WAYS
GARDEN
C/O 1550 WEST THIRD STREET
WILLIAMSPORT, PA 17701

WAYS GARDEN REQUEST FOR USAGE FORM

REQUESTS MUST BE COMPLETED AND TURNED IN 30 BUSINESS DAYS BEFORE YOUR EVENT OR YOUR EVENT WILL NOT BE APPROVED!!

Any additions to the original request must be approved by the Recreation Department.

2. An Event with 50 or more participants requires a Special Events Permit from the city of Williamsport Codes Department. If your organization/event is having a tent you must also have a tent permit. Other special requests or needs for your event may require may other permits and/or the payment of other fees. Please call 570-327-7523. All paperwork must be turned in 30 days before your event. It is not our responsibility to notify you to fill out paperwork for event. If paperwork is incomplete or missing you event is subject to denial to Williamsport Bureau of Codes and the Recreation Department.

3. Signs may only be used in connection with the event that is approved in accordance with regulations governing the use of Way's Garden. Such signs must be approved as to designs and location as part of the event approval process by the Way's Garden Commission. Such signs should be prepared in a professional manner and should not exceed 32 square feet in area. All signs may be posted the morning of the event and must be removed immediately following the event. No signs may be displays before 6:00am or after 10:00pm.

4. Any organizations/individuals which received written approval for the use of facilities within Ways Garden must submit a Certificate of Insurance with liability limits in the amount of not less than $500,000. The certificate must name the City of Williamsport and accept liability of personal injury or property damage as it may result from the organization's/individual's use of the facilities.

5. All performances and activities can commence no earlier than 9:00am and Must be completed by 10:00pm.

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6. All organizations/individuals/vendors who are involved in events which require electrical services are responsible for furnishing their own cords. All cords are required to be heavy-duty, outdoor minimum 12-gauge cords. No other cords allowed.

7. The organizations/individuals/vendors are responsible for cleanup or park facilities utilized during the event. The organizations/individuals/vendors are responsible for trash removal from the park the day of the event. It is the organizations responsibility to contact a disposal company for trash cans and/ or dumpsters.

8. In addition to any other requirements, any group or individual using any part of Way's Garden for an approved event is required to submit a security deposit or bond. To ensure compliance with the rules and regulations governing the use of Way's Garden to include without limitation, cleanup immediately following the event, repair of any damage to the Park arising out of the event, and restoration of the Park to its pre-event condition. The fee to utilize Ways Garden will be no less than $50 at any given time. The cost of the security deposit is to equal the cost of the area rented. e.g.- If the area to be rented is $100.00, then the security deposit is $100.00.

9. All organizations/individuals/vendors must abide by all rules, regulations and ordinances including Article 720 of the City of Williamsport's Codified City Ordinance that governs Way's Garden. These rules and regulations are set forth in this agreement or are otherwise attached. Any deviation from these terms may results in the termination of the agreement and forfeiture of the security deposit or bond. Parking is only allowed in designated parking spots, no parking on grass areas.

10. Failure to follow any applicable rules, regulations or agreed-upon requirements can result in the termination of the event and denial of future

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requests. If Codes permits are not completed, your events is subject to be denied. It is not the City's responsibility to inform you of all paperwork and permits required. It is the event holder's responsibility to comply with all permits fees and forms.

11. Once approvals are made, separate checks for the cost of the reservation, and cost of the security deposit can be sent to:

    The Recreation Department
    100 West Third Street
    Williamsport, PA 17701
    Checks can be made payable to **Way's Garden Commission**
    Once the event is over, and an inspection is done of the garden, if not further cleanup or damages have occurred, the security deposit will be returned. If costs exceed the amount of the security deposit then actual costs will be billed to the renter.

* Please return this form to

The Recreation Department
100 West Third Street
Williamsport, PA 17701
Office (570) 322-0873 or Cell (570) 447-2307
or Email: swalker@cityofwilliamsport.org

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Organization/Individual Name: _____

