

Lower Paxton Township

Park Event Guidelines

Park event guidelines help the Township to maintain the park's integrity as a public space while also preventing unauthorized commercialization.

Park event permit holders are expected to follow all park rules, regulations, and guidelines to ensure that activities within the park are conducted in accordance with the policies and ordinances set forth by the Township.

General Guidelines

- The park event permit must be in the possession of the event organizer onsite at all times.
- The park event permit is for the sole use of the group or individual named on the permit and is not transferable.
- The park event permit entitles the event organizer to exclusive use of the facility or park areas reserved only for the dates and times specified on the permit, including set-up and clean-up time.
- LPT reserves the right to charge fees for damage and clean-up. The permit holder must reimburse LPT for costs incurred by the need to clean up the site or repair damage to LPT property. These fees will be invoiced to the permit holder.
- The following items are prohibited in LPT parks: gas grills, water slides, balloons and confetti.
- LPT does not provide amenities such as sound systems, disposable trash containers, tables, chairs, or other support materials and services. The applicant must procure these amenities.
- Alcohol is prohibited.
- No refunds will be granted for inclement weather conditions.
- No rain dates will be issued.
- Fees may be assessed for use of cones/barricades, extra garbage disposal (trash cans, dumpsters, disposable trash cans), rental of portable toilets, use of lighting, custodial needs, street sweeper, security/traffic control personnel, and staff time. This list provides examples, and is not intended to be complete or exhaustive.
- Permit holders are accountable for ensuring the compliance of event participants and spectators.
- Failure to comply may result in enforcement action being taken. This could include involving the police to address any unauthorized or unpermitted activities taking place in the park or may result in the immediate closure of the event and loss of future permitting and use privileges.

Tournaments and Field Use

- The park event organizer agrees not to use any permitted fields if water is standing on them, the soil is frozen, wet, or spongy, steady rain is falling, a lightning or electrical storm is occurring, or LPT staff has closed them.
- Removal or repositioning of goals installed on fields is not allowed.
- Tents and canopies are permitted only with a park event permit where conditions/space can accommodate. Tents and canopies must be secured with stakes, weights, or other means.

Security, Traffic Control, Parking, and Medical Services

- The park event organizer may be asked to provide a traffic management plan for parking for attendees, staff, and volunteers and a plan of action for busing or other forms of group transportation if needed.
- The LPT Police Department is part of the review team and will make recommendations regarding your proposal.
- If your event requires security or traffic control, LPT Police will contact you to coordinate appropriate arrangements and fees. LPT Police will provide the applicant with an estimated overtime cost for police or fire police officers (a minimum of four hours) to provide security and traffic control at the park event. Park event organizers must pre-pay the security and traffic control fees at least 60 days before the park event.
- LPT Police will monitor the event and maintain the right to shut down any or all event components.
- Parking or driving on grass, service roads, or athletic fields is strictly prohibited.
- Events with over 500 people must include a First Aid Station with a CPR/First Aid-certified individual. The first aid station must be labeled on your event map. Events with over 2,000 people will require trained medical professionals on-site for the safety of participants.

Music and Entertainment

- Sound system details, including the total number, size, and location of speakers; dates and times for all amplified sound, including performances and sound checks; and name or talent category for artists performing at the event must be provided.
- If the amplified sound is not a live performance, a description of the sound must be provided (such as streamed music, film screening, speeches, etc.).

Entertainment and Amusement Attractions

- Portable attractions and play equipment such as a bounce house, inflatable, climbing wall, obstacle course, and rides are permitted only with a park event permit where conditions/space can accommodate.
- Entertainment, performances, and demonstrations are permitted only with a park event permit where conditions/space can accommodate.
- Dimensions and location must be shown on the event map.
- Liability Insurance Certificate is required for each attraction as described below.

Insurance certificates

- The Park Event organizer must provide liability insurance coverage carrying a minimum of \$1,000,000 per occurrence, naming LPT as an additional insured. Please provide your insurance carrier with LP's business address and the event site address in this format. (Park address list attached for reference.)
 - Lower Paxton Township
425 Prince Street
Harrisburg, PA 17109
 - Thomas B George Park
300 N. Nyes Road
Harrisburg, PA 17112

Vendors (sales)

- Vendor permits are only available for use in conjunction with a non-profit organization's approved rental or Township-sponsored event, with the written approval of the Parks & Recreation Board, Director of Parks & Recreation, or her designee.
- Vendors selling food, beverages, or merchandise on park property during a park event must possess an approved park vending permit issued by the LPT Parks and Recreation Department.
- No fundraising or charging for admission, entry, participation, raffles, services or other items is allowed on park property.
- To obtain a vendor permit, the vendor must
 - Complete an application
 - Pay the associated fee
 - Provide a valid certificate of liability insurance as described above.
- The permit holder shall carry this permit onsite during the effective dates and times.
- Your vending area must be self-sufficient. Electricity and water will not be supplied.
- You are responsible for setting up, maintaining, and removing your own vending apparatus, your merchandise, and your trash.

Exhibitors (no sales)

- Provide a brief description of the booth, display, or activity.
- Provide the contact information for each exhibitor. Include the organization name, contact person, email, phone number.

Zero Impact

- The Township maintains permanent onsite trash receptacles which may not be adequate for events over 250 patrons. The event organizer is responsible for the cost of additional trash and recycling removal. The number of trash and recycling receptacles will be determined based on the size and duration of the event.
- The event organizer agrees to ensure proper care of parkland and facilities and restore them to their original condition. This includes collection of trash and debris, removal of directional or promotional signs, and any repairs or maintenance identified by LPT staff.
- Fastening or attaching any rope, sign, banner, flyer, or other object to any tree, shrub, or natural amenity in a park area is strictly prohibited. Ground markings on paved or turf areas must be done with non-permanent/water soluble materials.
- The park event organizer is solely responsible for any damage or needed repairs. The costs will be billed directly to the organizer as necessary.