Wyndcroft School Holiday Bazaar
Crafter Application

Name _____

Address_____

City _____ **State** ____ **Zip Code**_____

Phone **(O)**_____**(H)**_____
(Cell)_____
e-mail _____

Please describe the product(s) you sell:

_____

_____

I would like to rent:

____ 8-foot table(s) for $50.00 each*
* Please see attached letter. Thank you.

____ I will provide my own table.
(Must be no longer than 8 feet.)
____ I need an electrical outlet.
(Quantities are limited.)

***Have you been a vendor at the Wyndcroft Holiday Bazaar in the past?** Circle one: **YES** **NO**
If yes, when were you a vendor here?_____yr (s)

Please makes check payable to the <u>WPTO</u> and send to:
WPTO, The Wyndcroft School
1395 Wilson Street
Pottstown, PA 19464

Date Rec'd: Check #: Table(s):

THE ADMINISTRATION IS RESPONSIBLE FOR THE USE OF ALL SCHOOL FACILITIES. IN ORDER THAT THEY MAY CONSIDER YOUR REQUEST FOR THE USE OF SCHOOL FACILITIES, KINDLY COMPLETE THE FOLLOWING FORM:

I. BUILDING USE REQUEST:

_____ requests the use of the school gymnasium at The Wyndcroft School for the purpose of a Holiday Bazaar beginning on November 30, 2018 at 8:00am until 4:00pm. (Foul weather date December 7, 2018).

Will activity be open to public? __x__ Yes _____ No

Admission to the general public will be free of charge. My proceeds from the Holiday Bazaar will be used for: Business Use

Name, Address and telephone number of person responsible on this occasion:

_____

II. INSURANCE INFORMATION

Do you_____; have an in-force public liability policy?

_____ Yes _____ No

If yes:

1. What are the limits of liability? Bodily Injury $_____
   Property Damage $_____

2. Please send a copy of the policy along with these forms to the school.

III. RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS/VENDORS:

A. No smoking is allowed.
B. No drinking of alcoholic beverages is permitted.
C. Activity shall be restricted to that area for which permission is granted.
D. The activity shall not extend beyond the hours approved in the request.
E. All programs shall be planned so they do not interfere with the regular day school schedule.
F. The organization using the building shall be responsible for moving its equipment into and out of the building.
G. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
H. School authorities must have free access to all rooms at all times.
I. Room(s) or facility used by applicant will be carefully examined after use. The applicant will arrange for prompt payment of any loss or damage occurring as a result of use of school property.
J. No school property or equipment is to be altered or removed from the premises.
K. If the using organization carries its own business or personal liability insurance, the using organization shall be required to furnish a copy of this insurance statement to the School.

I agree on behalf of the above mentioned organization that all members and guests will observe the above regulations and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to The Wyndcroft School property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named school against any loss, damage or expense of any kind, which said school may sustain or incur in connection with the use of the above described building by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Signed: _____ Date: _____
(Vendor Organization Representative)

(Dis) Approved: _____ Date: _____
(Wyndcroft School)