



Southampton Township
705 Municipal Drive
Shippensburg, Pennsylvania 17257
(717) 532-9041

Furnace Run Park Rental Fee Schedule

Rental Fees for Use of the Nature Center Facility (Indoor Event): This includes the main room, kitchen, lobby, small room, indoor restrooms, and sidewalk area surrounding the building. Outdoor restrooms will remain open to the public during park hours.

Indoor events are limited to a maximum of 75 people.

Time	Rate
2 hours	\$150.00
4 hours	\$250.00
6 hours	\$300.00
8 hours	\$450.00
*All day	\$600.00

*An all day rental must be within the building hours of 6:00AM-11:00PM.

All rentals will receive a complimentary **30 minutes** before and after your scheduled time for set-up and tear down purposes. You may add additional hours to your scheduled time up to 48 hours before your reservation, and only if the space is available. If you exceed the time frame of the tear down period, you will be charged at a rate of \$75.00 per hour.

Rental Fees for Use of Outdoor Space Only (Outdoor event): Includes the outdoor area immediately outside the Nature Center and lawn next to the building. Exterior public restrooms are available for outdoor events. Additional costs and/or security deposit may be incurred if host desires to set up a tent or other materials that may cause damage to the ground.

Outdoor events are limited to a maximum of 150 people.

	Under 50 people	50-150 people
2 hours	\$25.00	\$50.00
4 hours	\$50.00	\$75.00
6 or more hours	\$100.00	\$125.00

Rental Fees for Use of Indoor and Outdoor Space: This includes the indoor space outlined above, sidewalk area immediately surrounding the building, and outdoor lawn area next to the Nature Center. Additional costs and/or security deposit may be incurred if host desires to set up a tent or other materials that may cause damage to the ground.

	Add-on Fee
Under 50 people	\$25.00
50-150 people	\$50.00

Building hours: 6AM-11PM (Building must be locked and evacuated by 11:00PM)

Indoor Rental includes free Wi-Fi and use of tables and chairs. Tables and chairs are to remain inside and may be taken outside only on the concrete area surrounding the building, and may not be put out in poor weather conditions. Please consult with Park Director if you need this option.

Security Deposit in the minimum amount of \$50.00 will be required and will vary based on the specifics of the event.

Payment: Payment shall be due not less than 5 business days following confirmation of the rental and date. The requested date will not be reserved past five business days if payment is not timely made.

Cancellation/Refund: The rental may be cancelled not less than thirty (30) days prior to the event for a full refund. Rentals cancelled not less than fourteen (14) days prior to an event will incur a termination fee equal to one-half (1/2) the rental fee. Cancellations less than fourteen (14) days prior to an event shall not be refunded.

Catering: If the event will be catered, host shall ensure that the caterer maintains insurance coverage equal to or greater than the requirements set forth in the Rental Agreement.

At this time, alcohol IS NOT permitted on the premises.

Furnace Run Park
2244 Lindsay Lot Road
Shippensburg, PA 17257
(717) 230-7101 ext. 1
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