



COUNTY OF NORTHAMPTON

DEPARTMENT OF PUBLIC WORKS

DIVISION OF PARKS AND RECREATION

14 GRACEDALE AVE.

NAZARETH, PENNSYLVANIA 18064-9278

GORDON T. HELLER
SUPERINTENDENT

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****ONLINE RESERVATIONS OPEN THE FIRST COUNTY BUSINESS DAY IN JANUARY
AND CLOSE AT THE END OF THE SEASON****

How to Complete an Online Reservation for a Northampton County Park Facility

1. Select the Northampton County park (location) by using the drop down arrow.
2. Select the pavilion or facility desired by using the drop down arrow.
3. Your total group size must not exceed the maximum number of people allowed for that pavilion or facility as shown.
4. Find your desired date on the calendar on the right side of the screen. If the date is shaded, or dark, it is not available. Once you click on an available date, it will turn red (or a dark color). Reservations are made for the full day.
5. Check the applicable boxes that apply to your desired rental. Note that modern restroom facilities are available at Louise W. Moore, Wayne A. Grube, and Wy-Hit-Tuk parks. Portable toilets are not needed during the picnic season for rentals.
6. Complete your contact information as required. Be sure to enter the category that best describes your group. The only section you can leave blank is the "comment" section.
7. Read all 4 statements at the bottom of the screen. Familiarize yourself with Ordinance No. 140-1988 (amended) and all attachments, including the summary of Northampton County Rules and Regulations, as you are fully responsible for the actions of your guests. After confirming these statements, you must check **ALL** 4 boxes to complete the reservation. If you don't, you will get an error message.
8. Click on the "make reservation" button to submit. An email of your reservation request will be sent shortly to your email address. It will provide a payment due date for your reservation as well as instructions on making payment. **A copy of this email must accompany your payment within the deadline or you risk losing your reservation.** Once your payment is processed, a second email will be generated which will contain your reservation confirmation number (permit). This email should be brought to the pavilion, or facility, on the day of your event in case there are any questions about your reservation/permit.

9. Reservation payments are NOT accepted at the Parks and Recreation office in the Greystone Building at the Gracedale Complex. Payment must be received no later than:
- a. Seven (7) regular business days **from the date of the reservation request**, not including holidays (there will be a due date on your reservation email);
 - b. UNLESS your reservation request is made less than 7 days before the actual reservation date, then payment is due no later than 24 hours before your actual reservation date.

Payment **in person** by check or cash can be made weekdays from 8:30am - 4:30pm at either:

**Northampton County Revenue Division
669 Washington St., 2nd Floor, Room #2132
Easton, PA, 18042**

Or

**Northampton County Dept. of Human Services Bldg.
Revenue Office
2801 Emrick Blvd., 1st Floor
Bethlehem, PA 18020**

All checks are made payable to Northampton County. Mailed payments are sent to:

**Northampton County Revenue Division
669 Washington St., 2nd Floor, Room #2132
Easton, PA, 18042**

RE: Parks Reservation Payment

There will be no exceptions or refunds. You MUST include a printed copy of your reservation request/email with payment. If payment is not received by deadline, or is received without a reservation email accompanying the payment, you may lose your reservation as the computerized reservation system will automatically open the date to others.

10. Park Attendants will be onsite most weekends and holidays and will be happy to assist you in locating your pavilion or facility.