



CHAMBERSBURG RECREATION CENTER PAVILION RENTAL APPLICATION

Revised 4/22/2025

Person/Organization Renting: _____ Today's Date: _____

Address: _____ D.O.B. _____

Borough Resident? YES NO (please circle) If no, which Township: _____

Phone No.: _____ E-Mail: _____

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

Arrival Time: _____ Departure Time: _____ Number of Guests: _____

Type of event: _____

Henninger Park Pavilion Rental – seats 25

Amenities – Small Charcoal Grill, Restrooms

	Henninger Pavilion	Cost	Borough Resident
	Pavilion Rental any day	\$35.00	\$25.00
	Bathroom Use Fee	\$25.00	\$25.00
	Bathroom Key Deposit	\$25.00	\$25.00

Key Deposit will be refunded upon the return of the key to the Recreation Center Office. Please provide a separate check.

Memorial Park Pavilion Rental

Whole Pavilion seats 150; Half Pavilion seats 75

Amenities – Electric, Large Charcoal Grill, Restrooms

	Memorial Park Pavilion – Monday – Friday	Cost	Borough Resident
	9AM – 1PM or 3PM – 7PM	\$55.00	\$45.00
	Full Day	\$139.00	\$125.00
	Memorial Park Pavilion – Weekends	Cost	Borough Resident
	Saturday or Sunday – HALF	\$105.00	\$95.00
	Saturday or Sunday – WHOLE	\$139.00	\$125.00

Mike Waters Park Pavilion Rental – seats 40

Amenities – Electric, Medium Charcoal Grill, Restrooms

	Mike Waters Park Pavilion	Cost	Borough Resident
	Pavilion Rental any day	\$59.00	\$49.00

Mill Creek Pavilion Rental – seats 25

Amenities – None

	Mill Creek Pavilion	Cost	Borough Resident
	Pavilion Rental any day	\$35.00	\$25.00

Nicholson Square Pavilion Rental – seats 25

Amenities – Small Charcoal Grill

	Nicholson Square Pavilion	Cost	Borough Resident
	Pavilion Rental any day	\$35.00	\$25.00



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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.

RULES AND REGULATIONS FOR PAVILION RENTALS

- All Pavilion 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.
- Reservations are first come – first serve. Pavilion rentals are not secured and/or finalized until complete payment is received.
- **Cancellations must be made at least four (4) weeks prior to the scheduled time of use in order to obtain a refund. A five (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.**
- Proper care and use of recreation facilities is required. The cost of any property damage may be charged to the responsible group.
- **Tacks, staples, silly string, water balloons, sidewalk chalk, and confetti 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.
- Music must be kept at an appropriate level as to not disturb others. Music cannot be played from a vehicle.
- 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**
- The only animals permitted to be brought into the Park are Certified Service Animals. Emotional support pets do not fall within this category.
- Propane Grills are not permitted unless prior permission is granted. Inflatables, Dunk Tanks & other similar activities are only permitted with prior approval & upon receiving proof of insurance from the professional entertainment company.
- 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 _____