



Pavilion Reservation Application

Name of Applicant/Organization: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Number: _____ Cell Number: _____

Event Day: _____ Date: _____ Time: _____

Event Description: _____

***Request must be submitted 10 business days before your event or it will not be approved!!**

Memorial Park

Shelter #1 Bowman Field Side
Fee \$70/day plus \$30 Security Deposit
15 Tables- Seats Approximately 90
Electric

Shelter #2 Park Side
Fee \$50/day plus \$30 Security Deposit
8 Tables- Seats Approximately 50

Shelter # 3 Pool Side
Fee \$50/Day plus \$30 Security Deposit
4 Tables-Seats Approximately 35

- ALL PAVILIONS RENTALS WILL REQUIRE A \$30.00 REFUNDABLE SECURITY DEPOSIT. YOUR DEPOSIT WILL BE REFUNDED THE FOLLOWING MONTH, AFTER THE WILLIAMSPORT RECREATION DEPARTMENT IS CERTAIN THAT ALL PARK RULES HAVE BEEN FOLLOWED.
- NO REFUND DUE TO WEATHER.
- A \$35.00 NSF SURCHARGE ADDED TO THE APPLICANT FOR ALL RETURNED CHECKS.

Name of Park: _____ Shelter Number: # _____

Pavilion Rental Amount: \$ _____ Security Deposit: \$ _____

Please Note: We will only accept checks or money orders. No cash payments



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Approximant Attendances: _____

AN EVENT WITH 50 OR MORE PARTICIPANTS REQUIRES A SPEICAL EVENT PERMIT FROM THE CITY OF WILLIAMSPORT CODES DEPARTMENT. THERE IS A \$50.00 FEE TO OBTAIN A SPECIAL EVENT PERMIT. OTHER SPECIAL REQUEST OR NEEDS FOR YOUR EVENT MAY REQUIRE OTHER PERMITS AND/OR THE PAYMENT OF OTHER FEES. ALL PERMITS CAN BE TAKEN OUT IN THE CODES DEPARTMENT (570)-327-7517 LOCATED IN THE BASEMENT OF CITY HALL.

Please notify the Recreation Director immediately with any last minute changes or requests. Your changes or requests may not be honored. Please contact 570-327-7510 or 570-447-2307. Any emergency that may arise during the rental please contact the City of Williamsport Police Department at 570-327-7560.

I have reviewed the rules and regulations governing the use of pavilions and general park usage. I understand that failure to abide by the rules and regulations could result in denial of future applications. My signature below signifies my pledge to adhere to these rules and regulations.

Signature of Applicant

Date of Application

Printed Name of Applicant

Application should be returned to:

City of Williamsport
Attn: Recreation Department
1550 West Third Street
Williamsport, PA 17701



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Rental Responsibilities and Rules

1. Signee is responsible for their entire group obeying park rules or their security deposit may not be refunded.
2. The sale of food or retail items in the park areas is prohibited without approval from the Williamsport Recreation Commission, and the Department of Codes.
3. All trash, garbage and litter must be collected and removed. If trash, garbage, and litter is not cleaned up there may be a removal fee imposed on the applicant for the event.
4. Absolutely no alcoholic beverages, illegal substances, or weapons are allowed in the park.
5. No Smoking permitted under the pavilions or at playground areas.
6. Pets must be kept on a leash in park areas at all times, and their waste must be cleaned up and disposed of in a sanitary manner.
7. No driving or parking on grass. All vehicles must park in the paved parking lots.
8. Applicant will be held responsible for any damages that occur during the rental period.
9. Destruction or removing of park property is prohibited.
10. The Williamsport Recreation Department and The City of Williamsport are not responsible for any equipment brought into the park by the applicant.
11. Use of specialized equipment such as generators or sound systems, etc. must have prior approval from the Williamsport Recreation Commission and the Department of Codes in writing.
12. The standard arrangement of picnic tables are two rows down the length of the pavilion, should the user need to rearrange table locations, user will be responsible for placing back to the standard arrangement prior to departure.

Park Hours

1. Between 8:30am and 9:00pm
2. Special authorized scheduled events may exceed this time period with prior approval from the Williamsport Recreational Commission.
3. Trespassing after hours is illegal.

Vehicular Traffic

1. All non-licensed motorized vehicles are banned.
2. Operation of recreational vehicles is forbidden.
3. Washing, repairing, servicing or abandonment of vehicles is prohibited.
4. All other laws pertaining to motor vehicles in general shall apply to vehicular traffic in the park and recreation areas.

Your event has been approved on _____ (Date) for the usage of Pavilion # ____ at _____ Park. If you have any problems during your event please contact Recreation Department at 570-447-2307.

Approved by _____ Date Approved _____