



ANSON B. NIXON PARK
KENNETT SQUARE

Special Activities Agreements

Requests must be submitted at least 60-days prior to the requested event date. A Special Activities Agreement is required when an event falls beyond the normal scope of park operations.

Overview of Hosting a Special Event or Activity at Anson B. Nixon Park

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Hosting a Special Event or Activity at Anson B. Nixon Park

Individuals or groups wishing to conduct a special activity or event on Anson B. Nixon property, which falls beyond the normal scope of the **Standard Pavilion and Athletic Facility Reservation Policy**, must apply for a **Special Activities Agreement (“SAA”)** as further described below.

Special Activity characteristics include events that are repetitive in nature, conducted by an organized group, include portions of the Park beyond the facilities covered in the Standard Reservation Policy (e.g. open space) OR may impact the casual Park user.

Please read the following information carefully and complete the application at the end of this document. Your application, including required attachments and any supplemental documentation, and the \$25 non-refundable application fee is required to be submitted at least sixty (60) days prior to the requested date for which your event is to be held.

While we have tried to make this process as simple as possible, please be aware that in some cases, you may need to contact municipal, state or other agencies in addition to the Kennett Area Park Authority for additional permits.

1. General Information

The Kennett Area Park Authority (“KAPA”) is the organization which owns and runs Anson B. Nixon Park (“Park”). In this document, references to “KAPA” and or “park representative(s)” are interchangeable.

Generally, any organized activity or event involving the use of open fields, multiple facilities/amenities and roadways and/or which include or necessitate the deployment of additional park staff, emergency services personnel, or volunteers for the safe and orderly movement of people, the proper use of Kennett Borough, Township, and Park resources and other public infrastructure, and the conduct of activities involving a higher potential of risk and liability shall require a Special Activities Agreement.

- An Agreement will be issued only when all requirements have been met and approved, and all fees are paid or arrangements for payments are made. A planning and/or pre-event meeting may be required.
- It is KAPA’s goal to assist organizers in planning safe and successful events that create minimal impact on the properties and residents surrounding the event.

2. Application Procedure

- The applicant may be any individual or representative/member of the sponsoring organization who has been authorized by that organization to apply. The authorized applicant must be 21 years of age or older and be available to work closely with the park representative(s) throughout the process.
- The application process begins with submitting of a fully completed SAA application. Intake of the application does not imply approval or confirmation of the request.
- During the review process, you will be notified if the event requires any additional information or permits. The applicant shall provide all requested documents. Upon approval to proceed, these items (i.e. certificate of insurance, security /damage deposit, secondary permits, etc.) must be received prior to the issuance of an Agreement. Delays in providing these items will negate final approval.
- All required documents must be included with the application, along with the \$25 non-refundable application fee (checks made payable to Kennett Area Park Authority or KAPA).
- **Your event is not confirmed until all necessary pre-event fees are paid and you receive a signed copy of the Special Activities Agreement.**

3. Tax Exempt/ Non Profit

- IRS 501 C -3 tax exemption letter or proof of tax-exempt status must be included with the application for all non-profit organizations.

4. Fees & Costs

- A non-refundable \$25 application fee must be included with the application at time of submission. This includes two (2) one hour meetings with a park representative(s) to discuss event coordination.
- Additional fees will apply based on the scale of the event and shall be submitted at time requested.
- All costs incurred by KAPA in conjunction with the event (i.e. staff support/supervision, equipment, supplies, etc.) shall be paid in full upon receipt of an itemized invoice from KAPA.
- All other facility use fees in accordance with the adopted fee schedule shall be payable to KAPA within 30 days of receipt of final invoice.

Event Application Fee - \$25 (non-refundable)

- Includes two hours of event coordination with park representative(s)
- Applied to event fee upon approval
- Event Fee- see chart below
- The SAA Event fees are IN ADDITION TO the Standard Facility Reservation fees for the pavilions, stage, tennis or volleyball courts.

Personnel Costs (if required)

- Staff or Maintenance - \$25/hr/person
- Administrative - \$25/hr/person *beyond the initial 2 hour meeting/review time
- Security - \$50/hr
- Local Police – Must contact for current rate

Special Activities Fees:

	<i>Individual or Non-Profit Organization</i>	<i>Business</i>
Short Term 50 ppl or fewer, 90 mins or less	\$50	\$100
Small Group Assembly 20-100 ppl	\$90	\$180
Moderate Group Assembly 100-250 ppl	\$130	\$260
Large Group Assembly 250-500 ppl	\$180	\$360
Major Group Assembly 500+ ppl	\$1500	\$3000
Additional Days	\$600	\$1200

Standard Pavilion and Athletic Facility Reservation Fees:

Pavilion	\$65
Stage	\$125
Stage Sound Technician	Rate TBD depending on needs, may be required
Tennis Court, per hour*	\$10/court/hr
Volleyball Court, per hour**	\$10/court/hr

*6 maximum players per court ** 12 maximum players per court

5. Insurance Requirements

- Before final approval, the applicant may be required to provide a certificate of general liability insurance including bodily injury and property damage in the amount of \$1,000,000 per occurrence with an aggregate of \$2,000,000 naming Kennett Area Park Authority as an additional insured. Insurance coverage must be maintained for the duration of the event.

