



Township of Northampton

NORTHAMPTON TOWNSHIP COMPLEX • 55 Township Road, Richboro, Pennsylvania 18954-1592
Township Administration – (215) 357-6800 • Fax: (215) 357-1251

Thank you for your interest in Northampton Township Parks and Recreation facilities. As requested, attached are copies of:

- 2024 Fee Schedule –Pavilion & Amphitheater Use
- Municipal Park Facility Use Application Procedure
- Municipal Park--Facility Use Application
- Rental Rules and Regulations
- Park Equipment Rental Fees
- Site Map of Municipal Park

Please review the fee schedule and facility use application procedures, complete and sign the Facility Use Application and return it along with the non-refundable application fee(s), including rain date fee, if applicable, and a signed copy of Rental Rules and Regulations. Applications submitted without the required application fee will not be considered.

Certificate of insurance, all fees, and refundable security deposit are due **no later than 21 calendar days prior to use**. Final permit will not be issued until all fees are paid and all requirements are met. If an additional application for the same date is received prior to receipt of full payment, consideration will be given to the subsequent application. If application is made within less than 21 calendar days of planned rental all documents and fees must be submitted with application and fee.

After reviewing your request and approval has been granted, a signed copy of your completed Facility Use Application will be returned to you and will serve as your "Permit." This "Permit" must be with you the day of your rental.

If you have any questions, please feel free to call the Parks & Recreation office at 215-357-6800.

Sincerely,

Northampton Township Parks & Recreation

Attachments

**NORTHAMPTON TOWNSHIP PARKS AND RECREATION
2024 FEE SCHEDULE PAVILION & AMPITHEATER USE**

FACILITY	APPLICATION FEE NON-REFUNDABLE	RENTAL INTERVAL	USE FEE		ADDITIONAL FEES
			RESIDENT	NON-RESIDENT	
Playground Picnic Area: <i>1 available for rental Capacity 24 persons Does not include exclusive use of playground *Playground Pavilion is <u>not</u> available for rental</i>	\$50	4 hours	None	Weekday \$25 Weekend/Holiday \$50	Parks & Rec Staff (If required): Weekday \$30 per hour/per employee (Monday-Friday 7:30 am to 4:00 pm) Evening, Weekend, Holiday (2 hours minimum) \$60 per hour/per employee Rain Date - if desired, based on availability, \$20 (non-refundable) Equipment Rental: Volleyball--\$5 plus \$20 security deposit Horseshoes--\$5 plus \$40 security deposit Private Tent Authorization - location must be approved by Parks & Rec, \$15 per tent Electric Use - \$15 per hour (where available) Event Prep Room - \$50 per 4 hour event (Civic Center 2 Pavilion Only) Food Truck/Caterer Fee – separate application must be filed. Requirements include \$50 non-refundable application fee, food safety certification, and certificate of insurance. Inspection may be required by Fire Marshall.
Picnic Pavilions: <i>2 available for rental Capacity 48 persons each Includes use of horseshoe courts(2) and charcoal grills(2)</i>			Each additional hour \$5WD/\$10WE/HOL		
Civic Center Pavilion/ Wetzel Pavilion (Limited Availability)	\$50	4 hours	None	Weekday \$75 Weekend/Holiday \$125	
			Each additional hour \$15WD/\$25WE/HOL		
Amphitheater	\$50	3 hours	\$100	\$125	
			Each additional hour \$25WD/\$35WE/HOL		
If both a Picnic Pavilion or Playground Picnic Area and a field/court are included on the same Facility Use Application, a single application fee of \$50 will apply. Multiple uses of picnic pavilions cannot be requested on the same application. A separate application is required for each date. A Rain Date may be reserved for on the primary application with an additional non-refundable fee of \$20.					
A Security Deposit, payable to Northampton Township is due at least 21 calendar days prior to use, in the amount of \$100. This amount does not include any staff costs or additional fees. Security Deposit will be returned upon satisfactory inspection of rented facility when no damages are found or reported.					
RENTAL INTERVAL INCLUDES SET UP AND CLEAN UP TIME. Final permit will not be issued until all fees are paid Fee Schedule for Indoor Recreation Facility Use and Park Facility Use are included on separate sheets. *A separate Fee Schedule applies to Seasonal, Camp, Tournament & Special Event Use.					



NORTHAMPTON TOWNSHIP PARKS AND RECREATION MUNICIPAL PARK, 281 HATBORO ROAD, CHURCHVILLE, PA FACILITY USE APPLICATION PROCEDURE

It is the responsibility of the Parks and Recreation Board to govern and fairly assign use of the facilities. It is the goal of this Board to see that the needs of the Northampton Community are met. Facilities are available for use by community organizations, individuals, and businesses. Activities operated by/for Northampton Township and Northampton Township organizations/residents have priority use of all facilities.

