

CITY of LANCASTER
PUBLIC WORKS DEPARTMENT

515 North Franklin Street
Lancaster, PA 17602

PUBLIC WORKS PHONE (717) 291-4835

Monday–Friday 7:30am–3:30pm

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

Permit must be submitted 30 business days prior to event. Payment must be received with completed permit. All incomplete permits will be returned to sender. (Please write contact information and all details legibly).

THIS PERMIT ONLY GUARANTEES USE OF PAVILION. WE REQUIRE THE APPROVED PERMIT TO BE PRESENT AND POSTED BY EVENT HOST AT 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 **Festival Permit** found at cityoflancasterpa.com.

Only one rental per pavilion per day will be allowed. ie. If you are hosting a morning event, an evening event will not be scheduled following.

PAVILION RENTAL FEES

All pavilion rentals are \$50.00. See below for payment methods. Park reservation cancellations must be made at least 30 business days prior to rental. Park cancellation refunds are \$25.00. Park cancellations will not be refunded after 30 days.

RESTROOM KEYS

For restroom access, the city requires a \$20 key cash deposit. Turn in key deposit with application. The \$20 will be returned when key is returned to Public Works at 515 N Franklin Street.

Please pick up restroom keys at Public Works Department, 515 North Franklin Street, Lancaster, **Monday through Friday 7:30am to 3:30pm** prior to your event. No keys will be distributed on weekends.

PERMIT APPLICATION FEE SCHEDULE

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.

PAYMENT METHODS

- 1) **Check** (made payable to the City of Lancaster)
- 2) **Money Order** (made payable to the City of Lancaster)
- 3) **Cash**
- 4) **Credit Card**

PARK PAVILION RENTAL PERMIT APPLICATION

PARK PAVILION OPTIONS Check One Box

- Buchanan Park South End Park
 Sixth Ward Park Reservoir Park

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

Pavilion Rental Date _____

Pavilion Rental Times _____ to _____
Organizer can set up beginning at 8:30am. Clean up must be completed by 8:30 pm

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 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.
- Rest rooms are not available after November 1st to April 30th.
- Each pavilion has one grill. Organizer may NOT bring additional grills to site.
- The City does NOT provide portable restrooms. Contact a vendor for service.
- If 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, or file an insurance claim against the provided insurance policy. Until damage cost claims are satisfied, the permittee may not apply for any other 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.

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

Applicant Signature _____

Date _____

Date received _____	Check # _____
Applicant Name _____	
Description of event _____	