

DELAWARE COUNTY PARKS & RECREATION DEPARTMENT

Government Center Building
Attn: Parks & Recreation
201 W. Front St.
Media, Pa 19063



Delcoparks@co.delaware.pa.us
Phone: 610-891-4663

PRIVATE PARTY PERMIT REQUEST - INDOOR

To request a reservation, please complete this form and send it to the address above or bring it to the Leedom House in Rose Tree Park. Permits are issued on a first-come, first-serve basis and must be completed at least two weeks in advance.

After we receive your form, we will contact you within 2-3 business days regarding approval and payment. The process is complete when you receive a signed permit. If you have any questions, please call our office M-F, 8:30-4:30. We will be happy to assist.

- Banquet Room at 767 Beech Ave.
- Conference Room at 767 Beech Ave.
- Redwood Center in Upland Park
- Smedley Park Environmental Center

Event Date: _____ Time: _____

Group/Family: _____

Estimated # of Guests: _____

Event Type (birthday, reunion, etc.): _____

Description (food, decorations): _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Notes/Questions: