

120 N. Duke Street, 3rd Floor  
Phone (717) 291-4739  
DBlack@cityoflanasterpa.com

Permit Service Hours:  
Monday-Friday: 8:30am to 3:30pm

Please submit your \$75 fee to the City of Lancaster 90 days prior to the event date.

For assistance completing the permit, please arrange a meeting or phone call ahead of time. Walk-ins cannot always be accommodated.

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Date Reviewed by Long's Park Commission: \_\_\_\_\_

Approved:  Yes |  No

Notified of Decision by: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Your application, non-refundable seventy-five (\$75) application fee, and site map, must be received no later than NINETY (90) days prior to your event date. A map of the site and/or route must be submitted with application. Submission of the application, and application fee, is in no way to be construed as approval or confirmation of your event. Application will not be reviewed until application fee and site map are received. Approval of your application does not reserve City staff. It is your responsibility to contact and reserve city resources and staff with each department listed on this application

**EVENT DETAILS**

Event Title: \_\_\_\_\_

Event Date: First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

Event Description: \_\_\_\_\_

Estimated Participants: \_\_\_\_\_ Estimated Spectators: \_\_\_\_\_

Are admission, entry, or participation fees required?  No  Yes If yes, please provide amounts: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant Name (Main Contact) \_\_\_\_\_

**EVENT CATEGORY (Check all that apply)**

Festival/ Concert  Run/ Walk/ Race  Parade  Organization/ Community Event

Other (Please specify) \_\_\_\_\_

Is this an annual event?  No  Yes If yes, how many years have you been holding the event? \_\_\_\_\_

**SCHEDULE OF EVENT(S)**

Event Start Time: From \_\_\_\_\_ To: \_\_\_\_\_

Set Up Time: From \_\_\_\_\_ To: \_\_\_\_\_

Event End Time: From \_\_\_\_\_ To: \_\_\_\_\_

Clean Up Time: From \_\_\_\_\_ To: \_\_\_\_\_

**PARK FACILITIES (Please indicate all amenities and facilities you wish to reserve)**

<input type="checkbox"/> Long's Park: (1414 Harrisburg Pike)	Resident/ Community Group: \$100/ day x _____ days	\$ _____
	Non-Profit/ Tax Exempt Group: \$200/ day x _____ days	\$ _____
	Commercial/ Business Group: \$250/ day x _____ days	\$ _____

**PAVILION RENTAL**

Do you require the use of a Pavilion for your event?  No  Yes | If yes, please select a pavilion from the list below. For questions regarding pavilion rentals, please call the Bureau of Parks at (717) 517-5745.

	Weekday Rates	Weekend Rates	Cost
<input type="checkbox"/> Pavilion 1	Corporate Group >400 People- \$500 Group 0-400 people \$150	Corporate Group >400 People- \$650 Group 0-400 people- \$175	\$ _____
<input type="checkbox"/> Pavilion 2	Group up to 250 people- \$100	Corporate Group \$550 Group up to 250 people- \$150	\$ _____
<input type="checkbox"/> Pavilion 3	Group up to 100 people- \$75	Corporate Group \$150 Group up to 100 people \$100	\$ _____

**TOTAL FEES FROM PAGE 1 & 2**

APPLICATION FEE	\$75.00
PARK FACILITIES	\$ _____
PAVILION RENTAL	\$ _____
<b>TOTAL</b>	\$ _____

**SITE MAP (Required for approval of event and receipt of permit)**

Parades, walks, & runs, must submit a route, and map, with written turn-by-turn instructions. A site map is included, for use, at the end of this application or you may choose to provide your own.

**MEDICAL PLAN**

Include location of First Aid and Medical Services in your event site map/ route plan. If an event has 5,000 or more attendees, organizer is required to arrange Lancaster EMS service on standby at event. Proof of arrangements must be forwarded to Dblack@cityoflanasterpa.com. 60 days prior to the event. LEMSA Association can be reached at (717) 481-4841 x 112.

Please describe your medical plan, the types of resources that will be at your event, and the way they will be managed and deployed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**VENDORS**

The City of Lancaster requires ALL event vendors have a valid **PA Business License and proper Insurance**. For questions on obtaining a PA Business license call (717) 787- 1064.

All vendors must have PA Department of Revenue sales tax license. For questions please call (717) 845-6661.

