

Dauphin County

Department of Parks and Recreation

100 Fort Hunter Rd.

Harrisburg, PA 17110

(717)599-5188

www.dauphincounty.org

FACILITY RENTAL APPLICATION

TODAY'S DATE _____

CONTACT INFORMATION:

NAME _____

ADDRESS _____

EMAIL _____ PHONE _____ CELL _____

ORGANIZATION _____

RENTAL INFORMATION:

FACILITY _____ DAY _____ DATE _____

RENTAL TIME: BEGINS _____ ENDS _____

NAME OF EVENT _____

FEE \$ _____

SECURITY DEPOSIT \$50.00

APPROVAL:

LESSEE'S SIGNATURE _____ DATE _____

DCPR SIGNATURE _____ DATE _____

DCPR STAFF COMPLETE:

FEE PAID \$ _____ CK# _____

DEPOSIT PAID \$ _____ CK# _____

FACILITY RESERVATION INFORMATION

- Park Hours 8:00am – Dusk
- All rentals require a \$50 security deposit.
- Two checks are required to rent a facility. One for the rental fee. The second is the \$50 security deposit to insure that the pavilion is returned in good condition. The security deposit will be returned to you after the rental as long as no damages are incurred.
Make checks payable to DCPR.
- Payment of fees constitutes application for reservation. Phone reservations are not accepted.

FACILITY RENTAL FEES

(PLEASE CHECK THE FACILITY THAT YOU ARE RENTING)

- | | |
|--|-------------------|
| <input type="checkbox"/> Fort Hunter West Pavilion (river side) – Susquehanna Twp.
With electric - Seats 48 people | \$50/day |
| <input type="checkbox"/> Fort Hunter East Pavilion (barn side) – Susquehanna Twp.
With electric - Seats 60 people | \$100/day |
| <input type="checkbox"/> Lykens Glen Large Pavilion - Lykens
With electric - Seats 160 people | \$100/day |
| <input type="checkbox"/> Lykens Glen Small Pavilion - Lykens
No electric - Seats 48 people | \$50/day |
| <input type="checkbox"/> Wiconisco Creek Pavilion - Millersburg
No electric - Seats 35 people | \$50/day |
| <input type="checkbox"/> Wiconisco Creek Softball Field #1 - Millersburg | |
| — Private Use | \$25/2 hours |
| — League Play | \$15/game |
| — Tournament | \$100/day |
| <input type="checkbox"/> Wiconisco Creek Softball Field #2 - Millersburg | |
| — Private Use | \$25/2 hours |
| — League Play | \$15/game |
| — Tournament | \$100/day |
| <input type="checkbox"/> Wiconisco Creek Soccer Field - Millersburg | |
| — Private Use | \$25/2 hours |
| — League Play | \$15/game |
| — Tournament | \$100/day |
| <input type="checkbox"/> Wiconisco Creek Concession Stand - Millersburg | \$50/event/season |

POLICIES

- Dauphin County Department of Parks and Recreation reserves the right to reject a facility reservation at any time if it believes the event or activity will unreasonably interfere with other existing or planned activities, including the normal conduct and use of County parks and recreational facilities.
- Alcoholic or intoxicating substances of any kind are prohibited. The use of such substances will result in immediate expulsion and forfeiture of any and all fees. Future applications for park used by individuals using such substances or groups associated with individuals will not be considered.
- The collection of fees or the sale of tickets, tangible goods or services on Dauphin County Parks and Recreation property is strictly forbidden.
- Pets are prohibited in the parks during special events. Feeding of geese is also prohibited.
- The potential lessee is reminded that this is a publicly owned facility location in a public park. The lessee is reserving only the pavilion/field itself and cannot rent the park.
- Amplified music is not permitted.
- Picnic tables must not be moved.
- Any temporary additions to the park such as tents, pony rides, concession stand, etc. are not permitted due to damage incurred to the park.
- Reservations not claimed within one hour of reservation time will be forfeited and the pavilion reopened for public use.
- Cooking may only take place in grills and fire places provided in the Park.
- Pavilion/field and surrounding area must be left in clean and orderly condition and trash and litter must be placed in appropriate containers. Failure to do so will result in monetary penalty (withholding deposit) and loss of future reservations privileges.
- Use of fields may be subject to special conditions
- Vehicular parking is permitted only in the established parking lots. Parking is not permitted on the grass or in the pavilion areas.
- Cancellations made less than (2) weeks before rental are not eligible for refund of rental fee. Your security deposit will be returned to you. Refunds are not made for inclement weather. An administrative fee of \$5 will be charged on all cancellations. Any returned checks will result in a \$20 fee.
- Please bring your copy of your approved pavilion application with you on the date of your rental and be prepared to exhibit it to Park Security if requested.

LESSEE'S SIGNATURE _____ DATE _____

IN CASE OF EMERGENCY:

PARK SECURITY
780-6333
Weekends/Evenings

PARK MAINTENANCE
599-5359
M-F 8am – 4:30pm

DEPT. PARKS & REC
599-5188
M-F 8am – 4:30pm