

Rental Fees Calculation Chart
(See attached rental fee definitions, requirements and responsibilities.)

Theater & Grounds

Application Fee: (Due with Application) **\$100**

Security Deposit: **\$300**

Rental Fee: (@ \$100 ph.) \$ _____

Site Supervisor (@ \$25 ph.) \$ _____
(Includes sound & lighting technician)

TOTAL FEES \$ _____

Grounds Only

Application Fee: (Due with application) **\$100**

Security Deposit: **\$150**

Rental Fee: (@ \$50 ph.) \$ _____

Technician (@ \$25 ph.) \$ _____
(Optional - at renter's request)

TOTAL FEES \$ _____

Make checks payable to: City of Lebanon. Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the rental. A fee of \$20.00 is charged for any check returned to the city. At the discretion of the Mayor, or designated administrator, the application fee may be waived for non-profit organizations located within the City or County of Lebanon. Please return a request for fee waiver with the rental application. **No other fees will be waived.**

Please return Rental Application, application fee and a certificate of insurance naming the City of Lebanon and Coleman Memorial Park as additional insured, to:

City of Lebanon, Municipal Building, Room 217
400 South Eighth Street, Lebanon, Pa. 17042

•**Cancellations:** Refunds will not be authorized for cancellations made with less than 14 days prior to the scheduled event.

• **Security and Parking Attendants**

Applicants must obtain security officers and, or parking attendants for the following events: Security/parking attendants may be required at the discretion of the site **security supervisor**, after a site/event meeting, if it is determined that the event represents a special condition or high risk. Security fees are subject to negotiations and paid to the current contractor and are non-refundable.

By submitting this rental application, the applicant is certifying that no expense will be borne by the City of Lebanon or Coleman Memorial Park in connection with this rental or activity described in this application for which the City and Park will not be fully reimbursed by the applicant. Expenses may include, but are not limited to an administrative fee, security deposit, rental fee, security personnel, parking attendant and sound / lighting technician which shall be estimated not less than twenty one (21) days prior to the event. A deposit equaling the amount of the **total fees** is due no later than fifteen (15) days prior to the event. Any additional expenses in connection with the event shall be fully reimbursed by the applicant. Any unused deposit monies will be returned to the applicant. All payments will be received in the Public Works office.

Furthermore, the applicant certifies that the City and Park are not liable or responsible for any cost, effect, error omission or loss of any kind associated with the event or activity listed herein, and the City and Park are fully indemnified and held harmless from any claims or judgments arising from such. All permitted activities held on Park property must be fully insured with the City and Park named as "Additional Insured" in the amount of \$500,000. The applicant also agrees to enter into a hold harmless agreement with the City of Lebanon and Coleman Memorial Park for the said event.

The Mayor, as a designated administrator, shall have the right to limit the size of any such gathering, meeting, public event or demonstration and establish a period of time during which such event may be conducted. The Mayor shall have the right to reject any permit or rental, for a public demonstration or event if the applicant, or related party, has within the past two years been granted a permit or rental, for the same or similar causes, or if such a group has in the past obtained a permit or rental and the demonstration or event sponsored by the applicant caused harm to the public generally and / or committed acts injurious to the public peace, safety and welfare. The City also reserves the right to reject a rental application if the activity or event interferes with other existing or planned activities, including the normal conduct and use of City property, parks or recreational facilities. The City Clerk will communicate denial of a permit in writing to the applicant within Ten (10) days after the date of the receipt of the request.

The applicant agrees to comply with the "Amphitheater Renters Responsibilities and Guidelines for Activities".

A copy of this document is attached to this application. Parks Rules and Regulations will be strictly enforced. Copies of the Parks Rules and Regulations are available in the Department of Administration, Room 217 of the Municipal Building. The renter may not sublet the facility.

I have read and understand all fees associated with this rental agreement. I understand, I must comply with all Department of Parks and Recreation rules and regulations and am responsible for the compliance of all participants, volunteers and spectators. I understand that if any users are found to be in violation of the attached **RULES AND RENTERS RESPONSIBILITIES**, I will be subject to all applicable fines and penalties, including the immediate closure of the event and loss of future permitting and use privileges.

Printed Name

Date: _____
MM/DD/YY

Signature