1. Does your event include food and/ or beverages?  No  Yes | If yes, please describe the type of food you will have available including documentation of commissary kitchen used to prepare food (if applicable): \_\_\_\_\_

If you want to make food from your home kitchen, to sell to the public, you must be registered and inspected by the Pennsylvania Department of Agriculture as a Home Food Processor. They can be reached at (717) 787-4315.

2. Do you intend to cook and/ or keep food warm at the event?  No  Yes | If yes, a fire review fee will be required. Please contact the Bureau of Fire at (717) 291-4869.

3. List of projected licensed food vendors or trucks: \_\_\_\_\_

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**Requirements for the City of Lancaster Health Department**

If food is distributed, served, or sold, applicant must provide a complete list of vendors upon submission of application. Contracted food vendors/ trucks at the event (either accepting money as profit or donating money, donating services, or donating food) must be licensed by the City of Lancaster Health Division. Non-profits that support recreational activities for youth (soccer clubs, Girl Scouts, etc.) are exempt from licensing, but must contact the Health Division for a permit to operate. All food vendors must complete a Temporary Food Vendor Application and must present evidence of a Manager's ServSafe upon application submission. For information on obtaining a temporary permit or permit approval, please contact the Health Division at (717) 291-4824.

**The Health Division MUST receive a vendor's temporary application at least 4 weeks prior to the event.**

**ALCOHOL**

Do you plan to offer alcoholic beverages for sale at your event?  No  Yes | If yes, the following apply:

1. See the notice of insurance requirements (page 6) for liquor liability insurance.
2. You must receive authorization from the Long's Park Commission and the State of Pennsylvania Liquor Control Board (PLCB). THE PLCB can be reached at (717) 783-8250.

Do you plan to serve/ furnish alcoholic beverages free of charge at your event?  No  Yes | If yes, the following apply:

1. See the notice of insurance requirements for liquor liability insurance (page 6).
2. If you intend to serve alcohol free of charge at your event, the provision of alcohol shall not be conditioned upon
  - i. the purchase of a ticket for admission to the event
  - ii. in exchange for a donation or other fee
  - iii. a required purchase of payment that could constitute a sale of alcohol under Pennsylvania Liquor Code

Please describe your plan for security and carding to ensure the safe sale of serving/furnishing alcohol at your event:

NOTE: The City of Lancaster Bureau of Police reserves the right to have the final decision regarding the security presence needed at any event where alcohol is sold or served.

**PORTABLE TOILETS**

City of Lancaster DOES NOT provide portable toilets. Events with 10,000 or more attendees, and/or food vendors, are required to have bathrooms available to participants. It is the responsibility of the organizer to provide portable toilets.

Red Rose Sanitation or other providers can be used. Red Rose Sanitation can be reached at (717) 295-7673.

Please select the number of attendees from the chart below:

<b>Attendees</b>	<input type="checkbox"/> Less than 10,000 People	<input type="checkbox"/> 10,000-30,000 People	<input type="checkbox"/> 30,000-60,000 People
<b>Requirement</b>	No requirement	Minimum 10 regular, 2 Handicapped	Minimum 20 regular, 4 Handicapped

**PARK SERVICES / LABOR**

Sponsoring organizations are responsible for the cost of set-up, clean-up, or any other expenses incurred by the City of Lancaster to support an event and must comply with the Long's Park Commission Special Event Guidelines for Additional Services. If an activity is expected to cause undue stress on the park, its facilities or staff, the Commission may assess additional usage fees.

Please select the number of attendees from the chart below:

<b>Attendees</b>	<input type="checkbox"/> Less than 10,000 People	<input type="checkbox"/> 10,000-30,000 People	<input type="checkbox"/> 30,000-60,000 People
<b>Approximate Cost for Park Services/ Labor</b>	Sponsoring organization can do set up and clean up	REQUIRED \$250-\$400/ day	REQUIRED \$750-\$1000/ DAY

**PARKING**

Consultation/ consent from Park City Mall, for overflow parking, is required for events with an anticipated crowd exceeding 10,000. Sponsoring organizations must contact Park City Management to discuss parking arrangements and provide a letter from Park City, with this application, certifying such contact has taken place. Park City management can be reached at (717) 393-3852. Handicap parking may require special provisions.

