

George C. Brown
Mayor

CITY OF WILKES-BARRE



1st Floor, City Hall
40 East Market St.
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Patty Hughes
Special Events Coordinator

OFFICE OF SPECIAL EVENTS

Special Events Request Form

Please mail completed form to:
Special Events City Hall 40 East Market Street, Wilkes-Barre PA 18711

Organization Name _____

Contact Person _____

Street Address _____

City/State/Zip _____

Phone Number _____ Fax Number _____

Email Address _____

Proof of Insurance, naming The City of Wilkes-Barre as an additional insured for event, and Signed Indemnity Agreement Required for all Rentals

Event Details	
Requested Date of Event:	
<i>Rain dates will not be reserved. If your event is rained out, then you may call to reschedule another date.</i>	
Requested Time of Event (Start-Finish):	
Estimated Number of People Attending:	
Type of Event:	
<input type="checkbox"/> Parade <input type="checkbox"/> Walk/Run <input type="checkbox"/> Party <input type="checkbox"/> Festival <input type="checkbox"/> Other _____	

Location of Requested Rental Site:	
Kirby Park Pavilion #1	
Kirby Park Pavilion #2	
Kirby Park Pavilion #3	
Martz Amphitheater in Kirby Park	
Kirby Park Field Rental	
Other City Park	
Public Square	
Other Location (Describe)	

Alcoholic Beverages are NOT Permitted in the Park.

Garbage Removal: The event holder is responsible for removing all recyclables and cardboard generated by the event.

Parking: Please use designated parking lots only! You may not drive through the park at any time. No vehicles may be parked at the pavilions or ball fields.

For Band Shell Rental:	
Requested Date of Event	
Requested Time of Event (Start-Finish)	
Estimated Number of People Attending	