

CITY OF LANCASTER • FACILITY / ACTIVITY PERMIT APPLICATION



MAYOR'S OFFICE OF SPECIAL EVENTS

PHONE: 717.291.4758
 EMAIL: moose@cityoflanasterpa.com
 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"/> Musser Park | <input type="checkbox"/> Reservoir Park |
| <input type="checkbox"/> Brandon Park | <input type="checkbox"/> Northwest Corridor Linear Park | <input type="checkbox"/> Rodney Park |
| <input type="checkbox"/> Buchanan Park | Penn Square: | <input type="checkbox"/> South End Park |
| <input type="checkbox"/> Conlin Field/Farnum Park | <input type="checkbox"/> Citizens Bank Quadrant | <input type="checkbox"/> Southern Market /Atrium |
| <input type="checkbox"/> Crystal Park | <input type="checkbox"/> Heritage Quadrant | <input type="checkbox"/> Southern Market /Council Chambers |
| <input type="checkbox"/> Lancaster Square | <input type="checkbox"/> Fulton Bank Quadrant | <input type="checkbox"/> 6th Ward Park |

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 Resident/Community Group # attending _____ # support vehicles used _____
MUST CHECK ONE (see Non-profit, tax exempt Group # attending _____ # support vehicles used _____
 page 7 for category information) and provide us with your Tax ID# _____
 BEST estimate of the number Commercial/Business Group # attending _____ # support vehicles used _____
 of people to attend your event.

Facility/Activity Fees (due at time of application submission - total calculation from page 5) \$ _____

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

Please pay all key deposits to MOOSE when you pick up the key at City Hall

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.

For Parks requiring deposits: Deposits will be refunded after event, less any costs that the City incurs for removal of trash, debris, or repair of damage.

BINNS PARK (100 Block N. Queen Street)

<input type="checkbox"/> Binns Park Deposit	Resident/Community Group: \$100/day x ___ days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___ days	\$ _____
	Commercial/Business Group: \$250/day x ___ days	\$ _____
 <input type="checkbox"/> Binns Park Rental Fee	Resident/Community Group: \$100/day x ___ days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___ days	\$ _____
	Commercial/Business Group: \$250/day x ___ days	\$ _____
 <input type="checkbox"/> Electricity	\$25/day x ___ days (**Key Deposit \$20**)	\$ _____
<input type="checkbox"/> Fountain On <input type="checkbox"/> Fountain Off		

BRANDON PARK (Hazel & Dorwart Streets)

- Brandon Park
 - Restrooms (**Key Deposit of \$20**)
 - Playground
 - Basketball Court (Please contact LancasterREC to reserve the basketball court 717.392.2115)
- ELECTRICITY IS NOT AVAILABLE AT BRANDON PARK*

BUCHANAN PARK (Buchanan & Race Avenues)

<input type="checkbox"/> Buchanan Park Deposit	Resident/Community Group: \$100/day x ___ days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___ days	\$ _____
	Commercial/Business Group: \$250/day x ___ days	\$ _____
 <input type="checkbox"/> Buchanan Park Rental Fee	Resident/Community Group: \$100/day x ___ days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___ days	\$ _____
	Commercial/Business Group: \$250/day x ___ days	\$ _____
 <input type="checkbox"/> Restrooms (**Key Deposit of \$20**)		
<input type="checkbox"/> Playground		
<input type="checkbox"/> Baseball 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)		
<input type="checkbox"/> Pavilion (picnic tables & electric)	\$25/day x ___ days	\$ _____

TOTAL FOR THIS PAGE (2) \$ _____

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

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CONLIN FIELD/ FARNUM PARK (Conestoga & Water Streets)

- Farnum Park Deposit

	Resident/Community Group: \$100/day x ___days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___days	\$ _____
	Commercial/Business Group: \$250/day x ___days	\$ _____

 - Farnum Park Rental Fee

	Resident/Community Group: \$100/day x ___days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___days	\$ _____
	Commercial/Business Group: \$250/day x ___days	\$ _____

 - Restrooms (**Key Deposit of \$20**)
 - Pavilion \$25/day x ___days \$ _____
 - Playground
 - Basketball Court
 - Conlin Field (Please contact LancasterREC to reserve the field 717.392.2115)
- ELECTRICITY IS NOT AVAILABLE AT FARNUM PARK*

