

# CITY OF LANCASTER • FACILITY / ACTIVITY PERMIT APPLICATION



## MAYOR'S OFFICE OF SPECIAL EVENTS

PHONE: 717.291.4758  
FAX: 717.291.4722

### FOR MOOSE USE ONLY

Date Rec'd: \_\_\_\_\_  
Amount Rec'd: \_\_\_\_\_ CK#: \_\_\_\_\_  
 Permit Approved  
 Permit Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Permit not valid unless signed by authorized representative of the City of Lancaster

**Please complete all pages of this form that apply to the facility or park you intend to use; check all applicable boxes; answer all questions and initial and sign where indicated. Incomplete forms will be returned. Submit completed form, with an event description and if required, an operations plan.** Completed applications with attachments and applicable fees must be submitted at least fourteen (14) days prior to your scheduled event. Activity Permit applications submitted after this time will be denied. The time provisions contained herein may be waived by the Mayor or his/her designee based upon exigent circumstances involving the exercise of constitutional rights. In determining exigent circumstances, among other factors, consideration shall be given to whether the subject matter of the activity could have been addressed by a timely application for an activity permit.

### PLEASE PRINT CLEARLY

Event Date(s): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Times: \_\_\_\_\_ / \_\_\_\_\_  
month day (#) year start end Please be sure to note both set-up and tear-down times in event plan.

Event Title & Description: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In submitting this Activity Permit/Facility Reservation, the applicant agrees to be bound by all rules, regulations and applicable ordinances as set forth in the Activity Permit Application. The person(s) to whom this permit is issued shall carry the Permit on and during the effective dates and times.

Area(s) Requested: \* For information on reservations of Long's Park, please contact Parks Secretary at 717.291.4841.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Binns Park             | <input type="checkbox"/> Rodney Park                    | Penn Square:   |
| <input type="checkbox"/> Brandon Park           | <input type="checkbox"/> 6th Ward Park                  | <input type="checkbox"/> Citizens Bank Quadrant            |
| <input type="checkbox"/> Buchanan Park          | <input type="checkbox"/> South Duke Street Mall         | <input type="checkbox"/> Heritage Quadrant                 |
| <input type="checkbox"/> Buchanan Park Pavilion | <input type="checkbox"/> South End Park                 | <input type="checkbox"/> Fulton Bank Quadrant              |
| <input type="checkbox"/> Conlin Field           | <input type="checkbox"/> Northwest Corridor Linear Park | <input type="checkbox"/> Lancaster Square                  |
| <input type="checkbox"/> Crystal Park           | <input type="checkbox"/> Musser Park                    | <input type="checkbox"/> Southern Market /Atrium           |
| <input type="checkbox"/> Farnum Park            | <input type="checkbox"/> Reservoir Park                 | <input type="checkbox"/> Southern Market /Council Chambers |

Street Closure (check one)  NO  YES If yes, please list specific block #(s) or intersection(s) and time(s) in event plan.

Event Organizer/Sponsor  Private- family/neighborhood/association # attending \_\_\_\_\_ # support vehicles used \_\_\_\_\_  
check one:  Non-profit, tax exempt # attending \_\_\_\_\_ # support vehicles used \_\_\_\_\_  
Tax ID# \_\_\_\_\_  
 Other: \_\_\_\_\_ # attending \_\_\_\_\_ # support vehicles used \_\_\_\_\_

Facility/Activity Fees (due at time of application submission - total calculation from page 4) \$

**PARK FACILITIES • PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE**

\*\*\*Please pay all key deposits to the Parks Secretary when you pick up the key\*\*\*

*With respect to use of parks and public streets, rental fees and deposits shall not be required for non-performance activities such as rallies or marches unless the applicant is reserving the park or street for its exclusive use.*

**BINNS PARK** (100 Block N. Queen Street)

2.0 <input type="checkbox"/> Binns Park Deposit (will be refunded after event, less any costs City incurs for removal of trash, debris, or repair of damage)	Resident Community Group: \$100/day x ____ days	\$ _____
	Non-Resident Community Group: \$200/day x ____ days	\$ _____
	Commercial/Business Group: \$250/day x ____ days	\$ _____

2.1 <input type="checkbox"/> Stage Rental Fee w/o Theatrical System*	Resident Community Group: \$100/day x ____ days	\$ _____
	Non-Resident Community Group: \$200/day x ____ days	\$ _____
	Commercial/Business Group: \$250/day x ____ days	\$ _____

2.2 <input type="checkbox"/> Stage Rental Fee w/ Theatrical System*	Resident Community Group: \$400/day x ____ days	\$ _____
	Non-Resident Community Group: \$800/day x ____ days	\$ _____
	Commercial/Business Group: \$1,000/day x ____ days	\$ _____

