



BOROUGH OF HELLERTOWN

685 MAIN STREET

HELLERTOWN, PA 18055

610-838-7041

Date _____

Name _____

Address _____

WATER STREET PARK		
Pavilion _____	Basketball Court _____	Volleyball Court _____

In response to your request to rent the above, please complete this form answering all questions in full:

Rental Date: ____ / ____ / ____

Hours: _____ TO _____

Attendance: _____ # People

Purpose: _____

Family Reunion, Birthday Party, Company Picnic, Graduation, etc.

Name of Company Providing Public Liability Insurance _____

*All Fees, security deposits and certificate of insurance (Applies to organizations/businesses) must accompany permit application in order to be processed.

Person In Charge:

Name, Address, Phone & Cell

PHONE: _____

CELL: _____

*If you wish to be on the mailing list for next year **CHECK HERE**

I/We hereby request permission for the use of the Water Street Park Pavilion , Basketball Court or Volleyball Court as specified above and, if granted permission, I/We agree to comply with any and all Ordinances and Resolutions regulating use of same. If you have a problem with occupancy, contact Northampton County Non-Emergency at 610-330-2200.

Cancellation requests must be made in writing, for any cancellation less than fourteen (14) days prior to the event or activity, the entire fee is forfeited, however the security deposit fee will be refunded. I/We have been provided with a copy of the pavilion rental rules and regulations. I agree to maintain the pavilion area in the same condition before leaving the area.

Please Read and Sign Park Rules on Reverse Side

Signature _____

Date _____

Rental Fees: \$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	Date: _____
Security Deposit: \$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____	
Approval Date: _____	Park Manager _____	<input type="checkbox"/> N/C	
*The security deposit will be refunded within 2 weeks after inspection and confirmation by the public works department that the facility was left in a clean and orderly fashion.			
Security Dep. Mailed on: _____	Initials: _____		

PAVILION & PERFORMANCE STAGE RULES & REGULATIONS

- All pavilion and performance stage applications must be signed and approved by the Park Manager. When approved a confirmation will be sent to you with a copy of the paid rental and the applicable rules and regulations. If your application is not approved, you will be called.
- An approved application must be available on site.
- Park Hours are 9:00 am to 8:30 pm. A member of your group must be present during the time you specify.
- Telephone reservations are not accepted. All fees must accompany application.
- Application/reservation must be submitted at least two weeks prior to event.
- We cannot accept a reservation for an alternate rain date.
- Alcoholic beverages are prohibited
- Pets are prohibited
- Please leave the Performance Stage and Pavilion clean
- Please use trash receptacles
- No parking in restricted areas
- You are responsible for the Pavilion and/or Performance stage and facilities from the time you arrive until you leave. Therefore, it is necessary to indicate these hours on your application. A Borough employee will open and close the facilities you request, so the hours on this application must be accurate. Please consider your set up and clean up times when indicating your hours.
- If you do not arrive or close at the times written on your application, your security deposit will be forfeited.
- Any time variation from what is listed on this application will require a written request and approval by the Borough of Hellertown so that the necessary staff may be informed.
- The required security deposit will be refundable if the property utilized is in a neat and orderly condition after the applicant's use. In cases where the Pavilion and/or Performance Stage must be cleaned or is damaged, the security deposit will not be refunded.
- The applicant assumes full responsibility for any damage to Borough equipment or property.
- The Borough of Hellertown assumes no responsibility for injury or death of any individual occurring within the recreation places of the Borough of Hellertown. All users of said recreation places hereby agree to assume the risk of any injury or death.
- Any person to whom a permit is issued for the use of the Pavilion and/or Performance Stage facilities or any recreation place shall be responsible for those persons using the facilities and shall be present at all times on the dates and during the time the permit is issued.
- The Borough reserves the right to refuse, at its discretion, any permit requested, for just cause and further reserves the right to revoke any permit previously issued for just cause.

Signature of Applicant

Date