CRYSTAL PARK (First Street & Riker Avenue)

- Crystal Park
 - Playground
 - Picnic Area
- ELECTRICITY IS NOT AVAILABLE AT CRYSTAL PARK*

LANCASTER SQUARE (100 Block N. Queen Street)

- Lancaster Square Deposit

	Resident/Community Group: \$100/day x ___days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___days	\$ _____
	Commercial/Business Group: \$250/day x ___days	\$ _____

- Lancaster Square Rental Fee

	Resident/Community Group: \$100/day x ___days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___days	\$ _____
	Commercial/Business Group: \$250/day x ___days	\$ _____

- Electricity \$25 x day ___ days \$ _____

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

- Musser Park Deposit

	Resident/Community Group: \$100/day x ___days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___days	\$ _____
	Commercial/Business Group: \$250/day x ___days	\$ _____

- Musser Park Rental Fee

	Resident/Community Group: \$100/day x ___days	\$ _____
	Non-Profit/Tax Exempt Group: \$200/day x ___days	\$ _____
	Commercial/Business Group: \$250/day x ___days	\$ _____

- Stage (Please contact the Lancaster Museum of Art to rent the stage 717.394.3497)
- Electricity \$25 x day ___ days \$ _____
- Playground Equipment
- Picnic Area

TOTAL FOR THIS PAGE (3) \$ _____

PARK FACILITIES • PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE
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NORTHWEST CORRIDOR/LINEAR PARK (James Street between Mulberry and Water Streets)

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

ELECTRICITY IS NOT AVAILABLE AT NORTHWEST CORRIDOR/LINEAR PARK

PENN SQUARE (Intersection of King & Queen Streets)

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

- Citizens Bank Quadrant

ELECTRICITY IS NOT AVAILABLE AT CITIZENS BANK QUADRANT

- Fulton Bank Quadrant

Electricity \$25/day x ___ days \$ _____

- Heritage Quadrant

Electricity \$25/day x ___ days \$ _____

RESERVOIR PARK (King & Broad Streets)

- Reservoir Park Deposit

Resident/Community Group: \$100/day x ___ days	\$ _____
Non-Profit/Tax Exempt Group: \$200/day x ___ days	\$ _____
Commercial/Business Group: \$250/day x ___ days	\$ _____

- Reservoir Park Rental Fee

Resident/Community Group: \$100/day x ___ days	\$ _____
Non-Profit/Tax Exempt Group: \$200/day x ___ days	\$ _____
Commercial/Business Group: \$250/day x ___ days	\$ _____

Pavilion \$25/day x ___ days \$ _____

Restrooms (**Key Deposit of \$20**)

Playground

Basketball Court

Street Hockey Rink

ELECTRICITY IS NOT AVAILABLE AT RESERVOIR PARK

RODNEY PARK (Third & Crystal Streets)

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

SOUTH END PARK (Furnace & Beaver Streets)

- South End Park

Pavilion	\$25/day x ___ days	\$ _____
Electricity and Restrooms (<i>Inside Building</i>)(**Key Deposit of \$20**)	\$25/day x ___ days	\$ _____
Playground		
Baseball Field		
Basketball Court		

TOTAL FOR THIS PAGE (4) \$ _____

PARK FACILITIES • PLEASE INDICATE ALL AMENITIES & FACILITIES YOU WISH TO RESERVE
*****Please pay all key deposits to MOOSE when you pick up the key at City Hall*****

SOUTHERN MARKET CENTER (100 S. Queen Street)

- Southern Market Center Deposit (must select one)
 - Without food or beverage use \$150 \$ _____
 - With food or beverage use \$300 \$ _____
- Southern Market Atrium (includes restrooms)
 - Non-Profit: \$50 x _____ days \$ _____
 - All Others: \$100 x _____ days \$ _____
- Electricity \$25/day x _____ days \$ _____
- Southern Market Council Chambers (inclues restrooms)
 - Non-Profit: \$100 x _____ days \$ _____
 - All Others: \$200 x _____ days \$ _____
- Electricity \$25/day x _____ days \$ _____
- Equipment Rental (Podium, Microphone, Sound) \$25/day x _____ days \$ _____
- Weekend Custodial Fee
 - Non-Profit: \$35/hr. x _____ hrs. \$ _____
 - All Others: \$40/hr. x _____ hrs. \$ _____

