

COLEMAN MEMORIAL PARK
1400 WEST MAPLE STREET • LEBANON, PA 17046
717-758-1684

PAVILION RESERVATION APPLICATION NO. _____

(All fields below are required to be completed)

~MINIMUM OF 72 HOUR WAITING PERIOD FOR RENTAL~

~RESERVATIONS HELD ONLY WITH PAYMENT~

Date of application: _____

Name: _____

Address: _____

Home phone: _____ Work phone: _____

E-mail: _____

Driver's License Number: _____ State: _____

Pavilion reservation date: _____

Pavilion No. _____ Electric requested (if available) yes ____ no ____

Rental fee \$_____ Estimated attendance: _____

Purpose (be specific): _____

The undersigned agrees to reimburse Coleman Memorial Park for any property damage or breach of rules for pavilion rental incurred by utilizing the facility. The undersigned also agrees to comply with all posted rules and regulations for the facility and Park, Rules for Pavilion Rental, and City of Lebanon Park Rules and Regulations, Section 943.01 of the Codified Ordinances. The undersigned agrees to indemnify and save harmless Coleman Memorial Park and the City of Lebanon against any and all costs, actions, claims and demands whatsoever that may result from the activities and/or events conducted by or under the sponsorship of the undersigned. Any authorized Coleman Memorial Park or City of Lebanon representative reserves the right to terminate the rental and/or event immediately with no refund to the applicant.

Signature: _____

Date: _____

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PAGE 2

RESERVATION FORM AND CHECK MADE PAYABLE TO "CITY OF LEBANON" MAY BE MAILED TO OR PAID IN PERSON AT THE FOLLOWING LOCATION. MAJOR CREDIT CARDS ACCEPTED WITH IN-PERSON PAYMENT:

CITY OF LEBANON
DEPARTMENT OF ADMINISTRATION
735 CUMBERLAND STREET, 2ND FLOOR
LEBANON, PA 17042

OFFICE HOURS 8:30 A.M. – 4:30 P.M., excluding Saturdays,
Sundays and City of Lebanon holidays

ADMINISTRATION PHONE NUMBER 717-639-2800, Option 5

WHEN WE RECEIVE THE APPLICATION FORM AND PAYMENT, YOUR RESERVATION WILL BE HELD AND A RECEIPT WILL BE RETURNED TO YOU. YOUR PAVILION WILL BE POSTED AS "RESERVED" BY PARK PERSONNEL.

We strongly recommend making a copy of the following and taking them with you to your event:

- Rules for pavilion rental
- Completed and numbered pavilion reservation application
- City of Lebanon payment receipt
- City of Lebanon Park Rules and Regulations (C.O. Section 943.01)

These documents will serve as a resource should you have any questions, and will provide verification that you are the authorized user of our property on the given date if you are asked to show proof of your reservation.

5/13/2025