

How To Request The Band Trailer

Band Trailer Request Directions

1. Create an account, or log on to our website:

www.allentownparksandrec.com

2. Under the Facilities tab, select Facility List.
3. Click on the icon for the Band Trailer.
4. Follow the online Reservation Request steps. The following will be asked:
 1. Date/Time of your event.
 2. Optional Liability Insurance/Event Placement Map uploaded.

*This will be needed before your event, but not required at the time of your request.

1. Questionnaire to be completed.
5. Once your request has been reviewed/approved, an invoice will be created for your rental. The following will be needed after that point:
 100. \$100.00 security deposit to be paid up front. Payable online through your account or by mail/in person.
 101. Liability Insurance submitted no later than 30 days prior to your event.

*Must name the City of Allentown as the additional insured in the amount of \$1,000,000.

1. Event Placement Map submitted no later than 30 days prior to your event.

*Please be as specific/detailed as possible.

6. Once security deposit has been paid and all other requested documents have been submitted, a permit will be issued.
7. Full payment must be made no later than 30 days following the date of your rental.

<https://allentownpa.myrec.com/info/facilities/default.aspx>