



(717) 334-2028 or gettysburgrecpark@gmail.com

Thanks for considering the Gettysburg Rec Park for your next event! Below, we will try to walk you through some commonly asked questions but if what you're looking for isn't here, feel free to contact us.

Question: What are the Rental Fees and hours I can use the facility?

Answer: Please reference our Fee Chart for more information. All indoor facilities are available from 8AM-10PM, any day of the week (excluding noted holidays). Pavilions are available from 8AM until Sunset, any day of the week (excluding noted holidays). When you're making your reservation, and trying to decide on what hours best suit your needs – **don't forget to include the amount of time you require for set-up/take-down/clean-up.**

Question: Can I serve alcohol?

Answer: Alcohol is only permitted inside the facility. It cannot be served in any of the pavilions. If you are using the indoor facilities and have decided to serve alcohol, you will need to do two things. The first, is that you will have to give us a \$150 (refundable) deposit. If everything is cleaned up and not broken, you will get this back 7-10 days after the completion of your event. The second, you will need to contact your insurance company and get Special Event Insurance. It is usually about \$17-\$20 for the day. We will need a copy of this prior to the event.

Question: Will there be staff on site for my event?

Answer: Yes, there will be staff at the Rec Park, although they won't be sitting in on your event. However, they aren't responsible for cleaning up your tables, chairs, or trash. And if you're inside, you will also need to sweep the floor and mop if necessary.

Question: I'm renting the Assembly Room on Saturday, can I set-up on Friday night?

Answer: If we must close off the room to rentals, you will need to pay for that time up until we would no longer allow a rental. Example: If you wanted to set-up on Friday from 8PM-10PM, you would need to pay for those two hours on Friday – but we won't charge you after 10PM, since we wouldn't have had a rental in there, anyway. If your event isn't until 3PM on Saturday, we would charge you from 8PM-10PM (Friday) and 8AM-event time on Saturday. Think of it this way, if we can't rent to someone else, you will have to buy the time.



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Question: What kinds of decorations can I use in the Assembly Room?

Answer: You can use painters tape to hang decorations but no nails, thumbtacks, or anything of that nature. We do allow balloons as long as they're **NOT** filled with helium.

Question: We are using chaffing dishes, can I bring Sterno's to keep them warm?

Answer: Yes, but please follow all safety precautions.

Question: How far in advance do I need to pay?

Answer: All payments must be complete two weeks prior to the event.

Question: How do I pay?

Answer: You can pay us with check, credit card, or cash (as long as it's exact change). We can take all payment methods in person and we can accept credit cards over the phone.

Question: Will there be other events taking place at the Rec Park during my event?

Answer: That's entirely possible. We do warn people if there are already other large events booked elsewhere in the park but someone may have booked after you. So, don't be surprised if there are other people around.

Question: If someone breaks something during my event, am I responsible for the cost?

Answer: Yes, you will be responsible for the cost of the repair since it's your name on the contract.

Question: How far out can I book an event?

Answer: As far out as you would like.