

George C. Brown  
Mayor

WILKES-BARRE CITY  
PENNSYLVANIA



Special Events, 4<sup>th</sup> Floor, City Hall  
40 East Market Street  
Wilkes-Barre, PA 18711  
Phone: 570.208.4149  
Fax: 570.208.4101

## 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_____	
Will food be served at the event? <input type="checkbox"/> No <input type="checkbox"/> Yes* *Please contact the Health Department at 570.208.4268	

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	

Approved by Special Events Coordinator

Approved by Health Director (Events with Food Distribution)

Approved by City Administrator

Approved by Mayor

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_