



BRYAN S. COPE
 SUPERINTENDENT
 610-829-6400

2025 Special Use Permit Request

General Information:

Event/Activity Name:				
Location Requested:				
Start Date/Time:	End time	End Date/Time:		
Purpose/Reason for Use:				
Will you be bringing/installing any equipment:	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes		
If Yes, explain:				

Contact & Organization (if applicable) Information:

Name:			
Address:			
Email:	Phone Number:		
Group/Organization:			

Special Use Requests must be submitted and received by the Northampton County Parks & Recreation Office no later than **30 days** in advance of requested use.

1. Describe the activity to be conducted.
2. Identify the county park territorial limits within which the event will be held. (Include route or area on park mini-map if applicable).
3. Identify any special requirements the participants must meet.
4. Identify the procedures to be utilized to screen participants.
5. Identify the procedures to be utilized to make sure that participants and spectators recognize the risks involved in the activity and, where appropriate, agree to release and hold harmless the County from any and all liability arising from participation in the activity and submit a Certificate of Insurance (COI), per County requirements
6. List possible safety risks involving personal injury or property damage to participants, spectators, and the county park due to the activity.

7. Provide a safety plan for the protection of the participants, spectators, and the county park in reference to subject activity and to the safety risks identified above, detailing, but not limited to, type and number of personnel/staff, equipment, and procedures for monitoring activity, traffic control procedures, and emergency response procedures.

Special Use Permit - Conditions

The area(s) used by the Permittee must be left in the same condition as prior to the beginning of the event.

Northampton County parks, recreation areas and trails are "Carry-in / Carry-out" areas. All trash and debris generated must be taken out of the area by the Permittee. There may not be trash cans available for placement of trash. Visit www.northamptoncounty.org for parks rules and regulations.

Parks & Recreation Special Use Permit Disclaimer

The Division of Parks and Recreation reserves the right to refuse any request or revoke any permit issued for any use determined to be in conflict with the Division/County purpose or in violation of rules & regulations set forth by County Commissioners. The permittee is required to comply with all applicable local, state and federal laws, ordinances, regulations, codes, permits requirements as well as Park/Site/Trail regulations.

By acceptance and use of a special use permit from Northampton County, the permit holder agrees to indemnify, hold harmless, and, if requested, defend Northampton County, County Commissioners and their officers, employees, and agents from and against any claims arising out of any and all personal injuries, property damage or other losses or expenses experience, suffered, or sustained by a person or entity during or in connection with the exercise of the privileges herein granted.

Northampton County reserves the right to cancel, deny or modify facility usage to any individual and/or group or for any program and/or purpose which presents a potential safety risk, hazard to the health, safety or welfare of the general public, or any perceived liability which may jeopardize or damage the facility or injure the general public or which appears inappropriate and/or inconsistent with Northampton County's purpose or mission statement.

Items to be distributed at a special event or pre-event promotions (i.e. pamphlets, fliers, advertising, etc.) must be approved by Northampton County at a minimum of two (2) weeks prior to distribution. Unauthorized promotion may result in cancellation of usage, reservation/rental. Northampton County reserves the right to edit any promotional copy.

Northampton County also reserves the right to monitor the sound level of music or other entertainment and may request control or elimination if volume poses a disruption to the park, recreation area or area neighbors. Returning a facility to a clean condition is the responsibility of the user and must be completed within the designated time of the county-owned property usage. Any excessive clean-up required afterwards Northampton County will be charged to the user at a rate of \$50 per hour with a one-hour minimum charge.

Please Return this Special Use Request Form to: bcope@norcopa.gov, or

PARKS & RECREATION OFFICE
LOUISE W. MOORE COUNTY PARK
151 COUNTRY CLUB ROAD
EASTON, PA 18045

----- **FOR COUNTY ADMINISTRATIVE USE ONLY** -----

<i>Notes/Special Conditions:</i>			
<i>Date Request Received:</i>		<i>Date Permit Issued:</i>	
<input type="checkbox"/>	County Review	<i>Issued By:</i>	