Recreation facilities are limited. Therefore use without a permit cannot be guaranteed. Requests for use of a recreation facility must be made in writing using the appropriate Facility Use Application.

Residents may submit a Facility Use Application at any time. Non-residents or out of township businesses and organizations can submit an application three (3) months in advance of the requested use. Consideration may be delayed based on Parks and Recreation program scheduling. No person under the age of eighteen (18) years shall be issued a permit for the use of facilities.

Requirements:

1. Facility Use Applications can be obtained at the Northampton Township Parks and Recreation Office, 55 Township Road, Richboro, PA 18954, on line at www.northamptonrec.com or by calling 215-357-6800, ext. 249.
2. Submit completed Municipal Park Facility Use Application along with Non-Refundable Application Fee payable by cash, check or credit card.
 - a. If a Rain Date is requested, the additional rain date fee must be submitted along with the primary reservation application. Requests for multiple uses of Picnic Pavilions or Playground Picnic area (other than Rain Date) on the same application are not permitted.
 - b. If both a Picnic Pavilion or Playground Picnic Area and a field/court are included on the same Facility Use Application, a single application fee shown on the Fee Schedule applies.
3. No later than 21 calendar days prior to use, submit:
 - a. A Certificate of Liability Insurance in the amount of \$1,000,000 per person/\$3,000,000 per accident bodily liability and \$100,000 for property damage naming Northampton Township as an additional insured and certificate holder. For individual renters (meaning those with no business affiliation), a Homeowners Insurance Declaration Page will be acceptable.
 - i. Those using an outside caterer must also provide a copy of the caterer's insurance naming Northampton Township as an additional insured and certificate holder.
 - b. Use Fee and all additional fees payable by cash, check or credit card.
 - c. A separate Refundable Security Deposit(s), payable by check only, for facility and equipment, if applicable. The Security Deposit will be returned upon satisfactory inspection of rented facility and/or equipment when no damages are found or reported.
4. Rental will be scheduled based on rental intervals specified on the Fee Schedule, i.e. two, three, four or five hour intervals, and **must include time required for set up and clean up.**

5. Depending on the nature of the activity and the number of attendees anticipated, Township staff and/or Police may be required for special set up or to be on site during use, if so, additional fees will apply.
6. **All fees are due no later than 21 calendar days prior to use. Final permit will not be issued until all fees are paid and all requirements are met. If an additional application for the same date is received prior to receipt of full payment, consideration will be given to the subsequent application.**
7. Once a facility use is approved and all fees have been paid, a permit from the Director of Parks & Recreation or designee will be issued.

Fees:

All fees are in accordance with the Northampton Township Parks and Recreation Fee Schedule

Responsibilities:

The holder of any permit issued by the Parks and Recreation Department shall be held responsible for the actions and conduct of all persons including players/participants and spectators using the facility under his/her permit.

Facilities and equipment must be left in a clean and orderly condition. Failure to do so will result in forfeiture of security deposit and if needed, additional charges based on time and material required to return the area to pre-use condition will apply. Fees may vary according to replacement costs.

Cancellation:

If the applicant notifies the Parks and Recreation Department of cancellation of the reserved date:

- Within more than 21 calendar days of the rental, a refund of all monies except the application fee may be made to the applicant.
- Between 7 and 20 calendar days of the rental, a refund of all monies except the non-refundable deposit and staff fees may be made to the applicant; the option of rescheduling will be available.
- Between 6 calendar days and the date of the rental, no money will be refunded.
- Refunds may take up to eight (8) weeks to process.

If submitting an application less than 21 calendar days prior to rental date, deposit and all fees must be submitted with application.

Any permit issued by the Department may be revoked at any time for violations of the Field and Facility Use Policy, Field and Facility Rules and Regulations, Accreditation of User Groups, Parks and Recreation Fee Schedule and/or the Code of the Township of Northampton and no money will be refunded.

In the event use of the facility is cancelled by the Township for any reason other than violations as described above, and at any time prior to use, all fees including the deposit will be refunded.

The Parks and Recreation Board reserves the right to refuse any application, revoke any approval of accepted application and/or cancel the proposed event which has been previously approved.