Please describe your parking plan: \_\_\_\_\_

Please select the number of attendees from the chart below:

<b>Attendees</b>	<input type="checkbox"/> Less than 10,000 People	<input type="checkbox"/> 10,000-30,000 People	<input type="checkbox"/> 30,000-60,000 People
<b>Handicap Parking Requirements</b>	Can use handicap spaces assigned in the park	Special provisions required.	Special provisions required.
<b>Contact Park City Management</b>	NO	YES	YES

**DUMPSTER/ ADDITIONAL TRASH CANS & RECYCLING CONTAINERS**

Events with 10,000 or more attendees, and/or food vendors, require additional trash/ recycling remediation. It is the responsibility of the event host to purchase trashcans and handle remediation from a third party. The Sponsor is responsible for meeting Lancaster County Solid Waste recycling requirements for special events. City of Lancaster DOES NOT provide additional dumpsters or trashcans. Penn Waste or other providers can be used. Penn Waste can be reached at (717) 767-4456 or info@pennwaste.com.

Please select the number of attendees from the chart below:

<b>Attendees</b>	<input type="checkbox"/> Less than 10,000 People	<input type="checkbox"/> 10,000-30,000 People	<input type="checkbox"/> 30,000-60,000 People
<b>Requirement</b>	No requirement	Minimum 1-20 CU. YD. capacity	Minimum 1-40 CU. YD. capacity Maximum 3-40 CU. YD. capacity

Trash Remediation Contact Information: Company \_\_\_\_\_ Name: \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Drop off date: \_\_\_\_\_ Pick up date: \_\_\_\_\_

**STREET SWEEPING**

If you host a large-scale event, with multiple vendors, street sweeping following the event is required. Street cleaning costs will be billed to your organization after the event.

Street Sweeping Cost: \$150.00 per hour

**POLICE SERVICES**

Sponsoring organizations must contact Lieutenant Chris Laser, of the Lancaster City Police Traffic Section, at (717) 735-3318 to arrange police coverage of the event. The Bureau of Police will determine actual police services required after consultation on the type of event. Fees listed are for Lancaster City Police only.

Please select the number of attendees from the chart below:

<b>Attendees</b>	<input type="checkbox"/> Less than 5,000 People	<input type="checkbox"/> 5,000-30,000 People	<input type="checkbox"/> 30,000-60,000 People
<b>Approx. Cost for Police Coverage</b>	Minimum \$1000/day	\$1,400- \$1,700/ Day	\$1,500- \$2,000/ Day

**TENTS**

For tents to be temporarily erected on Lancaster City property, a site layout diagram must be submitted, reviewed, and approved by the Fire Marshal. Tents may not be in the street or staked into the ground. Tents larger than 200 square feet in area require a permit issued by the Bureau of Fire to a certified tent installer. All permit fees must be paid in advance. Tents will receive a safety inspection before occupancy. Submit tent layout diagrams to: Firemarshal@cityoflanasterpa.com. The Fire Marshal can be reached at (717) 291-4869. (Reference 2015 IFC, chapter 31)

Outline specific tent details:

Tent # ____ of ____ Size: _____ Total Sq. ft: _____	Tent # ____ of ____ Size: _____ Total Sq. ft: _____
Tent # ____ of ____ Size: _____ Total Sq. ft: _____	Tent # ____ of ____ Size: _____ Total Sq. ft: _____
Tent # ____ of ____ Size: _____ Total Sq. ft: _____	Tent # ____ of ____ Size: _____ Total Sq. ft: _____

Additional permits and fees will apply by the Lancaster City Bureau of Fire if a fireworks display and/ or tents (over 200 square feet) are planned.

**AMPLIFIED SOUND/ MUSIC**

Will amplified sound or music be played at your event?  No  Yes | If yes:  Music  Voice

If yes, Indicate on your Site Map the location/size of any stages, sound systems, and the direction of the speakers. The City does not provide generators, sound systems, or speakers. Stages may not be in the street or staked into the ground.

The applicant shall independently confirm with music licensing companies and agents (typically BMI, ASCAP, SESAC) whether applicant must obtain a license to present live or recorded music at the event, applicant shall pay all fees, costs, and fines payable to music licensing companies and agents if a license is required. Should any music licensing fees, costs, or fines be charges to the City of Lancaster, in connection with your event, applicant agrees that it is contractually liable to pay said fees, costs, fines, or indemnify City for same if advanced by City.

