



**Special Events**  
**570.208.4149**

**SPECIAL EVENT PRICING**

<b>Rental Name</b>	<b>Price</b>
<i>All checks made payable to: <b>The City of Wilkes-Barre</b></i>	
Kirby Park Pavilion #1 Near lighted softball field/track area; holds ~60 people	Two Separate checks:  <b>\$75 Payment</b>  <b>\$50 Refundable Deposit</b>
Kirby Park Pavilion #2 Concrete Martz Amphitheater	
Kirby Park Pavilion #3 Near Playground Area; holds ~75 people	
Weddings at Martz Amphitheater in Kirby Park	<b>\$100 Payment + \$50 Refundable Deposit</b>
Public Square	<b>\$300 per day</b>
Other City Parks	<b>\$100</b>
Field Rental/Track/Coal St.	<b>\$100 per field per day</b>

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

**EXTRA SERVICES**

Please make Special Events Coordinator aware of your needs for extra services when planning your event.

<b>Service</b>	<b>Description &amp; Pricing</b>
<b>Electricity</b>	Minor Electricity—No Charge Electrician Present— <b>\$100</b> (2 hours minimum); <b>\$30</b> each additional hour
<b>Police</b>	For events requiring police assistance, contact Patrolman Mike Dennis for scheduling at 570-208-4131 or <a href="mailto:mdennis@wilkes-barre.pa.us">mdennis@wilkes-barre.pa.us</a>  Cost of Police Assistance is <b>\$51.50 per hour, minimum of 3 hours per officer.</b>
<b>Fire/Ambulance</b>	For events requiring fire fighters/paramedics contact Fire Chief Jay Delaney for scheduling at 570-208-4261 or <a href="mailto:jdelaney@wilkes-barre.pa.us">jdelaney@wilkes-barre.pa.us</a> .  <b>Medic units require 1 medic and 1 firefighter at \$60 per hour, each. WBFD requests a minimum of 4 hours.</b> Availability is manpower permitting.
<b>DPW Workers</b>	If DPW workers are required for an event held on the weekend, an <b>hourly rate</b> will be determined based on your request.
<b>Banner Hanging</b>	<b>\$50</b> charge for banner hanging

**Alcoholic Beverages are NOT Permitted in City-Owned Parks and Fields.**

**Rain Dates:** Rain dates will not be reserved. If your event is rained out, then you may call to reschedule another date.

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

**Parking:** You may not drive through the park at any time. No vehicles may be parked at the pavilions or ball fields.

**Please use designated parking lots only!**