**NORTHAMPTON TOWNSHIP PARKS AND RECREATION
MUNICIPAL PARK-- FACILITY USE APPLICATION
281 Hatboro Road, Churchville, PA 18966**

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 requested 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)*

- Picnic Pavilion #1 Picnic Pavilion #2 Playground Picnic Area *(Does not include exclusive use of playground.)*
 Sand Volleyball Court Roller Hockey Rink Amphitheater Basketball Court # _____ Horseshoe # _____
 Baseball/Softball Field *(Does not include Miracle League Fields # _____)* Other (specify) _____

PROPOSED USE FOR FACILITY/FIELD BEING REQUESTED

Estimated number of people attending: _____ (Maximum number for each picnic pavilion is 48; for playground picnic area is 24)

DAY, DATE, TIME REQUESTED

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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, its 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 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 \$ _____
- Fees:** payable by Cash, Check or Credit Card Use Fee \$ _____ Rain Date Fee \$ _____
Equipment Rental Fee \$ _____ Tent Authorization Fee \$ _____ Parks and Rec Staff Fee \$ _____
Special Field Prep Fee \$ _____ Other Township Staff Fee \$ _____
- A Separate Refundable Security Deposit:**
Facility Security Deposit \$ _____ Equipment Usage Security Deposit \$ _____

TO BE COMPLETED BY Parks & Rec

Date Application Received _____

Approved Approved with changes _____
 Not Approved/Reason _____

Parks & Rec Signature _____

PERMIT:





NORTHAMPTON TOWNSHIP PARKS AND RECREATION MUNICIPAL PARK RENTAL RULES AND REGULATIONS

The following will apply:

1. The park is open from dawn to dusk.
2. The Township of Northampton does not allow the use of tobacco products in tobacco free zones in Township parks and recreation facilities. A tobacco free zone is any area within 50 feet of any recreation facility, field or court. In addition, Council Rock School Board declares all school buildings and the grounds surrounding such buildings to be smoke free environments.
3. The use of alcohol is PROHIBITED as outlined in Code of Ordinances Township of Northampton Parks and Recreation §16-101, Paragraph N. Violation of this ordinance may result in individuals and organizations being fined.
4. No political campaigning is permitted on Township property.
5. Fire, health and safety regulations must be obeyed at all times.
6. For Picnic Pavilion rental, if the number of attendees exceeds 48, a second picnic area must be rented.
7. Adults must supervise youth organizations or activities.
8. Renters may not directly or indirectly implicate Parks and Recreation co-sponsorship without written authorization by the Township's administration and subject to Board approval.
9. Renter may not sublet or transfer its rights and privileges to any other individual, group or organization.
10. There shall be no installation of equipment or alterations to the existing facilities without written approval of the Township. Equipment requiring voltage other than 110 volts will not be permitted.
11. Building, grounds and equipment must be left in a clean and orderly condition. Failure to do so will result in forfeiture of security deposit and, if needed, an additional charge based on time and material required to return the area to the preuse condition. Fees may vary according to replacement cost.
12. The Parks and Recreation Board reserves the right to refuse any application, revoke any approval of accepted application and/or cancel the proposed event which has been previously approved.
13. Park users who have been issued permits have priority use of facility. Groups or individuals approved for rental must have permit in possession.
14. Motorized vehicles are permitted only in parking areas.
15. Any/all tents, canopies or any portable structures are prohibited without a permit. Tent placement must be approved and additional fees will apply.

16. Golf, archery or other sporting activities that endanger people or animals indigenous to the area are prohibited.
17. Pets are not permitted in Playground area. Pets are not permitted to run loose and must be on a leash at all times. Clean up of solid waste and disposal is mandatory by ordinance.
18. Disorderly, annoying, threatening or obscene conduct is prohibited.
19. For the health and safety of all those who use the park, all glass containers are prohibited.
20. Open fires, charcoal/gas/propane portable stoves are **NOT** permitted.
21. Because of the volume of trash, trash bags must be supplied by the renter. All trash must be removed from Municipal Park by the renter. You must carry out what you carried in.
22. Northampton Township Parks and Recreation follows the same recycling regulations that apply to residential recycling. You must carry out what you carried in.
23. Possession or use of alcohol, drugs or other illegal or controlled substances is lawfully prohibited.
24. Violation of the above rules, state laws or those of the Code of the Township of Northampton may result in a fine and/or prosecution.

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, its 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** _____

**To obtain a permit or report problems in the park:
Contact the Parks & Recreation Office at (215) 357-6800, ext. 249 –
Monday thru Friday, 8:30 am to 4:00 pm
For non-emergency police matters, call 215-357-8700.
In the event of an emergency, call 911**



NORTHAMPTON TOWNSHIP PARKS AND RECREATION PARK EQUIPMENT RENTAL

Equipment for use in Northampton Township Park Recreational Facilities is available for rental at the Northampton Township Administration Building, Parks & Recreation Office, located at 55 Township Road, Richboro between the hours of 9 am and 4 pm, Monday through Friday. Please call 215-357-6800, extension 249 for availability.

Rental Fees:

Horseshoes (set of 4 shoes) - requires a \$5.00 rental fee plus a separate refundable \$50.00 security deposit.

