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation, including, without limitation (i) injuries arising from use of any equipment, property, or grounds while participating in the programs/activities/events, (ii) injuries or medical disorders arising from participation in supervised or unsupervised programs/activities/events, (iii) accidental injuries within or on any Silver Spring Township facilities, land, or road.

I do hereby fully waive, relinquish, release and forever discharge Silver Spring Township, including its officials, agents, volunteers, and employees, from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ children's and arising out of, connected with, or in any way associated with the listed programs/activities/events. I do hereby grant and give Silver Spring Township the right to use my or my child/ward's photograph or image for promotional purposes.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the schedules change, I will submit a revised application or additional information accordingly.

Applicant's Name Printed: _____

Signature: _____

AKNOWLEDGEMENT OF SILVER SPRING TOWNSHIP'S ATHLETIC FIELD USE POLICY & FEE SCHEDULE

I acknowledge that I have reviewed and understand the policies and guidelines with the document provided by Silver Spring Township. I understand it is my responsibility to comply with and implement all policies and procedures included in Silver Spring Township's policy document.

Applicant's Name Printed: _____

Signature: _____

Concession Stand Policies & Procedures

The purpose of the policy is to assist facility users in safeguarding public health and ensuring that food products stored, prepared, distributed, and sold on Township property is done in accordance with regulations by the Pennsylvania Department of Agriculture, provisions set forth in Chapter 46 of the Pennsylvania Food Code, and Silver Spring Township.

GENERAL RULES

- No outside vendors or concessionaires are permitted to sell products in the concession without prior written consent
- Subleasing is not permitted
- At least one (1) authorized representative must be present at all times.
- **Those under the age of 16 are NOT permitted in food prep areas while food is being prepared**
- The Township reserves the right to remove any items that may cause injury or harm
- Appliances and lights must be turned off when the concession is not in use
- Doors and windows must be closed and locked when the concession is not open for business
- It is recommended that users maintain a minimum clearance of thirty-six (36) inches around the island, when operating

FOOD PREP

- Refer to Chapter 46 of the Pennsylvania Food Code for food preparation & storage requirements
- **Oil for the fryer is supplied by the facility user**
- Do not fry fish or seafood products in the fryer
- Preparing and serving food and drinks must be done in a clean, safe, sanitary manner
- Do not handle ice without using clean, sanitized utensils

CLEANING/SANITIZING

- All appliances, walls, and equipment must be clean
- Floors and counters in and around the concession must be clean. Remove grease using an abrasive scrub brush, soap, and warm water on floors
- **FRYER**: Remove or replenish oil at the end of the use, or as needed. To clean, remove oil, fill fryer with water and add a small amount of dish degreaser. Turn on and let water boil for 5 minutes. Baskets should be lowered to be cleaned at the same time. Drain water and fill again to rinse out. Clean covers on fryers, replace oil (not hot) and set baskets above. Contact Township staff if you need assistance.
- **GRILL**: Scour the surface when it's warm, with a pumice brick, coating the surface with a thin layer of oil afterwards to prevent rust. **Do not clean the surface with water.** Pumice bricks are located in the cabinet behind the grill. Empty and clean drip trays, grill hood and/or walls surrounding.

VEHICLE LOADING/UNLOADING

- Motorized vehicles are not permitted on the grass when it is frozen or too wet, and shall not block access to facilities.
- Cars, trucks, SUVs, and so forth cannot be idle and are not permitted in any area other than designated parking lots.
- Supplies must be hauled from the vehicle to the concession.

FACILITY KEYS

- Keys are issued and must be **returned within 4 weeks of the concession agreement end date.** Only authorized key holders noted on the application are permitted to access the concession
- Lost and/or unreturned keys will be replaced at the cost of the user.
- Making copies of facility keys and/or installing locks of any kind is prohibited
- Damages or loss to the facility during the intended use, as a result of lost keys, will be incurred by the user

EQUIPMENT & SUPPLIES

- Supplies shall be kept in a closed container and placed on a shelf or in a cabinet. Small animals, bugs or insects may enter the facility and can cause damage if not stored properly stored
- The refrigerator shall be set to 34° F and the freezer shall be set to 0° F.
- No outside equipment is permitted without prior written approval – **additional equipment requiring electric may overload the system and cause damage to the facility.**
- No food or drink items are permitted on the ground. Food must be stored on a skid or in a locked cabinet
- You must provide your own locks for cabinets, unless instructed otherwise
- Items stored on top of refrigerators, freezers, ice machines may be removed
- The Township is not responsible for food spoilage. The storage of food or beverages in freezer/cooler unit, cabinets or any other area in the concession building is at the risk of the user.
- **Outdoor grills are not permitted in the park without prior written approval**
- **Propane and/or gas tanks can NOT be stored in the concession for any reason**

