

GUIDELINES FOR ACTIVITIES

1. An Activity Permit Application with an Event Operations Plan must be filed with the Mayor's Office of Special Events.
2. One Activity Permit Application must be filled out for each event occurrence. This means that events that reoccur over several months must have a separate Activity Permit Application for each month in which the event takes place. A separate activity fee must be applied for each occurrence.
3. Fundraising/vendor sales activities on public space are permissible only for non-profit organizations with a current section 501(c) 3 exemption letter issued by the Internal Revenue Service.
4. Any activity involving food sales or giveaways will be subject to all Health Code regulations and will require a City Health License. To obtain a City Health License please contact the Health Department at (717) 291-4707.
5. No person may block the right-of-way at any time. Safe passage and pedestrian access must be allowed at all times. Person(s) found in violation will be prosecuted.
6. No cars, vans, etc. may be loaded, unloaded or parked on the Fulton Bank Quadrant at any time. No large van, trailer, etc. may be parked on the Heritage Quadrant at any time due to congestion created at Central Market and blocking of the Heritage Center Museum. Please keep vehicles on the street.
7. Attachment of posters, signs, placards, etc., to any public property is prohibited. Also, no person(s) shall deface, disfigure, damage or tamper with City and public property.
8. Noise and litter ordinances apply to all activities. Copies of ordinances can be obtained online at www.cityoflancasterpa.com – City Code, or by contacting the City Clerk at (717) 291-4785. No persons shall throw litter, liquid, or solids, on any sidewalk, street, field, fountain, pond or stream.
9. Any person found in possession of a controlled substance or alcoholic beverages(s) in a city-owned park or public facility will be prosecuted to the full extent of the law. Also, no person(s) shall be under the influence of or in use of drugs or alcohol in a city-owned park or public facility.
10. All pets in any city-owned park or facility must be kept on a leash. The City retains the right to limit or prohibit pets or animals of any kind at city-sponsored events. No person shall allow or permit an animal to void excrement on any publicly owned park or facility.

GUIDELINES FOR ACTIVITIES IN BINNS PARK

1. Chairs, tables, tarps, tent poles, stakes, or any other sharp implement are NOT permitted to be on or to be inserted into the grass.
2. Food preparation or food vending are NOT permitted in the park. Food vendors are allowed on both Queen Street and in Lancaster Square.
3. NO vehicle of any kind can be used on the premises.