6TH WARD PARK (Ross & Hamilton Streets)

- 6th Ward Park Deposit
 - Resident/Community Group: \$100/day x _____ days \$ _____
 - Non-Profit/Tax Exempt Group: \$200/day x _____ days \$ _____
 - Commercial/Business Group: \$250/day x _____ days \$ _____
- 6th Ward Park Rental Fee
 - Resident/Community Group: \$100/day x _____ days \$ _____
 - Non-Profit/Tax Exempt Group: \$200/day x _____ days \$ _____
 - Commercial/Business Group: \$250/day x _____ days \$ _____
- Pavilion \$25/day x _____ days \$ _____
- Electricity and Restrooms (*Inside Building*)(***Key Deposit of \$20***) \$25/day x _____ days \$ _____
- Playground
- Picnic Area
- Basketball Court
- Baseball Field

TOTAL DUE FOR THIS PAGE (5) \$ _____

NUMBER OF RECYCLING CONTAINERS REQUESTED FOR EVENT # _____ No Charge

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

EXTRA PICNIC TABLES # _____ x \$20 \$ _____

TOTAL DUE FROM PAGE 5 \$ _____

TOTAL DUE FROM PAGE 4 \$ _____

TOTAL DUE FROM PAGE 3 \$ _____

TOTAL DUE FROM PAGE 2 \$ _____

FACILITY/ACTIVITY PERMIT PROCESSING FEE (\$ 25 non-refundable) \$ 25

GRAND TOTAL (*Add fees from above lines, including the \$25 permit fee.*) \$ _____

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.

1. **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.***
2. **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.***
3. **Will any signs or banners be erected?** _____
Please note the intended location of signs and banners at the event.
4. **Will there be food distributed, served, or sold?** _____
If yes, you must provide a list of vendors or those serving food, their location and any special requirements. You **MUST** have a City Health License to sell or give away food. Please attach a copy of the City Mercantile/Health License(s) with your application. ***To obtain a City Health License, contact the Health Department at 717.291.4707 or 291.4714.***
Vendors must also have a Pennsylvania Department of Revenue (717.845.6661) sales tax license.
5. **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.
6. **Will there be amplified sound?** _____
If yes, please provide sound company and electrical requirements. ***If amplified sound will be used between the hours of 9:00 pm and 8:00 am a noise variance will be required.*** A noise variance form may be obtained from MOOSE or at the Lancaster Bureau of Police.
7. **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.***
8. **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.***
9. **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.***
10. **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 page 5.

DON'T FORGET...

- To complete **ALL** pages of this application, including page 6.
- 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, provide traffic control, or request No Parking signs for street closings.
- To contact the Lancaster Bureau of Police Administrative Services Division at 717.735.3402 to obtain a Noise Variance if needed.
- To add your event to the City-Wide Events Calendar, visit www.lancastercityevents.com/cityevents.html and click on Submit An Event.
- To pick up any applicable keys at the Mayor's Office of Special Events, City Hall, 120 N. Duke Street, Lancaster, PA 17602 between the hours of 8:30 AM - 5:00 PM, Monday - Friday.

EVENT ORGANIZER TYPES *(must select one on Page 1 of application)*

Resident/Community Group: An individual, resident of the City of Lancaster or a City neighborhood association or group consisting of residents and/or property owners.

Non-Profit/Tax Exempt Group: An incorporated non-profit organization (having tax exempt status with the IRS and stage of origin) or government/government agency. **MUST** provide Tax ID# on application.

Commercial/Business Group: An organization engaged in the trade of goods, services, or both to consumers and administered to earn a profit or increase capital.

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.

•**Please submit a check payable to "City of Lancaster"**. The City reserves the right to deny any permit application submitted by applicants with outstanding fees. Any check returned for insufficient funds or stopped payment will result in automatic cancellation of the Permit Application and incur 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

The \$25 activity permit fee is non-refundable. If you cancel your permit at least 10 days prior to the date of your event, you will receive a full refund of deposits and rental fees. 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.