

THORNWALD AMPHITHEATER RENTAL REGULATIONS

We are pleased that you have chosen Thornwald Amphitheater as the venue for your special event. Please remember that Thornwald is a public park. During your event, the public is free to use the meadow and trails surrounding the amphitheater.

- **ELECTRICITY KEYS**- For access to electricity, you must pick up the keys at Carlisle Parks and Recreation, 415 Franklin Street, Carlisle, a day or two before your rental (Monday through Friday, 8 am to 5 pm). One key opens the circuit breaker box, the other key opens the individual outlets on the stage.
- **PORT-O-JOHN** – Carlisle Parks and Recreation provides a port-a-john at Thornwald Park from June through August. There are no rest room facilities available September through May.
- **PARKING** – NO PARKING at the amphitheater or Thornwald Mansion. Parking is available on Walnut Bottom Road, in the gravel parking lot on Bicentennial Drive (off Noble Blvd.), or in the paved parking lot on Bicentennial Drive beside the mansion. A walking path connects this parking lot with the amphitheater. Access the path at the far end of the parking area. The path runs alongside the fence which separates the mansion property from the park.
- **CLEAN-UP/TRASH** – **You are responsible for all clean-up!** Please gather your trash and place it in the appropriate receptacles or take it with you. **Take large items like pizza boxes, food trays or cake boxes with you.** Do not use items that are hard to clean up (confetti, glitter, silly string, water balloons) or items that cause injury (glass, thumb tacks, push pins, etc.).
- **PROHIBITED** – **Alcohol, tobacco products, gambling, and fireworks.** Violators are subject to fines up to \$1000. In addition, **commercial entertainment equipment (bounce houses), profit making, yard sales, and paper lanterns** are not permitted at parks.
- **COMMUNITY EVENTS** and **MOBILE FOOD VENDING** must be approved by the Parks and Recreation Director at least two weeks in advance. A Park Use Agreement, permit, and certificate of insurance will be required.
- **PETS** must be kept on a leash no longer than 6'; guests must clean up after their pets.
- **BEHAVIOR/COURTESY** – Avoid offensive language or behavior. Keep music volume reasonable.
- **OCCUPIED AMPHITHEATER** – If the amphitheater is occupied by others at the time of your reservation, inform them that you paid to reserve the amphitheater. The other party must remove their belongings and leave the area immediately. If they do not cooperate, call the Carlisle Police for assistance.
- **UNATTENDED BELONGINGS** – We recommend that you do not leave your belongings unattended. Parks and Recreation is not responsible for lost or stolen items.
- **SAFETY** – Renters and guests must observe health and safety guidelines mandated by the PA Secretary of Health.
- **RENTAL CANCELLATIONS** must be made during normal business hours. Upon cancellation, rental fees will be refunded, minus a 10% administration fee. NO REFUND will be made less than one week prior to your reservation. Upon determination of the Parks and Recreation Director, rental fees for amphitheater may be refunded in the case of extreme weather.

Carlisle Parks & Recreation | 415 Franklin Street, Carlisle | (717) 243-3318 | parksandrec@carlislepa.org

Business Hours: Monday – Friday, 8:00 AM – 5:00 PM

Carlisle Police Department (717) 243-4121 | Emergency 9-1-1