<input type="checkbox"/> Electricity	\$25	\$ _____
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Fountain (Please circle one)	ON OFF
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\*Theatrical system includes Stage Beam Lights

**BRANDON PARK** (Hazel & Dorwart Streets)

2.3 <input type="checkbox"/> Brandon Park		
<input type="checkbox"/> Restrooms	(***Key Deposit of \$20***)	
<input type="checkbox"/> Playground		
<input type="checkbox"/> Basketball Court (Please contact LancasterREC to reserve the basketball court 717.392.2115)		
<input type="checkbox"/> Nighttime Lighting	\$25	\$ _____

**BUCHANAN PARK** (Buchanan & Race Avenues)

2.4 <input type="checkbox"/> Buchanan Park Deposit	\$100/day x _____ days + \$500 deposit	\$ _____
<input type="checkbox"/> Restrooms		
<input type="checkbox"/> Playground		
<input type="checkbox"/> Baseball/Softball Field (Please contact LancasterREC to reserve the fields 717.392.2115)		
<input type="checkbox"/> Soccer Fields (Please contact LancasterREC to reserve the fields 717.392.2115)		
<input type="checkbox"/> Tennis Courts (Please contact LancasterREC to reserve the tennis court 717.392.2115)		
<input type="checkbox"/> Basketball Courts (Please contact LancasterREC to reserve the basketball courts 717.392.2115)		

2.5 <input type="checkbox"/> Pavilion (with picnic tables)	\$25 x ____ days	\$ _____
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**CONLIN FIELD/ FARNUM PARK** (Conestoga & Water Streets)

2.6 <input type="checkbox"/> Conlin Field (Please contact LancasterREC to reserve the field 717.392.2115)		
2.7 <input type="checkbox"/> Farnum Park		
<input type="checkbox"/> Restrooms	(***Key Deposit of \$20***)	
<input type="checkbox"/> Pavilion		
<input type="checkbox"/> Playground		
<input type="checkbox"/> Nighttime Lighting	\$25	\$ _____
<input type="checkbox"/> Baseball/Softball Fields (Please contact LancasterREC to reserve the fields 717.392.2115)		
<input type="checkbox"/> Basketball Court		

2.8 EXTRA PICNIC TABLES	# _____ x \$20	\$ _____
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2.9 TRASH RECEPTACLE RENTAL	# _____ x \$2.00 x ____ days + \$25 disposal fee	\$ _____
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2.10 <b>TOTAL FOR THIS PAGE</b>		\$ _____
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**PARK FACILITIES • PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE**

\*\*\*Please pay all key deposits to the Parks Secretary when you pick up the key\*\*\*

**CRYSTAL PARK** (First Street & Riker Avenue)

- 3.0  Crystal Park
  - Playground
  - Picnic Area

**LANCASTER SQUARE** (100 Block N. Queen Street)

- 3.1  Lancaster Square Deposit \$100/day x \_\_\_\_\_ days \$ \_\_\_\_\_
- Lancaster Square Rental Fee
  - Resident Community Group: \$100/day x \_\_\_\_\_ days \$ \_\_\_\_\_
  - Non-Resident Community Group: \$200/day x \_\_\_\_\_ days \$ \_\_\_\_\_
  - Commercial/Business Group: \$250/day x \_\_\_\_\_ days \$ \_\_\_\_\_
- Electricity \$25 \$ \_\_\_\_\_
- Picnic Tables # \_\_\_\_\_ needed x \$20 \$ \_\_\_\_\_

**LINEAR/NORTHWEST CORRIDOR PARK** (James Street between Mulberry and Water Streets)

- 3.2  Linear/Northwest Corridor Park
  - Playground
  - Picnic Area
  - Basketball Court

**MUSSER PARK** (Bordered by Lime, Chestnut, Marion, and Shippen Streets)

- 3.3  Musser Park deposit \$100/day x \_\_\_\_\_ days + \$500 deposit \$ \_\_\_\_\_
- Stage (Please contact the Lancaster Museum of Art to rent the stage 717.394.3497)
- Electricity \$25 \$ \_\_\_\_\_
- Playground Equipment
- Picnic Area

**PENN SQUARE** (Intersection of King & Queen Streets)

*Limited to one 6' table, provided by event organizer/sponsor. Waiver may be granted under special circumstances.*

- 3.4  Citizens Bank Quadrant
- 3.5  Fulton Bank Quadrant
  - Electricity \$25 \$ \_\_\_\_\_
- 3.6  Heritage Quadrant
  - Electricity \$25 \$ \_\_\_\_\_

