

## **Guidelines for any Individuals or Non-Profit/Community Group Requesting the Use of the Air Products Town Square, First Friday at the Banana Factory or the Community Space at the SteelStacks Farmers/Arts & Antiques Market**

ArtsQuest™ is a Bethlehem, PA-based nonprofit dedicated to presenting music, arts, cultural experiences and educational programs that foster economic development, urban revitalization and community enrichment. Through festivals such as its flagship event, Musikfest,™ and the Banana Factory® arts and education center, ArtsQuest™'s programming reaches over 1.3 million people annually. The organization is furthering its mission of celebrating arts and culture through the development of the ArtsQuest™ Center at SteelStacks,™ which will open in May 2011 and showcase live music, cinema and festivals year-round.

In ArtsQuest's endeavor to support and cultivate the non-profit community of the Lehigh Valley, ArtsQuest presents the Air Products Town Square, First Friday at the Banana Factory and the SteelStacks Farmers/Arts & Antiques Market as a platform for local community organizations to build awareness and advocacy.

Below is a Q&A that will guide you through the process of requesting the use of the designated area on the Air Products Town Square, First Friday at the Banana Factory and/or the community space at the SteelStacks Farmers/Artist Market, together referred to as **the "ArtsQuest Event Sites"**. The ArtsQuest Event Sites are the private property of ArtsQuest and we reserve the right to deny any request.

For more information on ArtsQuest™, visit [www.artsquest.org](http://www.artsquest.org) or call 610-332-1300.

### What forms must be completed to start this process?

Applicants requesting the use of the designated ArtsQuest Event Sites must complete all information on the forms "ArtsQuest Non-Profit Information Sheet" and "ArtsQuest Performance/Exhibit Request," available at ([website link](#)), and ArtsQuest, 25 W. Third St, Bethlehem, PA 18015.

### Where the completed forms should be submitted?

All electronic forms available, including the "ArtsQuest Non-Profit Information Sheet," and the "ArtsQuest Performance/Exhibit Request," can be submitted at ([website link](#)) or emailed to Nicole Dotta at [ndotta@artsquest.org](mailto:ndotta@artsquest.org). Completed forms will also be accepted at ArtsQuest, 25 W. Third St., Bethlehem, PA 18015.

### What is the deadline for submitting requests?

All completed applications must be submitted at least sixty (60) days in advanced of the proposed use of the designated space at the ArtsQuest Event Sites.

ArtsQuest will review the request, and respond. ArtsQuest may make further inquires of the applicant, and require additional documentation from the applicant.

### How will requests be processed?

Where possible, ArtsQuest will accommodate all applicants seeking to take advantage of the designated area on the ArtsQuest Event Sites. Preference will be given to those applicants that support the ArtsQuest mission to "celebrate arts and culture;" Lehigh Valley based non-profit organizations; and/or non-profit organizations that serve residents in the Lehigh Valley. **All applications are subject to approval by ArtsQuest.**

To maximize efficient use of these sites and ensure the safety and convenience of the applicants and the general public, access to the ArtsQuest Event Sites must be regulated. To this end, ArtsQuest may deny any request for any reason that may include but not limited to:

- The use or activity intended by the applicant is prohibited by law, ordinance, or by regulation.
- The use or activity intended by the applicant present an unreasonable danger to the health or safety of the applicant, other users of the ArtsQuest Event Sites or the public.
- The applicant and/or organization discriminates against individuals on the basis of race, religion, color, sex, national origin, age, sexual orientation, marital status, source of income, disability status or veteran.
- The use of the ArtsQuest Event Sites is for political activity.
- The applicant falsified information or misrepresented themselves, their organization or their proposed activities on application.
- The applicant has made on prior occasions material misrepresentations regarding the nature or scope of an event or activity previously permitted or has previously violated the guidelines for use of the ArtsQuest Event Sites.
- The applications are not fully completed and executed; including verification that applicant has read, understands and agrees to the terms set forth in the policies for ArtsQuest Event Sites.

In addition, applicants whose requests have been granted will be required to comply with the policies that ArtsQuest sets forth governing the use of the Air Products Town Square, First Friday at the Banana Factory and/or the community space at the SteelStacks Farmers/Arts & Antiques Market, as set forth below:

- a. The applicant is responsible to ensure it conducts or permits no illegal activity at ArtsQuest Event Sites or other ArtsQuest properties.
- b. The applicant must provide a certificate of commercial general liability insurance, naming ArtsQuest as an additional insured, with a minimum coverage of \$1,000,000 per person, per incident.
- c. The applicant is required to execute a release of ArtsQuest, its trustees, officers, employees and agents from any liability for any loss due to vandalism, theft, accident, weather or other casualty to any goods, supplies, equipment, belongings or other items of personal property which the applicant or it's directors, officers, employees or agents cause to be brought to the Air Products Town Square, Banana Factory, the SteelStacks Farmers/Arts & Antique Market ("Personal Property"), including but not limited to the Exhibit or Performance area.
- d. The applicant is required to agree in writing to defend, indemnify and hold harmless ArtsQuest, its trustees, officers, employees and agents from all actions, suits, losses damages or claims of any kind, arising from circumstances at ArtsQuest Event Sites or other ArtsQuest Property, including but not limited to the exhibit or performance, caused by any act or failure to act, whether negligent or non-negligent, of applicant, its directors, officers, employees, agents or caused by any personal property.
- e. Further conditions and rules for the use of venues for approved requests may be set forth at the discretion of ArtsQuest, in order to maximize efficient use of these venues and ensure the safety and convenience of the applicant and the general public.
- f. Fees may apply for the rental or use of items on the ArtsQuest Event Sites. Examples include, but are not limited to: tents, AV or video services, additional staffing and/or security.

What is the cancellation policy?

ArtsQuest will make arrangements for the use of the ArtsQuest Event Sites that may include but are not limited to the following resources: staffing, security, tents, AV or video services and general marketing support.

For this reason, all reservations of the ArtsQuest Event Sites are subject to a \$100 cancellation fee if canceled within thirty (30) days of the reserved use.