6. Rules & Regulations

- See list of Anson B. Nixon Park General Rules & Regulations
- Anson B. Nixon Park cannot be reserved for the exclusive use of one group. Access to the park by the general public must be available at all times. Areas may be roped off or otherwise secured if KAPA grants this as a specified condition, but we cannot guarantee that the public will not enter the event area. Please keep in mind that our park is in excess of 100 acres; multiple uses of the park typically do not compromise an event.
- KAPA may impose additional or special rules, regulations and restrictions, at its discretion.
- Possession of, or being under the influence of, any illegal drug, alcoholic beverage or controlled substance is prohibited.

7. Set Up/ Assembly

- After review of the application, a sketch of the site layout for the event may be requested.
- Some events may require more than one day for set up or the construction plan may be too complex to describe on the application form. In these cases, a detailed plan, a timeline listing various times and locations where impact to public property may occur, and dismantling schedule must be submitted. Additional fees may apply.
- Any request for park personnel support (e.g. labor, equipment, etc.) must be submitted in a detailed written request.
- KAPA must approve all uses of existing and/or temporary lighting. Depending on the level and complexity, an illuminating engineer or certified electrician may be required to certify that installation and mountings are safe and secure. Temporary lighting shall be directed away from abutting streets and properties.
- All guy wires and stakes used for temporary structures, cables and other equipment, which could pose a safety hazard, shall be visibly marked with streamers, flags, safety barriers or appropriate warning materials.

8. Parking/ Shuttles/ Mitigation of Impact

- Parking shall be limited to areas designated accordingly. In some situations when sufficient parking is not available, the event organizer may be required to provide a plan to transport/shuttle participants from an off-site area to the event.
- If overflow parking is necessary, event organizers must meet with the Park Representative or designee to generate a plan for vehicles intended to be parked on the event site.
- Applicant may be required to provide adequate volunteers (with safety vests) for the purpose of directing patron parking. In case of younger participants assisting, individuals ages 14 and under are not permitted to be positioned within 35 feet of a roadway or heavily traveled section of the parking facility.
- Unfavorable weather and wet soils may result in park grounds being unusable for adequate parking for an approved event.
- For large-scale events, applicant is required to include mitigation plans for negative consequences imposed on others by the event. Mitigation may include local press release to community newspapers, radio, television and flyers to those residents who will be affected by the event. Notices must reflect the date(s), day(s), time(s), location(s) and types of activities taking place at the event. The notice must give detour or alternate route information if access is affected. A draft sample of the stated method of distribution and proposed list of recipients must be attached to the application.

9. Toilet Facilities/ Sanitation/ Recycling

- Applicant may be required to provide one (1) portable toilet for every 100 people anticipated, or may be required to pay for additional cleaning. This figure is based upon the maximum anticipated event participants. The Park Representative or designee must authorize placement locations for portable toilets. At least one (1) portable toilet must be handicap accessible.
- Recyclables generated at the event (i.e., aluminum cans, glass, plastic, cardboard, etc.) shall be collected and appropriately disposed.
- Applicant is responsible for the removal of all trash, litter, debris, etc. associated with the event. The applicant must make arrangements with park representative to supply an adequate number of trash receptacles, and to have trash and other materials removed from the park/facility periodically during the event and immediately upon conclusion of the event.
- Applicant shall be responsible for leaving the facility in an “as good or better condition” than the site was found prior to the start of the event. Failure to perform adequate clean up and/or should damage occur to Park property or facilities, the applicant will be billed at full cost recovery rates plus overhead for cleanup and repairs.

10. Food Concessions

- The [Chester County Health Department](#) provides food service guidelines. These allow the applicant to plan food handling, preparation and distribution in the most responsible and appropriate manner. Applicant shall be required to comply with all Health Department guidelines.
- The Health Department may require permits if food or beverages are to be sold or given away during the event. Applicant must obtain all required permits and to have them available on site during the event for review.