Music Start Time: \_\_\_\_\_ Music End Time: \_\_\_\_\_

**AMPHITHEATER USE:**

All requests to use the Amphitheater must be forwarded to the Long's Park Amphitheater Foundation, P.O. Box 1553, Lancaster, PA 17603. They can be reached at (717) 735-8883. The Amphitheater Foundation meets the first Tuesday of each month to consider requests.

**INSURANCE REQUIREMENTS**

Before permit will be issued you must provide proof of the following insurance coverage:

- General Liability Insurance in the minimum amount of \$1,000,000 that names the City of Lancaster and the Long's Park Commission as additional insured. You must provide a certificate of insurance from a licensed insurance agent of the insurer, evidencing the required coverage, to the City of Lancaster.
- If you intend to serve alcohol free of charge or sell alcohol as authorized by the Long's Park Commission under a Use Permit for Public Property, you shall (1) obtain either a liquor liability insurance policy, or a special event liability insurance policy including host liquor liability insurance coverage, or a general liability policy including host liquor liability insurance coverage, that satisfies coverage limits specified by the City, names the City of Lancaster and the Long's Park Commission as additional insured's, and is scheduled in force for the duration of the event (2) provide a certificate of insurance from a licensed insurance agent or insurer, evidencing the required coverage, to the City of Lancaster Solicitor.

Permits will not be issued until all insurance requirements have been received, verified, and approved by the City of Lancaster Solicitor. If insurance is at any time determined non-compliant in the judgement of the Director of Parks & Public Property, a permit can be rejected or revoked without advance notice. Please contact the City of Lancaster Solicitor with any questions pertaining to insurance. City of Lancaster Solicitor can be reached at (717) 517-5715.

Insurance coverage must be maintained for the duration of the event including setup and cleanup dates. The date(s) of your event must be stated on your insurance coverage.

The Certificate holder is City of Lancaster 120 N. Duke Street, PO Box 1599 Lancaster, PA 17608-1599

All required insurance Certificates must be accompanied by the additional insured endorsement form with the required language, or they will be rejected as noncompliant.

All required insurance Certificates must be submitted no later than thirty (30) days prior to the commencement of the event.

**PROPERTY DAMAGE**

The Permittee and any person responsible for causing equipment or property damage to the licensed premises, City property, or equipment, are jointly liable to the City for its costs to repair, replace, restore, or clean the property damage. The Permittee's liability hereunder arises contractually and regardless of fault.

**AFFIDAVIT OF APPLICATION**

The applicant, and if applicable, the professional event contact, must complete, sign, and date this application and submit the application fee to: City of Lancaster, PA, Attention Diana Black, 120 N. Duke Street Lancaster, PA 17602

This form is used to obtain permission for any event or activity held in Long's Park. Event sponsor must comply with the Long's Park Commission Usage Guidelines and the Long's Park Rules and regulations (enclosed). All Park Rules & Regulations are applicable. I warrant the following with full authority to bind the application, also the "organization". I hereby certify the foregoing statements to be true and correct. Applicant agrees to indemnify and hold harmless the City of Lancaster, its Mayor, City Council, Officers, Agents, and Employees from and against all losses, damages, liability, claims, suits, costs, taxes, fees, fines, and expenses whatsoever, and music licensing fees costs and fines charged to the City, also including attorney's fees, regardless of merit or outcome of any such claim or suit arising from or in any manner connected to the permitted event. If a possessory interest subject to property taxation is created by this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of any such taxes. I further agree that the payment of any such taxes shall not reduce any consideration paid to the City pursuant to this use permit. I certify that I, on behalf of the applicant, am also authorized to bind the organization to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Lancaster. Applicant agrees to comply with all permit conditions and roles, including those listed in the special event planning guide and other documents provided by the City representatives and understand that failure to comply with any conditions or any violation of law may result in immediate cancellation of the event, denial of future events and/or criminal prosecution.

Applicant Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ \*Remember that completion of this application  
DOES NOT approve your event.

