

**HAMPDEN TOWNSHIP RECREATION DEPARTMENT
VENDOR RESERVATION APPLICATION**

Today's Date _____

All groups/persons requesting use of facilities for vendor purposes must provide the name and telephone number of a main contact who will assume responsibility for administration of the activity and be available during the scheduled activity.

Company/ Group Name _____

Company Address _____

Main Contact _____ **Phone: Day** _____ **Evening** _____

Permanent Address: _____

Social Security # _____ **State Sales Tax License#** _____

E-Mail Address _____

Date(s): _____

Time(s): _____

Location(s): _____

Describe the what you plan to sell in detail _____

Description of Vehicle to be used (make/ model/ year): _____

Color	Registration # and State	Owner
Type of vendor:(circle one)	For Profit (\$50/ day)	Non-Profit (\$25/ event)

*Application must be submitted at least 30 days prior to event or service *

I/We have read the resolution regarding use of Township Facilities as well as the rules and regulations included in this packet and agree to assume responsibility for observance of these regulations. I/We shall agree to assume all responsibility for any damages incurred beyond normal wear and tear and I/we also assume all liability for personal damages or injuries incurred through use of the facility and relieve Hampden Township and its officials of any responsibilities for such activities. I/We understand that a portion of the rental fee may be non-refundable and may not be returned in case of cancellation, property damage, or the requirement of more than customary cleaning.

Signature Date

**PLEASE RETURN RESERVATION REQUEST AND RESERVATION FEE, IF REQUIRED, TO:
HAMPDEN TOWNSHIP RECREATION DEPARTMENT
230 S. SPORTING HILL ROAD, MECHANICSBURG, PA 17050-3097**

PAYMENT BY: MASTERCARD/VISA # _____ **EXP DATE** _____

SIGNATURE OF CARD HOLDER _____

FOR TOWNSHIP USE ONLY

Date Application Received _____ By _____

Application Referred to for Investigation _____ Date _____

Any previous experience with this company or applicant: _____

Results of investigation of the current applicant: _____

Investigating Officer's Recommendation: Approval _____ Disapproval _____

Investigation Officer's Signature _____

Recreation Director's Final Action: Approval _____ Disapproval _____

Director's Signature: _____