11. Entertainment/ Attractions/ Related Activities

- Applicant must ensure that all event activities comply with local laws applicable to noise abatement.
- If a park official determines noise levels from your event exceeds allowable levels, applicant may be required to stop and/or lessen the noise level. Allowable levels are determined by Borough/Township ordinances and Chester County guidelines.
- Applicant may be ordered to cease any musical entertainment if the sound level exceeds

allowable levels.

- Banners, signs and similar displays are regulated by rules and regulations. A Park Representative must authorize the number and location of these items, which must be removed at the completion of the event. Exterior signs and banners on public roadways may be subject to municipal sign ordinances.

12. Crowd Control/ Security/ Supervision

- Applicant must meet with KAPA Representative(s) to plan for a safe and secure environment for the event. A plan for crowd control and security may be required as part of the application.
- KAPA may require additional representative(s) to be on-duty throughout the event, in which additional fees apply.
- A person representing the sponsoring organization must be immediately available on site the day of the event, with authority over all elements of the event. This person will usually be the event APPLICANT or other authorized person. The CONTACT PERSON should provide KAPA with a cellular phone number or designate some other way to contact them during the event.
- Park Representative(s) may make periodic checks to ensure proper utilization of park facilities.
- Any and all park Representative(s) acting in their official capacity shall be admitted to the event without question and free of any charge.
- Event guests shall comply immediately with all directions or requests made by KAPA Representative(s) acting in their official capacity. Applicant will receive contact information for Representative(s) assigned to the event prior to the event.
- KAPA may require park representative(s) and/ or emergency services to be on site throughout the event.

13. Moving Route/ Street Closures

- When planning a moving route (e.g. trail race) on or beyond Park real estate, applicant is required to submit a plan identifying all road crossings, travel routes and closures. This will be evaluated as part of the planning process. The following must be considered in planning the route:
 - Impedance of emergency (fire, police or paramedic) vehicles
 - Conflict with public transportation
 - Safety of participants
 - Interference with both motorized and/or pedestrian traffic patterns
 - Inconvenience to other park users
 - The route with the least impact must be offered as one alternate
 - No permanent marking allowed
- Applicant will be required to obtain all traffic safety equipment required. Depending on the type of event, this may require barricades, traffic cones, signs, etc. Any volunteers along the route will be required to wear the current standard visibility vests.
- Applicant is responsible for contacting state and local officials relative to road closures outside of the park.

14. Accessibility Plan

- It is the applicant's responsibility to comply with all established disability requirements applicable to the American with Disabilities Act (ADA).

15. Promotion/ Advertising

- KAPA must issue formal approval of the event prior to the start of any promotion or advertisement of the event.

16. Cancellation/ Weather Policy

- KAPA has the right to cancel or shut down an event due to severe weather conditions. Applicant is encouraged to have an Inclement Weather Plan.
- If you decide to cancel your event, please notify the park at least five (5) working days prior to the scheduled event. Depending on the scope of the event and notification time, a cancellation fee may apply. Requests for refunds must be in writing.

17. Affidavit of Application

- The applicant must complete, sign and date the application before submitting it to KAPA for consideration.
- All supporting materials must be included at time of submittal or be cause for refusal to review and subsequent rejection and/or denial.
- The applicant must be prompt in furnishing information from follow-up inquiries by KAPA Representative(s).

18. Organized and/or Charitable Events

- The Anson B. Nixon Park was historically envisioned to be open for the public to enjoy predominantly passive use activities. In recent years, the park has experienced a surge in popularity and an increased demand for organized events. Largely, these requests are for charitable runs, benefit concerts and festivals which involve large groups, which seek to use key parts of the park and require payment by patrons to participate. Each time KAPA honors such a request, it necessarily impacts and limits the use of certain parts of the park for others during the duration of the event. KAPA seeks to accommodate overall community needs in balance with these sometimes competing interests.
- As such, KAPA reserves the right to limit or deny applications for events as it deems appropriate in the furtherance of public safety, resource protection and/or balancing the overall number of organized events against ensuring that all park facilities are open to the general public a reasonable amount of time.

ANSON B. NIXON PARK MAP



Listing of Pavilion Amenities

Pavilion 1: First pavilion after restrooms: electric outlet and light, charcoal grill, water pump, 6 tables (each table seats up to 8 on average) + 1 handicapped accessible seating area.

Pavilion 2: Second pavilion after restrooms: electric outlet and light, charcoal grill, water pump, 5 tables (each table seats up to 8 on average) + 1 handicapped accessible seating area.

Pavilion 3: Electric outlet and light, charcoal grill, water pump, 7 tables (each table seats up to 8 on average) + 1 handicapped accessible seating area.

