



CITY OF LANCASTER

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

LONG'S PARK PAVILION RENTAL PERMIT APPLICATION

PARK PAVILION OPTIONS check one box

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

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:

- Dogs must be kept on leash.
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 alcoholic beverages permitted,
No fishing except authorized programs.
No archery allowed.
No washing or polishing cars.
No picking flowers or damaging trees or shrubbery.
Park cars in designated areas only.
Softball playing in designated areas only.
Use of metal detectors is prohibited.
No golf allowed.
No water balloons.
Park permit is not transferrable.
Tables in pavilions will not be moved by staff.
Gas grills may be used in the park with proper care.
No private tents larger than 10x10 without official permit from Lancaster Bureau of Fire.
No smoking.
No bounce houses, climbing walls, inflatables, rides, or machinery of any kind is permitted.

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 Festival Permit found at cityoflanasterpa.com.

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

WEEKDAY RATES

Pavilion 1:

Corp. Group >400 People- \$500
Group 0-400 people- \$150

Pavilion 2:

Group up to 250 people- \$100

Pavilion 3:

Group up to 100 people- \$75

Gazebo Rental- \$25

WEEKEND RATES

Pavilion 1:

Corp. Group > 400 People- \$650
Group 0-400 people- \$175

Pavilion 2:

Corporate Group- \$550
Group up to 250 people- \$150

Pavilion 3:

Corporate Group- \$150
Group up to 100 people- \$75

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.

Neither the Long's Park Commission nor the City is responsible for accidents, injury, of loss of 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

For Office Use Only

Date Received Permit # Amount Paid Payment Method