

**Lancaster County
Department of Parks and Recreation**

2023 Special Event Application

Application Instructions

1. Please complete this application in its entirety and return it **along with a \$15 application fee** to the Park and Recreation Office **a minimum of 30 days prior to your event**. If your event is approved, the application fee will be applied to your rental total. If your event is denied, the application fee will be returned to you. If your event is approved and you decide not to hold it, your application fee will be forfeited.
2. Submission of this application does not guarantee a reservation.
3. Upon review of your completed application, you will be contacted to clarify details

Booking Information

Name of Event: _____

Park requested: _____

Specific pavilions/areas requested: _____

Set-up date and time: _____

Event date and time: _____

Clean-up date and time: _____

Has this event been held before? _____

If yes, when and where? _____

Contact Information

Organization: _____

Main Contact: _____

Address: _____

Telephone Numbers Day: _____ Evening: _____ Fax: _____

Email: _____

Briefly describe your event: _____

Please list all outside vendors you are planning to include:

Please list any requested road crossings or closures on park roads associated with the event:

Please note that crossing of any municipal road (Golf Road, Furnace Road, etc.) will require the event applicant to provide certified traffic control staff. If your event includes crossing of a municipal road, please specify who will manage this crossing.

Person: _____ Title (e.g. Constable, fire police, etc.): _____
and/or Agency _____

Contact Person on the Day of the Event

Name: _____

Telephone Numbers: Main: (717) _____
Cell: (717) _____

Insurance requirements

*Note: Prior to approval of your event, we will require submission of a Certificate of Insurance evidencing a minimum of \$1,000,000 in General Liability coverage and naming the "County of Lancaster" as **Additional Insured**. In addition, any outside vendors will also be required to provide similar certificates. Please be prepared to submit this certificate prior to your event.*

Attendance Information

Expected attendance over the course of the entire event: _____

Maximum attendance at any given time: *(Note: This should be less than or equal to your expected attendance over the course of the entire event.)* _____

Number and type of vehicles expected at event: _____

What is your parking plan for the event?

**Depending upon the size and location of the event, the Lancaster County Department of Parks and Recreation may require supervised parking/traffic control assistance.*

Additional Information

Is your event open to the general public? _____

Are participation or admission fees charged for this event? _____ Fee amount - _____

Are you planning to include large tents, audio equipment fireworks or lighting at this event? _____

Are you planning to include animals (horses, dogs etc.) at this event? _____

(Note: If special attractions are approved by the Department, it is the applicant's responsibility to insure that they comply with all local ordinances)

Please indicate the following services (including quantities) your event requires:

Water: _____ Electrical: _____ Restrooms: _____ Trash Barrels _____ (\$10 each addl.)

All services may not be available in all locations and are subject to seasonal closing.

Depending on the size and location of the event, the Lancaster County Department of Parks and Recreation may require the customer to provide a dumpster and/or portable toilets.

Certification

I hereby certify that I am authorized to represent the organization noted on this application. I also certify that all information provided on this application is, to the best of my knowledge, truthful and accurate, and that my organization shall be liable for any consequential damages, including the County's incurrence of any costs and attorney's fee, resulting from misrepresentation or fraudulent information on this application, or in any other written communication with the County. Furthermore, the County reserves the right to revoke or amend any issued permits, contracts, or letters of agreement, and to increase any assessed fees for County services and equipment, with the organization in the event the services to be provided, coordinated, or sub-contracted by the organization as stated in this application are reduced or eliminated.

Signature

Date

Lancaster County Department of Parks & Recreation
1050 Rockford Rd.
Lancaster, PA 17602

717-299-8215 or 717-299-8220
(Fax) 717-295-5942

Event Approved Event Denied

Staff Signature