**RESERVOIR PARK** (King & Broad Streets)

- 3.7  Reservoir Park \$100/day x \_\_\_\_\_ days + \$500 deposit \$ \_\_\_\_\_
- Pavilion \$25 \$ \_\_\_\_\_
- Restrooms (Key Deposit) (\*\*Key Deposit of \$20\*\*)
- Playground
- Basketball Court
- Street Hockey Rink
- Nighttime Lighting \$25 \$ \_\_\_\_\_

**RODNEY PARK** (Third & Crystal Streets)

- 3.8  Rodney Park
  - Playground
  - Indoor Recreation Center (Please contact LancasterREC to reserve the recreation center 717.392.2115)

3.9 EXTRA PICNIC TABLES # \_\_\_\_\_ x \$20 \$ \_\_\_\_\_

3.10 TRASH RECEPTACLE RENTAL # \_\_\_\_\_ x \$2.00 x \_\_\_\_\_ days + \$25 disposal fee \$ \_\_\_\_\_

3.11 **TOTAL FOR THIS PAGE** \$ \_\_\_\_\_

**PARK FACILITIES • PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE**  
**\*\*\*Please pay all key deposits to the Parks Secretary when you pick up the key\*\*\***

**6TH WARD PARK** (Ross & Hamilton Streets)

- 4.0  6th Ward Park
- Pavilion
    - Electricity (*Inside*) \$25 \$ \_\_\_\_\_
    - Restrooms
  - Playground
  - Picnic Area
  - Basketball Court

**SOUTH END PARK** (Furnace & Beaver Streets)

- 4.1  South End Park
- Pavilion
    - Electricity \$25 \$ \_\_\_\_\_
    - Restroom
  - Playground
  - Baseball/Softball Field
  - Basketball Court

4.2 EXTRA PICNIC TABLES # \_\_\_\_\_ x \$20 \$ \_\_\_\_\_

4.3 TRASH RECEPTACLE RENTAL # \_\_\_\_\_ x \$2.00 x \_\_\_\_\_ days + \$25 disposal fee \$ \_\_\_\_\_

**SOUTHERN MARKET CENTER** (100 S. Queen Street)

**\*Please contact City Clerk (717.291.4785) for venue specific rules and for Facilities Agreement\***

4.4  Southern Market Atrium (includes Restrooms) Non-Profit: \$50 x \_\_\_\_\_ days \$ \_\_\_\_\_  
 All Others: \$100 x \_\_\_\_\_ days \$ \_\_\_\_\_  
 Electricity \$25 \$ \_\_\_\_\_

4.5  Southern Market Council Chambers (includes Restrooms) Non-Profit: \$100 x \_\_\_\_\_ days \$ \_\_\_\_\_  
 All Others: \$200 x \_\_\_\_\_ days \$ \_\_\_\_\_  
 Electricity \$25 \$ \_\_\_\_\_

4.6  Weekend Custodial Fee Non-Profit: \$35/hr. x \_\_\_\_\_ hrs. \$ \_\_\_\_\_  
 All Others: \$40/hr. x \_\_\_\_\_ hrs. \$ \_\_\_\_\_

4.7 Equipment Rental (Podium, Microphone, Sound) \$25 \$ \_\_\_\_\_

4.8 SECURITY DEPOSIT W/O FOOD OR BEVERAGE USE \$150 \$ \_\_\_\_\_

4.9 SECURITY DEPOSIT W/ FOOD OR BEVERAGE USE \$300 \$ \_\_\_\_\_

4.10 **NUMBER OF RECYCLING CONTAINERS REQUESTED FOR EVENT** (*no charge*) # \_\_\_\_\_

4.11 **TOTAL DUE FOR THIS PAGE** \$ \_\_\_\_\_

4.12 **TOTAL DUE FROM PAGE 3** \$ \_\_\_\_\_

4.13 **TOTAL DUE FROM PAGE 2** \$ \_\_\_\_\_

4.14 **FACILITY/ACTIVITY PERMIT PROCESSING FEE (\$ 25)** \$ 25

4.15 **GRAND TOTAL** (*please be sure to note this amount on page 1 of application*) \$ \_\_\_\_\_

# FACILITY/ACTIVITY PERMIT CHECKLIST

Answer the questions below with a Yes or No. **Applicant must include an Event Operations plan with a schedule of events, times, locations, route maps, trash and recycling plan, special requirements, etc., using the following questions as a guide.** Attach additional sheets if necessary. If full disclosure is not provided, the City of Lancaster reserves the right to deny any application or revoke any permit. **Permit holders may incur additional charges for facilities, personnel or equipment costs incurred by the City of Lancaster as a result of your event.** If you have questions regarding any of the required information, please call 717.291.4758.

