



**NORTHAMPTON TOWNSHIP PARKS AND RECREATION
NORTHAMPTON SWIM CLUB-- FACILITY USE APPLICATION
301 NEWTOWN-RICHBORO ROAD, RICHBORO, PA 18954**

Return completed application to: **Northampton Township Parks & Recreation**
55 Township Road, Richboro, PA 18954

GENERAL INFORMATION

Organization/League/Team (if group use) _____

Applicant's Name _____

(Applicant is the contact person responsible for the facility and who will be present during use. If this person is different than the person who will be on site during use or who needs to be notified in the event of any changes or concerns once approval is granted please provide contact information below.)

Street Address _____ City _____

State _____ Zip _____ E-mail address _____

Phone# (Home) _____ Work) _____ (Cell) _____

Contact Person (person who will be on-site) _____ Phone# _____

AREA REQUESTED *(If unsure please discuss with Parks & Rec Representative)*

- Wading Pool Lap Lane(s) # _____ Diving Well 3 Foot Pool Covered Patio Area Uncovered Patio Area
 Large Picnic Tent Portable Picnic Tent(s) # _____ Picnic Tables # _____
 Sand Volleyball Court Basketball Court # _____ Horseshoe Court Other (specify) _____

PROPOSED USE FOR FACILITY/AREA BEING REQUESTED

Estimated number of people attending: ____ Adults ____ Children (14 & under) **(Includes all attendees whether using swimming pool or not)**

DAY, DATE, TIME REQUESTED

Day: Monday Tuesday Wednesday Thursday Friday

Date: _____ Rain date: _____ Time: From: _____ To: _____
(includes set up/clean up)

The applicant/group agrees to abide by all Northampton Township Parks & Recreation rules and regulations. The applicant/group further agrees to leave the site in a clean and orderly condition after use. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Township of Northampton and Northampton Valley Country Club, their officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function activities and uses of requested premises. I have read and received the Northampton Township Parks and Recreation Field and Facility Use Policy and the Rules and Regulations relating to the use of its facilities and equipment and accept the responsibility for meeting the requirements stated therein.

Signature of Applicant _____ Date _____

REQUIRED FINAL PERMIT WILL NOT BE ISSUED UNTIL ALL DOCUMENTS ARE SUBMITTED AND ALL FEES ARE PAID

- Insurance:** Homeowners Insurance Declaration Page or Certificate of Insurance naming Northampton Township as additional insured and certificate holder _____
- Non-Refundable Facility Use Application Fee:** Payable by Cash, Check or Credit Card \$ 25 _____
- Fees:** payable by Cash, Check or Credit Card Use Fee \$ _____ Rain Date Fee \$ 25 _____
Equipment Rental Fee \$ _____ Large Picnic Tent Use Fee \$ \$25 _____ Special Area Prep Fee \$ _____
Parks and Rec Staff Fee \$ _____ Other Township Staff Fee \$ _____
- A Separate Refundable Security Deposit: Payable by check only.**
Facility Security Deposit \$ 500.00 Equipment Usage Security Deposit \$ _____

TO BE COMPLETED BY Parks & Rec

Date Application Received _____

Approved Approved with changes _____

Not Approved/Reason _____

PERMIT:



Parks & Rec Signature

AREA REQUESTED:

- Wading Pool Lap Lane(s) # _____ Diving Well 3 Foot Pool Covered Patio Area Uncovered Patio Area
- Large Picnic Tent Portable Picnic Tent(s) # _____ Picnic Tables # _____
- Sand Volleyball Court Basketball Court # _____ Horseshoes Other (specify) _____

INSURANCE: *DUE NO LATER THAN 2 WEEKS PRIOR TO USE*

- Certificate of Insurance naming Northampton Township and Northampton Valley Country Club as additional insured and certificate holders
- Current Homeowners Policy Declaration Page

FEES: (Cash, Check or Credit Card) *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

- Non Refundable Application Fee \$ _____ *DUE WITH APPLICATION*
- Facility Use Fee \$ _____

ADDITIONAL FEES: (Cash, Check or Credit Card) *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

- Rain Date Fee \$ _____
- Equipment Rental Fee \$ _____
- Private Tent Authorization Fee \$ _____
- Special Area Prep Fee \$ _____
- Parks & Rec Staff Fee \$ _____
- Other Staff Fee \$ _____

SECURITY DEPOSITS: (Check Only) *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

- Facility Security Deposit Fee: \$ _____
- Equipment Security Deposit Fee: \$ _____

Received By _____

Receipt # _____

Date _____