Pavilion 4: 5-6 tables (each table seats up to 8 on average) *no water, electric or grill.

Pavilion 5: Nearest old playground: electric outlet and light, charcoal grill, 6 tables (each table seats up to 8 on average).

Pavilion 6: Nearest soccer fields and portable restroom. Electric outlet and light, charcoal grill, *no water pump, 4 tables (each table seats up to 8 on average).



Special Activities Agreement Request Form

Request must be submitted at least 60-days prior to the requested event date.

A Special Activities Agreement is required when an event falls beyond the normal scope of park operations.

APPLICANT/SPONSORING ORGANIZATION INFORMATION

EVENT SPONSOR/APPLICANT: _____

RESPONSIBLE PERSON: _____

ADDRESS: _____

PHONE (DAY): _____ (EVE): _____ (MOBILE): _____

EMAIL: _____ FAX: _____

Please list any additional event organizer(s) or service provider(s) authorized by the applicant to work on your behalf to produce this event:

NAME: _____

ADDRESS: _____

PHONE : _____ EMAIL: _____

EVENT INFORMATION

TYPE OF EVENT (Circle all that apply):

- | | | | |
|----------|---------------|---------------------|-------------|
| Run/Walk | Concert | Educational or Camp | Fundraiser |
| Parade | Fair/Festival | Assembly (Public) | Other _____ |

EVENT TITLE: _____

EVENT DATES: _____

LOCATION/STAGING AREA: _____

ACTUAL EVENT HOURS: _____ AM/PM -- _____ AM/PM

SET-UP TIMEFRAME: _____ STRIKE DOWN TIMEFRAME: _____

Please describe the scope of the set-up work (specific details):

ESTIMATED # of PARTICIPANTS (including volunteers, staff, contracted vendors) _____

EVENT DESCRIPTION

Is this a first time event for the applicant/event sponsor? _____

If NO, where was event previously held and is the event different than previous years, if so how? _____

What was the previous year's attendance? _____

Event will be open to:

_____ Public _____ Paying attendees only _____ Invite only _____ Other

PARK FACILITIES REQUESTED (this is the beginning of a conversation, approval is not implied):

Pavilion(s) Concert Stage Open Space Trails
Pond(s) Athletic Facilities: Tennis _____ Volleyball _____
Other _____

YES NO

 Are you requesting electricity? If YES, please list operational needs: _____

 Will items or services be sold or promoted at the event? If YES, please describe: _____

 Does this event involve pedestrian/vehicular circulation of any kind along walkways, trails, etc.?
If YES, attach a detailed map of the proposed circulation (pedestrian, shuttle, parking, etc). Provide a written narrative to accompany map.

 Does this event involve the closure of any park facilities/areas OR roadways into or adjacent to park property? If YES, list potential closures as a result of this event. Include areas, dates, and times of closing and reopening: _____

In addition to the route map, a diagram showing the overall event layout and set up, including locations for the following items may be required:

1. Food Concessions, Catering and/or Food Preparation Areas

Describe how food will be served at the event; if catered, list

Caterer: _____

If food will be cooked on site, please specify method:

Gas/Propane* Electric Charcoal Other (specify): _____

*Kennett Fire Co will need to inspect set up per municipal guidelines

2. Portable Toilet Facilities

Number of standard portable toilets to be supplied: _____ Required: 1 for every 100 ppl

Number of ADA Accessible toilets to be supplied: _____ Required: 10% of portable toilets

3. Trash & Recycling Receptacles and Management

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of event. The area MUST be returned to a clean, pre-event condition. KAPA does not provide sanitation services for special needs. Please describe your waste management and clean-up

plan: _____

Number & size of dumpsters w/ lids: _____ Required: 1 for every 400 people

Number of trash receptacles to be supplied: _____ Number of recycling receptacles to be supplied: _____

Which of the following will be necessary to conduct your event (you provide)? Please check all that apply.

- First Aid Facilities
- Booths, Exhibits, Displays
- Tables and Chairs
- Fencing, Barriers, Barricades
- Scaffolding, Bleachers, Platforms, Stages
- Generators and/or Electricity Source
- Vehicles and/or trailers
- Other related components

SAFETY/SECURITY/ACCESS

Please describe procedure for both crowd control and internal security:

Please describe accessibility plan for individuals with disabilities:

Does this event extend past sunset? If yes, please describe how the event and supporting area will be illuminated to ensure safety of the participants:

PARKING PLAN / SHUTTLE PLAN / MITIGATION OF IMPACT

Please provide a description of your PARKING and/or TRANSPORTATION/SHUTTLE plans:

Please describe your HANDICAP ACCESSIBLE PARKING:

Please describe your plan to notify nearby residents, businesses, etc. impacted by the event:

ENTERTAINMENT / CONTRACTED SERVICES / RELATED ACTIVITIES

YES NO

Will musical entertainment/DJ be provided at your event? If YES, please describe: _____

Will amplified sound be used? If YES, please indicate:
Start time: _____ am/pm Finish time: _____ (no later than 10 PM per noise ordinance)
Please describe the sound equipment that will be used (i.e. # of amps, # of speakers, positioning)

Any inflatables, moon bounces or similar devices? If YES, please describe: _____

Any signs, banners, decorations or special lighting? If YES, please describe: _____

Any tents, canopies or temporary structures? If YES, please describe: _____

Any animals to be on site? If YES, please describe: _____

ALCOHOL CONSUMPTION

The Anson B. Nixon General Park Rules and Regulations strictly prohibit alcohol in the park and facilities, except by special permit. Please note that this permit requires having a Park security officer in place for an added fee of \$50 per hour of the event, excluding set-up and breakdown.

YES NO

- Are you intending to serve/provide alcohol at the event? If YES, please indicate:
 Start time: _____ am/pm Finish time: _____ am/pm
 Types of alcoholic beverages served: _____
- Provided free of cost at event Provided for a fee, if so, please describe fee

Please describe in detail the service of alcohol at the event and how measures for safe use will be ensured:

PROMOTION / ADVERTISING / MARKETING

YES NO

- Will this event be promoted, advertised, or marketed in any manner? If YES, please describe: _____
- Will there be any live media coverage during the event? If YES, please describe: _____

KAPA SUPPORT / SPECIAL REQUESTS

YES NO

- Is Park staff support requested? If YES, please describe needs: _____
- Is use of park equipment requested? If YES, please describe: _____

INSURANCE REQUIREMENTS

Before final approval will be granted, the applicant may be required to provide an original and current certificate of general liability including bodily injury and property damage in the amount of \$1,000,000 per occurrence and aggregate of \$2,000,000 naming Kennett Area Park Authority as an “additionally insured”. Insurance coverage must be maintained for the duration of the event.

Kennett Area Park Authority reserves the right to request a copy of the entire insurance policy.

Name of Insurance Carrier: _____

Agent’s Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Business Phone: _____

Policy Number: _____ Policy Type: _____

GENERAL INFORMATION

The Kennett Area Park Authority has the right to cancel or shut down an event due to severe weather conditions. ADVANCE CANCELLATION NOTICE REQUIRED: If you decide to cancel your event, please notify the Park at least five (5) working days prior to the scheduled event. Otherwise, personnel and equipment may be needlessly dispatched and approvals for future applications can be jeopardized.

AFFIDAVIT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Activities Agreement as set forth by the Kennett Area Park Authority, and I understand that this application is made subject to the rules and regulations established by the Park Authority. I agree to abide by these rules, and further certify that I, on behalf of the organization of individual applicant, am also authorized to commit that organization/applicant, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event.

I, through the signing of this application, agree to indemnify, hold harmless, and defend KAPA and its agents, officials, and employees from all suits and actions, including reasonable attorney’s fees and all costs of litigation and judgment of every name and description against KAPA as a result of loss, damage, or injury to any person or property by reason of any action or omission by the event organizer(s).

Name of Applicant (print): _____

Title: _____

Date: _____

Signature: _____

FEE SCHEDULE

- 1. Application Fee \$25 (non-refundable)
- 2. SAA Level Event Specific
- 3. Security/Damage Deposit Event Specific (must be received upon SAA approval; checks will be deposited)
- 4. Cancellation Policy:
 - a. 5 days or more FULL refund, less any costs incurred by KAPA in preparation for event and the \$25 application fee.
 - b. Less than 5 days prior Same, plus a **\$50 Cancellation Fee.**
- 5. Personnel Cost
 - a. Maintenance w/ vehicle \$25/hour
 - b. Security Guard (alcohol) \$50/hour
 - c. Administrative \$25/hour
- 6. Park equipment Event Specific

SUPPLEMENTAL DOCUMENT CHECKLIST

Description	Required Y / N	Submitted w/ Application Y / N	Waived Y/N	Date Submitted
Completed & Signed Application Form				
Application Fee (\$25) Payable to KAPA				
Security Deposit				
Certificate of Insurance				
IRS 501c3 or Other Tax Exempt Documentation				
Site Layout Sketch				
Inclement Weather Plan				
Parking Plan				
Mitigation Plan				
"Moving Route" / Closures Plan				
Written Request for Personnel Support				
Additional Permits:				
Other (specify):				
Other (specify):				