



LONG'S PARK PAVILION RENTAL

PERMIT APPLICATION

Department of Public Works
225 Riverside Avenue
Lancaster, PA 17602
(717) 517-5745
Monday- Friday 7:30am- 3:00pm

Pavilion 1 Pavilion 2 Pavilion 3

Pavilion Rental Date _____

Pavilion Rental Times _____ to _____

Organizer can set up beginning at 8:30am. Clean up must be completed by dusk.

Number of Attendees _____

Description of Event _____

Business name _____

Contact Name _____

PLEASE NOTE: The name and contact information on the permit are the party that will be considered responsible for ensuring proper use of the Pavilion during the rental.

Mailing Address _____

Phone Number _____

Email _____

In submitting this Park Pavilion Permit, the applicant agrees to be bound by all rules, regulations and applicable ordinances related to park use. The person(s) to whom this permit is issued shall post the Permit on and during the effective dates and times and represent that they and their group will comply with the following:

- No smoking, vaping or use of tobacco products at any time.
- No alcoholic beverages permitted at any time unless specifically authorized by permit.
- Unless specifically stated on this permit, it is understood that the gathering to be held is not a benefit affair and that no admission is to be charged and no tickets will be sold.
- No bathing, swimming, wading, or boating in any body of water.
- No fishing except authorized programs.
- No archery or firearms are allowed.
- Dogs must be kept on leash at all times.
- No picking flowers, damaging trees or shrubbery, or harassment of wildlife.
- No amplified sound, music or noise that unreasonably interferes with the use of the Park by other individuals is allowed.
- Park cars in designated areas only. No washing, servicing or polishing cars.
- Softball and other team sports shall be played in designated areas for that purpose.
- Use of metal detectors is prohibited.
- No balloons, water balloons, pinatas, confetti, silly string or other paper or plastic products that produce excessive fine litter debris are permitted.
- No fireworks, rockets, firecrackers or substances of explosive nature are allowed.
- Tables are to remain inside pavilions and will not be moved by staff.
- No private tents larger than 10x10 without official permit from the Bureau of Fire.
- No bounce houses, climbing walls, inflatables, rides or machinery of any kind.
- Trash, recycling and other waste must be deposited in designated receptacles or otherwise removed from the Park by the Permittee immediately following the rental.
- No portable pools, sprinklers or slip-n-slides.

An approved permit is required for all City of Lancaster public park pavilion rentals. Please write all information legibly.

All permit fees **MUST BE PAID** with application submittal. If payment is not received with application, your event submission will be canceled and made available for other reservation requests. Incomplete permits will be returned to the sender.

THIS PERMIT ONLY GUARANTEES USE OF A PAVILION AND MAKES NO CLAIM TOWARD ANY OTHER AREA OR AMENITY WITHIN THE PARK UNLESS SPECIFICALLY STATED. THE APPROVED PERMIT MUST BE POSTED BY THE PERMITTEE THROUGHOUT THE DURATION OF THE EVENT, TO EVIDENCE PROOF OF RENTAL.

PLEASE NOTE: If you are planning a large-scale event such as festival/concert, run/race or community event that could have an impact on public property, infrastructure or other resources please contact Lancaster Office of Promotion(LOOP) at 717-471-6215 or loop@cityoflanasterpa.gov

Only one rental, per pavilion, per day, will be allowed. For example, if you are hosting a morning event, an evening event will not be scheduled to follow. Permits are NOT transferable.

PAVILION RENTAL FEES

WEEKDAY (MON-THU)

Pavilion 1:

Business >400 People- \$500
Group 0-400 People- \$200

Pavilion 2:

Business >250 People-\$350
Group 0-250 People- \$150

Pavilion 3:

Business >100- \$150
Group 0-100 People-\$100

WEEKEND*/HOLIDAY RATES

Pavilion 1:

Business Group > 400 People- \$650
Group 0-400 People- \$250

Pavilion 2:

Business Group >250 People- \$550
Group 0-250 People- \$200

Pavilion 3:

Business Group >100 People \$250
Group 0-100 People- \$150

*Friday reservations are weekend rate.

PAYMENT METHODS

Payments must be made payable to the City of Lancaster, PA.

Check Money Order Cash Credit card

CANCELLATIONS

Pavilion reservation cancellations must be made at least thirty (30) business days prior to reservation date in order to receive a refund. All cancellations are subject to a \$25 processing fee.

A Permittee shall be bound by the park rules and regulations and all applicable ordinances fully as though the same were inserted in any application. Neither the Long's Park Commission nor the City of Lancaster is responsible for accidents, injury, or loss of property that may occur during the rental of the Pavilion. Permittees who use the Pavilion and surrounding Park area in a manner that results in excessive wear or cleanup will be assessed a \$100.00 cleanup fee and may be prohibited from future rentals.

I verify that all information is complete upon submission of my application. I agree to be bound by the terms of this agreement.

Applicant Signature _____ **Date** _____

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| For Office Use Only | | | | |
| Date Received _____ | Received by _____ | Permit # _____ | Amount Paid _____ | Payment Method _____ |