**5.0 Will any temporary structures (tents, stages, etc.) be erected?** \_\_\_\_\_

If yes, please include a description of each. Tents and other structures are not provided or erected by the City. ***Tent erection and layout must be approved by the Fire Marshall's Office (717.291.4869). Approval must be included with application.***

**5.1 Will the event require street/alley closings and/or traffic control?** \_\_\_\_\_

Please provide times and map of closings. ***Please note that closing streets/alleyways may incur additional costs for your organization; such fees will be based on the number of officers needed to accomplish the closing. For more information on traffic control, please contact Patrol Services, Bureau of Police at 717.735.3332.***

**5.2 Will any signs or banners be erected?** \_\_\_\_\_

Please note the intended location of signs and banners at the event.

**5.3 Will the event have vendors, peddlers or concession sales?** \_\_\_\_\_

If yes, please provide a list of vendors, location and any special requirements. Attach a copy of their City Mercantile/Health License. ***To obtain a City Health License, contact the Health Department at 717.291.4707.*** All food vendors **MUST** have a City Health License, whether or not you are selling or giving away food. Craft vendors must also have a Pennsylvania Department of Revenue (717.845.6661) sales tax license.

**5.4 Will the event require private stand-by Paramedic/Ambulance service?** \_\_\_\_\_

***If an event/activity will have more than 5,000 people, Paramedics are required to be present. Please contact LEMSA at 717.872.4688, ext. 11.***

**5.5 Will you be using a public address system?** \_\_\_\_\_

If yes, please provide sound company, electrical requirements, and noise variance. ***Noise variance application may be obtained at the Mayor's Office of Special Events.***

**5.6 Will your event require street cleaning?** \_\_\_\_\_

If yes, please provide location and times. ***Street cleaning costs will be billed to your organization after the event.***

**5.7 Will the event require portable toilets?** \_\_\_\_\_

Please include drop off and pick up times for the portable toilets. ***Events having more than 250 people and/or food vendors are required to have bathrooms available to participants. It is the responsibility of the event organizer to provide portable toilets.***

**5.8 Will the event require the use of a dumpster and/or additional trashcans?** \_\_\_\_\_

Please include drop off and pick up times for dumpsters and trash cans. ***Events having more than 250 people with food vendors or food vendors for more than 2 hours will require additional trash remediation. It is the responsibility of the event organizer to provide trash remediation.***

**5.9 Will the event require recycling containers?** \_\_\_\_\_

***Recycling is required for all events with more than 250 people in attendance. Please call the Parks Department (717.291.4841) to coordinate recycling container drop off. Please be sure that you have indicated the # of containers needed for the event on line 4.10.***

## **DON'T FORGET...**

- To complete **ALL** pages of this permit, including page 5
- To include activity permit application fee and all other rental fees when sending the permit to the Mayor's Office of Special Events
- To attach an Event Operations Plan or a detailed outline of activities planned, including a description of the event, and a trash and recycling plan
- To contact the Lancaster Bureau of Police Patrol Division at 717.735.3332 to patrol the event or to provide traffic control
- To contact the Lancaster Bureau of Police Administrative Services Division at 717.735.3402 to obtain a Noise Variance
- To indicate if you would like your event included in the City's Activities & Events Calendar

## **ACTIVITY PERMIT APPLICATION REGULATIONS**

- The City of Lancaster reserves the right to reject an Activity Permit/Facility Reservation Application if the event or activity will unreasonably interfere with other existing or planned activities, including the normal conduct and use of the City parks and/or public facilities.
- Current regulations and stipulations governing the use of city-owned park and public facilities are generally contained herein. All facilities are rented in "as is" condition.
- The City reserves the right to deny any permit application submitted by applicants with outstanding fees. **Please submit a check payable to "City of Lancaster". Any check returned for insufficient funds or stopped payment will result in automatic cancellation of the Permit Application and a processing fee of \$20.**

**Please mail fees, Permit Application and all other required information to:**

**City of Lancaster  
Mayor's Office of Special Events  
120 North Duke Street  
PO Box 1599  
Lancaster, PA 17608-1599**

## **REFUND POLICY**

If you cancel your permit at least 10 days prior to the date of your event, you will receive a full refund. If you cancel your permit less than 10 days but prior to 7 days before your event, you will receive a 50% refund. If you cancel your permit less than 7 days before your event, you will receive no refund. If the City cancels your event, we will either provide you with an alternate date or a refund of your park permit fees only. The City bears no obligation to provide you with reimbursement for any out-of-pocket expenses that the permit holder may have incurred related to organizing or promoting your event. Any and all rain date fees are transferable but non-refundable.