



CITY OF LANCASTER

Department of Public Works

225 Riverside Avenue
Lancaster, PA 17602
(717) 517-5745 - parks@cityoflanasterpa.gov
Monday- Friday 7:30am- 3:00pm

A completed permit is required for all City of Lancaster public park pavilion rentals.

Permit must be submitted 30 business days prior to event. 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 sender.

Please write all information legibly.

THIS PERMIT ONLY GUARANTEES USE OF PAVILION. WE REQUIRE THE APPROVED PERMIT BE POSTED BY EVENT HOST, AT THE TIME OF EVENT, TO SHOW PROOF OF RENTAL.

PLEASE NOTE: If you are planning a large-scale event (ex: run, festival, concert, rally), use the Activity Permit found at cityoflanasterpa.gov.

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

PAVILION RENTAL FEES

All pavilion rentals are \$75.00.

PAYMENT METHODS

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

- Check Money Order Cash Credit card

CANCELLATIONS

Park reservation cancellations must be made atleast 30 business days prior to rental. All cancellations are subject to a \$25 processing fee. Park cancellations won't be refunded after 30 days.

RESTROOM KEYS

Restroom key can be obtained, 1 week prior to your event, Monday-Friday, 7:30 am- 3:00 pm. For restroom access, the City requires a \$20 key cash deposit. Keys will not be distributed on weekends. The \$20 deposit will be returned when the key is returned to the Department of Public Works at 225 Riverside Avenue.

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

PARK PAVILION RENTAL PERMIT APPLICATION

PARK PAVILION OPTIONS check one box

- Buchanan Park Sixth Ward Park Reservoir Park
Culliton Park South End Park

Electric (120V) is available at Buchanan, South End, and Sixth Ward Parks. Electric if NOT available at Reservoir or Culliton Park.

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

Contact Name

PLEASE NOTE: The name on the permit is the person Public Works will make any arrangements with.

Mailing Address

Phone Number

Email

In submitting this Park Pavilion Permit, the applicant agrees to be bound by all rules, regulations and 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:

- Absolutely no parking is permitted on the grass at any park location.
All parking must be in designated parking spaces. Violators will be ticketed.
Restrooms are not available from November 1st through April 1st.
Each pavilion has 1 grill. Organizer MAY NOT bring additional grills to the park.
If the pavilion is left in poor condition as deemed by the City of Lancaster's Public Works Department, the City maintains the right to charge the applicant directly for all related repair fees. Until damage costs are satisfied, the permittee may not apply for any additional permits in the future,
No bounce houses, climbing walls, inflatables, rides or machinery of any kind is permitted by the granting of your permit for this pavilion.
Alcohol is strictly prohibited on public property.
The City is not responsible for accidents, injury, or loss of property.
No balloons, water balloons, pinatas, confetti, silly string or other paper or plastic that produces excessive fine litter debris are permitted.

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