



CHAMBERSBURG RECREATION CENTER 2025 BANDSHELL RENTAL APPLICATION

Revised 6/20/2025

Today's Date: _____

Person/Organization Renting: _____

Address: _____

Please Circle area of Residence: Borough of Chambersburg Greene Township Guilford Township
 Hamilton Township Letterkenny Township Lurgan Township Other

Contact Person's DOB: _____ Email Address: _____

Phone (Cell): _____ Phone (Other): _____

I understand, as the contact person, that I am responsible to remain onsite during this event.

(Initial) _____

Date Requested: (please include day of the week) _____

Arrival Time: _____ Departure Time: _____ Approximate Attendance: _____

Occasion for rental? (Please describe the event) _____

Make your selection for all that apply, by checking the box on the far left below:

	Bandshell	Cost	Borough Resident
☐	3 hour usage	\$50.00	\$35.00
☐	4 hours or more	\$99.00	\$85.00

Bandshell Rental Guidelines

Any group wishing to reserve additional areas of a park will need to submit additional applications and could be required to provide a Certificate of Liability Insurance.

Any group selling or giving away of food products or other retail products to the **public** may be required to provide a Food/Health License and pay 15% commission on gross sales payable to the Recreation Department. All Commercial/For Profit sales on park property must be approved by the Recreation Department and may be subjected to additional fees.

- All Band Shell rentals are reserved through the Recreation Department and all fees associated with the rental are due and payable at the time the reservation is requested and responsible party must be 21 years of age or older.
- **Cancellations must be made at least four (4) weeks prior to the scheduled time of use in order to obtain a refund. A \$5 dollar administrative fee is retained by the Recreation Department for all refunds issued.**
- **In the event of any problem during your reservation, such as other parties intruding, please call the Borough Service Center at 717-263-4111. In the event of an emergency, dial 911. You may also contact our uniformed Park Guard from Memorial Day through Labor Day by calling the Aquatic Center at 717-251-2466.**
- Proper care and use of recreation facilities is required. The cost of any property damage shall be charged to the responsible group.
- Tacks, staples, and littering are prohibited. Please place trash in receptacles.
- Park patrons shall respect the rights of others and conduct themselves in a manner acceptable and becoming to others.
- No solicitation or retail sales are permitted unless approved by the Recreation Department in advance.
- **The use of alcoholic beverages and narcotics in Recreation and Park areas is prohibited. Smoking is prohibited in the pavilion area. Park Guards reserve the right to check coolers as they deem necessary. If alcohol is found it must be removed immediately. If not, you will be asked to vacate the premises without refund.** Initial _____



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- The only animals permitted to be brought into the Park are Certified Service Animals. Emotional support pets do not fall within this category.
- If a licensed vendor will be serving alcohol at your event; you will need to secure an Event Permit with the Borough of Chambersburg by contacting Irene Sosa at isosa@chambersburgpa.gov or calling 717-264-5151. For a Cash/Open Bar we require 15% of sales from licensed vendor. A receipt must accompany the payment. If the vendor does not pay this amount the responsibility will fall upon you as the renter. This is due within three days of your event. This must be a private event and not open to the public.

By signing this agreement, you are indicating receipt of these guidelines, are accepting responsibility during the event, and assuring compliance throughout your event.

SIGNATURE: _____

ADMINISTRATIVE USE ONLY

Date Received: _____ Received by (Staff): _____

Payment: _____ Check # _____ Cash _____ Credit Card _____