



LONG'S PARK ACTIVITY PERMIT APPLICATION

LONG'S PARK

1414 Harrisburg Pike
Lancaster PA 17603

This form is used to obtain permission for any event or activity to be held in Long's Park. Event Sponsor must comply with the Long's Park Commission Usage Guidelines and the Long's Park Commission Special Event Guidelines for Additional Services (See Attached). Also, Park "Regulations" are applicable. Specific cost estimates will be provided after review of the application. Event Sponsor is responsible for filing an EMS plan when needed and for meeting Lancaster County Solid Waste requirements for Recycling for Special Events.

PAVILION RESERVATIONS

If use of a pavilion is required, contact our office at (717)291-4835 (8:30 a.m. to 3:30 p.m.) for availability of the requested pavilion. Reservation fees apply.

Return to:
City of Lancaster
Attention Stefany Snyder
P. O. Box 1599
Lancaster, Pennsylvania 17608-1599

Date _____

Name of
Activity

Activity Date _____ Time _____ to _____

Description

Anticipated Attendance _____

Special
Arrangements
Requested

Sponsoring Organization _____

Address _____

Date Received _____

Form Number _____

Contact Name _____

Address (if different from above) _____

Business Phone Number _____

Home Phone Number _____

Cell Phone Number _____

Email _____

LONG'S PARK RULES & REGULATIONS

1. **Dogs must be kept on leashes.**
2. **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.**
3. **No alcoholic beverages permitted.**
4. **No fishing except authorized programs.**
5. **No firearms or archery allowed.**
6. **No washing or polishing cars.**
7. **No picking of flowers or damaging trees or shrubbery.**
8. **Park cars in designated areas only.**
9. **Softball playing in designated areas only.**
10. **Tennis shoes must be worn on courts.**
11. **Use of metal detectors is prohibited.**
12. **No golf allowed.**
13. **No water balloons.**
14. **Park permit is not transferable.**
15. **Tables in pavilion will not be moved by park staff.**
16. **Gas grills may be used in park with proper care.**
17. **No long tables provided in pavilions.**
18. **DJ or Music will require use of the whole pavilion.**
19. **No private tents larger than 10'x10' without official permit from Lancaster Bureau of Fire.**
20. **No plastic air fill play sets (bounce house) allowed by private individuals. Non-profits & business groups can submit for approval if they can add the City as an additional insured on their insurance policy as well as the company that is providing the bounce house.**
21. **NO SMOKING.**

LONG'S PARK USAGE GUIDELINES

March, 1993

1. General Policies and Procedures
 - A. All activities to be conducted at Long's Park, which are intended for the general public must be scheduled with the Long's Park Commission, unless the proposed activities are to be conducted on the Amphitheater stage. The Commission should be contacted through the Superintendent of Parks and Public Property, 120 N. Duke Street, 3rd Floor, P. O. Box 1599, Lancaster, PA 17608-1599, 717-291-4835. The Commission meets the 3rd Thursday of January, April, July & October to consider requests.
 - B. All requests to use the Amphitheater should be forwarded to the Long's Park Amphitheater Foundation, P.O. Box 1553, Lancaster, PA 17603. Phone: 717-735-8883. The Amphitheater Foundation meets the first Tuesday of each month to consider requests.
 - C. All sponsors and participants in events scheduled with the Commission will be prohibited from:
 1. Charging an admission fee.
 2. Asking for any donation or soliciting money in any way.
 3. Promoting and/or soliciting converts to any religion or political view.
 - D. Sponsoring groups may sell promotional merchandise with the payment of a commission on gross sales (rate to be established annually) to the Commission. Promotional merchandise is defined as souvenir items relating to the

event, such as t-shirts, hats, buttons, etc. Sale of other items is strictly prohibited. Each request for sales of any kind must be reviewed and approved by the Commission.

- E. All food sales are limited to the Long's Park concession holder unless predicted crowd size exceeds the vendor's service capabilities AND the vendor authorizes other concessions. A commission on gross food sales (to be established annually) will be payable to the Long's Park Commission.
- F. Sponsoring organizations are responsible for the cost of set-up, clean up, or any other expenses incurred by the City of Lancaster to support an event, and must comply with the Long's Park Commission Special Event Guidelines for Additional Services (attached). If an activity is expected to cause undue stress on the park, its facilities or staff, the Commission may assess additional usage fees.
- G. Sponsoring organizations must contact Sgt. Manuel Luciano of the Lancaster City Police Traffic Section at 717-735-3332 to arrange police coverage of the event.
- H. Sponsoring organizations must contact Park City management to discuss parking arrangements, and provide a letter from Park City to the Superintendent of Parks certifying such contact has taken place.
- I. Generally permitted uses, which are subject to Commission approval, include picnics, school outings, Easter egg hunt, expositions, and all other events deemed acceptable by the Commission.
- J. Uses specifically prohibited include religious revivals, political rallies, flea markets, programmed sporting events, any for-profit activity, soliciting and any other event deemed unacceptable by the Commission.
- K. All policies and guidelines above, where changed from those in effect prior to December 31, 1992, do not apply to any ongoing annual event, activity of programming which has been and will continue to be conducted under previously arranged terms; nor for those scheduled in 1993 for which permission has previously be obtained.

LONG'S PARK COMMISSION

SPECIAL EVENT GUIDELINES FOR ADDITIONAL SERVICES

Services	Less Than 10,000 People	10,000–30,000 People	30,000–60,000 People
Porta Potties	NONE	Minimum 10 Regular 2 Handicapped	Minimum 20 Regular 4 Handicapped
Trash Dumpster Plus Tipping Fees	NONE	Minimum 1-20 CU. YD. Capacity	Minimum 1-40 CU. YD Capacity/Maximum 3-40 CU. YD. Capacity
EMS Plan	NONE	REQUIRED See Regulations for Details	REQUIRED See Regulations for Details
Certificate of Insurance *	Required	Required	Required
Police Services**	Less than 5000 Minimum \$1,000/Day	Approx. Cost \$1,400-\$1,700/Day	Approx. Cost \$1,500-\$2,000/Day
Park Services/Labor	Sponsoring Organization can do set up & clean up	REQUIRED Approx. Cost \$250-\$400/Day	REQUIRED Approx. Cost \$750-\$1,000/Day
Handicapped Parking***	Can use spaces assigned in the park	Special Provisions Required	Special Provisions Required

* One million dollar liability insurance coverage with Long's Park Commission & the City of Lancaster as additional named insured.

** The Bureau of Police will determine actual police services required after consultation on the type of event. Fees listed are for Lancaster City Police only. Sponsor must also contact Manheim Township.

*** Consultation / Consent from Park City for overflow parking is required for events with an anticipated crowd exceeding 10,000.