<p align="center"><b>LONG'S PARK USAGE GUIDELINES</b> March 1993</p>	<p align="center"><b>LONG'S PARK RULES &amp; REGULATIONS</b></p>
<p>1. General Policies and Procedures</p> <p>A. All activities to be conducted at Long's Park, which are intended for the public must be scheduled with the Long's Park Commission, unless the proposed activities are to be conducted on the Amphitheater stage. The Commission should be contacted through the Manager of Parks and Public Property, 225 Riverside Avenue, Lancaster, PA 17602, 717-291-4842. The Commission meets the 3rd Thursday of January, April, July &amp; October to consider requests.</p> <p>B. All requests to use the Amphitheater should be forwarded to the Long's Park Amphitheater Foundation, P.O. Box 1553, Lancaster, PA 17603. Phone: 717-735-8883. The Amphitheater Foundation meets the first Tuesday of each month to consider requests.</p> <p>C. All sponsors and participants in events scheduled with the Commission will be prohibited from:</p> <ol style="list-style-type: none"> <li>1. Charging an admission fee.</li> <li>2. Asking for any donation or soliciting money in any way.</li> <li>3. Promoting and/or soliciting converts to any religion or political view.</li> </ol> <p>D. Sponsoring groups may sell promotional merchandise with the payment of a commission on gross sales (rate to be established annually) to the Commission. Promotional merchandise is defined as souvenir items relating to the event, such as t-shirts, hats, buttons, etc. Sale of other items is strictly prohibited. Each request for sales of any kind must be reviewed and approved by the Commission.</p> <p>E. All food sales are limited to the Long's Park concession holder unless predicted crowd size exceeds the vendor's service capabilities AND the vendor authorizes other concessions. A commission on gross food sales (to be established annually) will be payable to the Long's Park Commission.</p> <p>F. Sponsoring organizations are responsible for the cost of set-up, clean up, or any other expenses incurred by the City of Lancaster to support an event, and must comply with the Long's Park Commission Special Event Guidelines for Additional Services (attached). If an activity is expected to cause undue stress on the park, its facilities or staff, the Commission may assess additional usage fees.</p> <p>G. Sponsoring organizations must contact Lieutenant Chris Laser of the Lancaster City Police Traffic Section at 717-735-3318 to arrange police coverage of the event.</p> <p>H. Sponsoring organizations must contact Park City management to discuss parking arrangements, and provide a letter from Park City to the Superintendent of Parks certifying such contact has taken place.</p> <p>I. Generally permitted uses, which are subject to Commission approval, include picnics, school outings, Easter egg hunt, expositions, and all other events deemed acceptable by the Commission.</p> <p>J. Uses specifically prohibited include religious revivals, political rallies, flea markets, programmed sporting events, any for-profit activity, soliciting and any other event deemed unacceptable by the Commission.</p> <p>K. All policies and guidelines above, where changed from those in effect prior to December 31, 1992, do not apply to any ongoing annual event, activity of programming which has been and will continue to be conducted under previously arranged terms; nor for those scheduled in 1993 for which permission has previously been obtained.</p>	<ol style="list-style-type: none"> <li>1. Dogs must be kept on leashes.</li> <li>2. 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.</li> <li>3. No alcoholic beverages permitted.</li> <li>4. No fishing except authorized programs.</li> <li>5. No firearms or archery allowed.</li> <li>6. No washing or polishing cars.</li> <li>7. No picking of flowers or damaging trees or shrubbery.</li> <li>8. Park cars in designated areas only.</li> <li>9. Softball playing in designated areas only.</li> <li>10. Tennis shoes must be worn on courts.</li> <li>11. Use of metal detectors is prohibited.</li> <li>12. No golf allowed.</li> <li>13. No water balloons.</li> <li>14. Park permit is not transferable.</li> <li>15. Tables in pavilion will not be moved by park staff.</li> <li>16. Gas grills may be used in park with proper care.</li> <li>17. No long tables provided in pavilions.</li> <li>18. DJ or Music will require use of the whole pavilion.</li> <li>19. No private tents larger than 10'x10' without official permit from Lancaster Bureau of Fire.</li> <li>20. No plastic air fill play sets (bounce house) allowed by private individuals. Non-profits &amp; business groups can submit for approval if they can add the City as an additional insured on their insurance policy as well as the company that is providing the bounce house.</li> <li>21. NO SMOKING.</li> </ol>

SITE MAP



Additional Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_