RESTROOMS & TOILETRIES

- Restrooms shall be unlocked during normal park hours; sunrise to sunset. In some cases, officers may be delayed in opening and closing restrooms due to unforeseen circumstances. To request assistance, please call 570-971-9383 or the police non-emergency line; 238-9676. You may also sign-out a bathroom key.
- Restock toilet paper, paper towels, soap and sanitizer as needed for larger games or tournaments.
- Requests for toiletries must be made 2 weeks prior to large game or tournaments

TRASH & RECYCLING

- Place trash in and around the concession into the dumpsters on a weekly basis. This includes trash underneath the pavilion that does not fit into the receptacle. This should be done frequently on warm days.
- Facility users must provide their own trash bags for high-volume events

DAMAGES & REPAIRS

- Notify staff immediately if equipment malfunctions. Report concerns to the Rec Office by calling 717-766-1657 Leave a message with your name, date of the request and a detailed message.
- The Township will assess the cost of repair or replacement or damaged equipment and may charge the applicant accordingly
- If the fire suppression system is discharged by the Facility User, Silver Spring Township will assess the cost of clean-up and system recharge, and charge the applicant accordingly

TERMINATION OF USE

Silver Spring Township reserves the right to terminate the use of any concession facility by any organization, group, or agency. Upon termination of the agreement, issued keys must be returned within 7 days of the date of termination. Keys must be returned to the Township Administrative Office, 8 Flowers Drive, Mechanicsburg, PA 17050, between 8am and 4pm, Monday-Friday. Keys can be dropped into a locked box after regular business hours. This locked box is located at 8 Flowers Drive, Mechanicsburg, PA 17050. Upon termination, all supplies and equipment brought into the facility must be removed and the facility must be cleaned within 7 days of the date of termination.

FOOD LICENSE

The Facility User must provide proof of their current Pennsylvania Food License, if the user group is an adult sports league that plans on operating for more than 3 days in a calendar year or a youth sports groups that is for profit. The groups that are exempt from this requirement are the sports groups who are non-profit, or a group that operates the concession stand for less than 3 days in a calendar year. This can be obtained each year at www.EatSafePA.com and costs \$14 for a temporary license (4-14 days).

CERTIFICATE OF INSURANCE

Applicants must maintain policies of general liability insurance providing coverage against all claims arising directly or indirectly out of the Concession Agreement and the services to be provided by the Facility User. Coverage must include food, beverage, product, operations, and general liability. Such insurance policies shall provide limits of not less than One Million Dollars (\$1,000,000) per occurrence and shall be maintained in effect throughout the term of the Concession Agreement. Silver Spring Township shall be named as additional insured and certificate holder on the policies. Certificates of insurance shall be provided to Silver Spring Township prior to operating the concession stand.

RENTAL FEES

Tournament single day fees apply only for days when tournaments are being held. Weekly rates include three (3) plus days of use and do not need to be consecutive.

A. Security Deposit	
Township Sponsored Organizations	\$ 200.00
Residents/Non-Profits	\$ 200.00
Non-Residents/Non-Profits/Businesses	\$ 500.00
B. Weekly Rate – Paul Walters Memorial Park	
Township Sponsored Organizations	\$ 40.00
Residents/Non-Profits	\$ 60.00
Non-Residents/Non-Profits/Businesses	\$ 120.00
C. Tournament Rate – Paul Walters Memorial Park	
Township Sponsored Organizations	\$ 75.00
Residents/Non-Profits	\$ 125.00
Non-Residents/Non-Profits/Businesses	\$ 250.00
D. Weekly Rate – Stony Ridge Park	
Township Sponsored Organizations	\$ 60.00
Residents/Non-Profits	\$ 80.00
Non-Residents/Non-Profits/Businesses	\$ 160.00
E. Tournament Rate – Stony Ridge Park	
Township Sponsored Organizations	\$ 100.00
Residents/Non-Profits	\$ 150.00
Non-Residents/Non-Profits/Businesses	\$ 300.00