Contact Name: _____

Address: _____

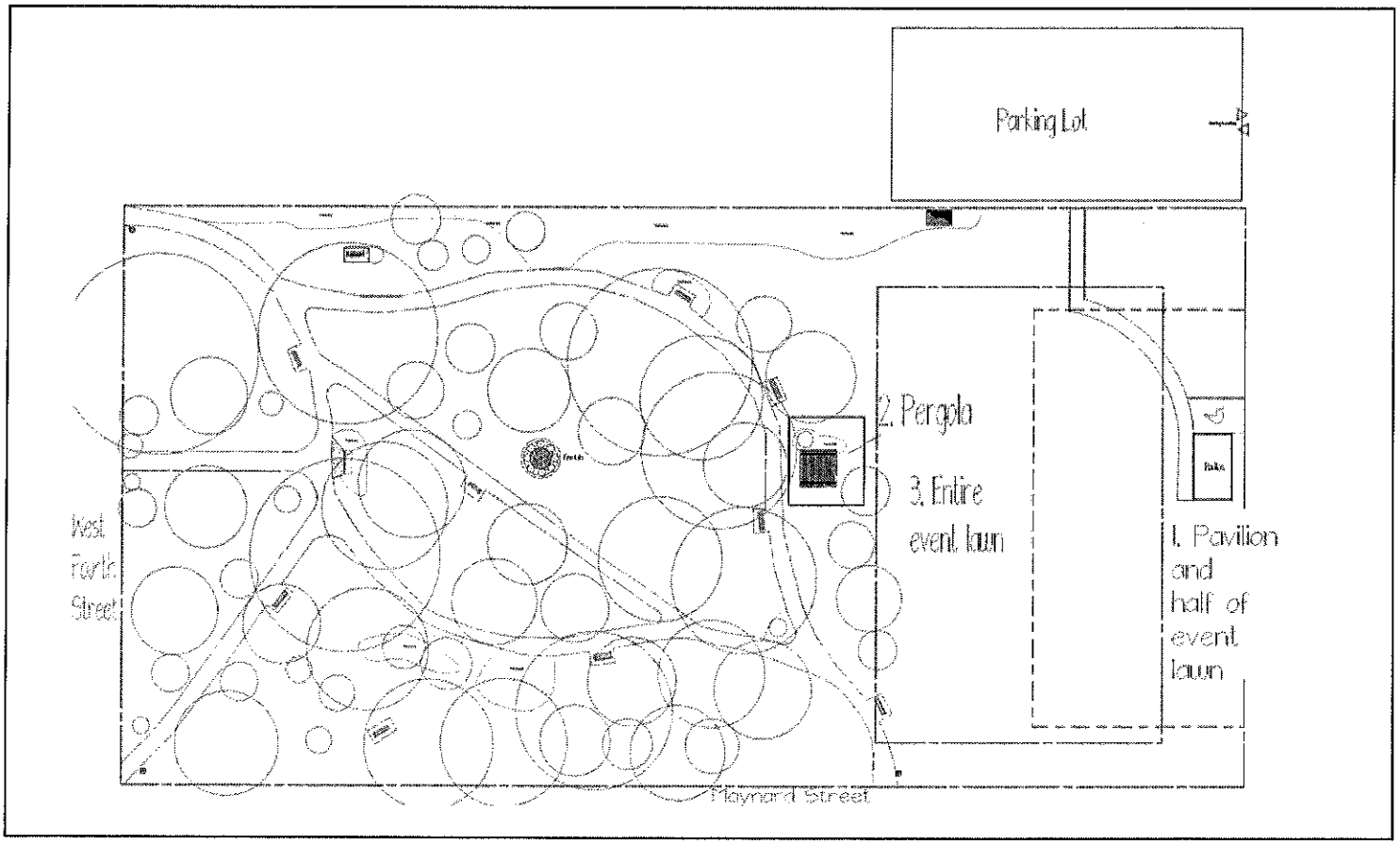
Home Phone: _____ Cell Phone: _____

Date of Event: _____ Approximate Attendance: _____

Time of Event: (From-To) _____

Setup and Teardown Time (From-To) _____

Please indicate on the diagram the area you will be reserving, pricing on next page



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1. Pavilion and half of the event lawn $100.00 There is **currently no** power (110v) at this location
2. Pergola area $50.00 There is no power at this location
3. Event Lawn $200.00
   Pavilion and entire event lawn $200
   Other areas in the garden are generally from $100+ Please indicate areas to be reserved to determine a price
   All reservation fees are based on a 4 hour window. Additional time will be charged at ¼ the price per hour. (e.g.- If the charge is originally $200 for 4 hours, it is $50.00 per hour additional)

Do you require additional electricity? (Yes/No)

Will you have vendors at this event? (Yes/No)

Will there be entertainment? (Yes/No)

Will there be tents? (Yes/No) If yes, you will need a tent permit from the City of Williamsport

Will portable toilets be required? (Yes/No) There are no public restrooms in the garden

Please describe you event in full for the committees:_____

_____

_____

Rules and Regulations

1. Any group or individual requesting use of Way's Garden must complete and submit the Way's Garden request for Usage Form to the Recreation Department. The Recreation Department, Way's Garden Commission and Recreation Commission will review all details of the proposed event. When both Commissions approve the event, the organization/individual requesting use will receive a written statement outlines the conditions of the approval.