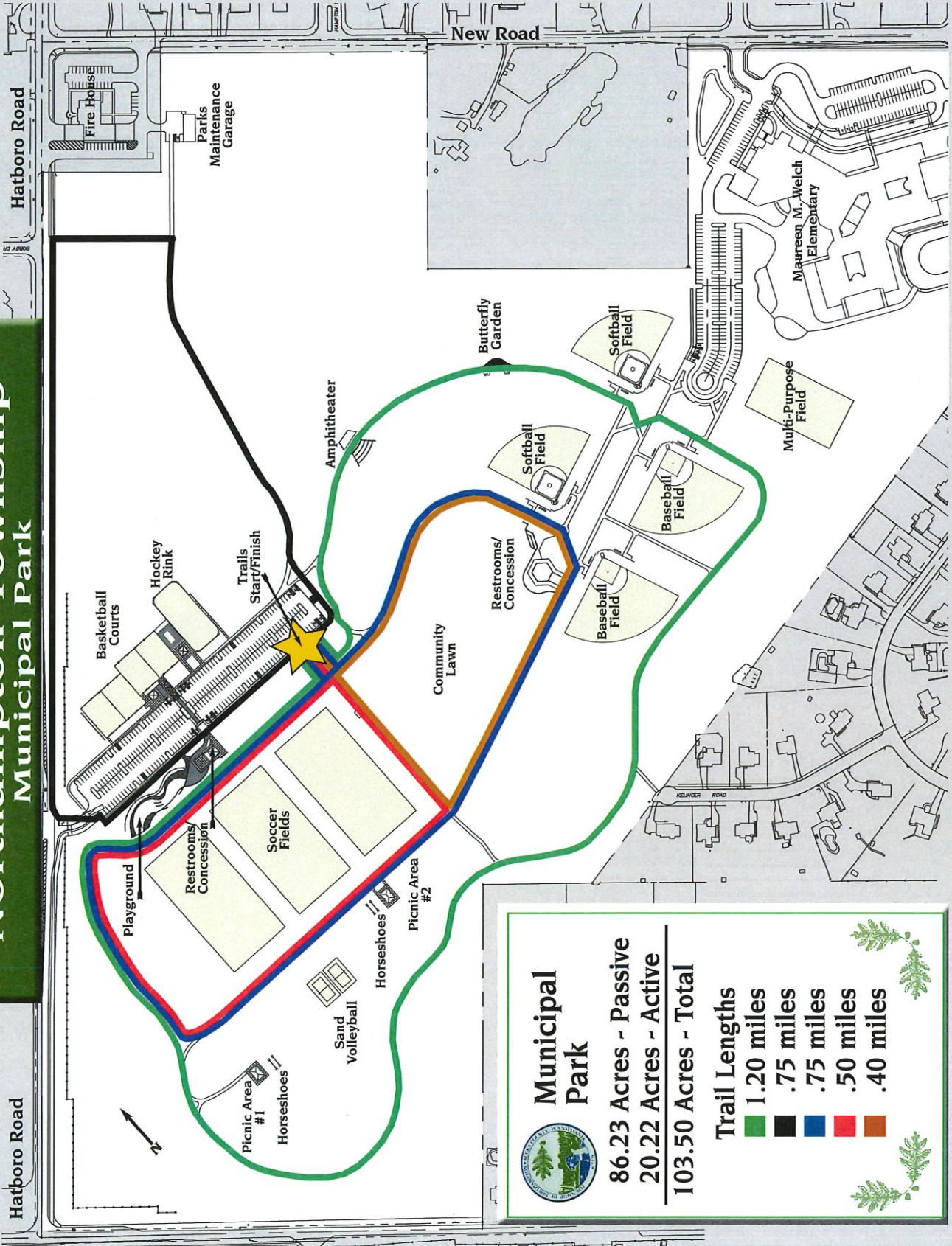
Sand Volleyballs (one ball) - requires a \$5.00 rental fee plus a separate refundable \$25.00 security deposit.

- Rental fees and security deposit(s) are payable by cash, check or credit card.

If equipment rental is for multiple items or is in conjunction with facility rental, security deposits can be totaled and a single check may be submitted to cover all required security deposits and rental fees.

Equipment Security Deposit(s) will be forfeited if rented equipment is NOT returned within 5 business days of rental or if equipment is damaged.

Northampton Township Municipal Park



Municipal Park

86.23 Acres - Passive
 20.22 Acres - Active
 103.50 Acres - Total

Trail Lengths

- 1.20 miles
- .75 miles
- .75 miles
- .50 miles
- .40 miles

Hatboro Road

Hatboro Road

New Road

Maureen M. Welch Elementary

Community Lawn

Picnic Area #2

Soccer Fields

Restrooms/Concession

Playground

Basketball Courts

Hockey Rink

Trails Start/Finish

Amphitheater

Butterfly Garden

Softball Field

Baseball Field

Multi-Purpose Field

Sand Volleyball

Horseshoes

Picnic Area #1

Horseshoes

Bristol Road

