Facility Use Request Form

Purpose: DATE(S) REQUESTED: Hours of Operation: M T W T F Sa Sun Estimated Age Group of Participants Youngest: Oldest: Estimated # of Participants: ANY INACCURACIES IN THE COMPLETION OF THIS APPLICATION WILL IMMEDIATELY INVALIDATE ANY APPROVALS UPON DISCOVERY. IF AN EVENT IS ALREADY IN PROGRESS THE EVENT WILL BE IMMEDIATELY TERMINATED WITH THE UNDERSTANDING THAT ALL REGISTERED INDIVIDUALS/SUBGROUPS WILL RECEIVE A FULL REFUND FROM THE SPONSOR AND THE COMPANY RUNNING THE EVENT. OFFICIAL USE ONLY Department/Building Approval Dept Director: Organization: Activity/Event: Dept Director: Comments/Concerns: The above mentioned group has met all requirements established by this department for this event. Dept. Certification and Approval Granted By: Additional Information Will an Admittance Fee be Charged? (circle one) YES NO Will food be served? YES NO Will food be (circle one) SOLD SERVED BRING YOUR OWN			
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Will food be served? YES NO Will food be (circle one) SOLD SERVED BRING YOUR OWN			
	Will food be served?		
Will an outside Vendor be Retained? YES NO (Insurance Certificate and Registration needed for all Vendors)	Will food be (circle one) SOLD SERVER	D BRING YOUR OWN	
	Will an outside Vendor be Retained? YES NO (Ins	urance Certificate and Registration needed for all Vendors)	
Will Alcohol Be Allowed at your picnic? (If yes, Certificate of Insurance must reflect Alcohol coverage) YES NO			
		HILFS HIRST FEILING FRAME IES HA	

We require the following information before granting your request.

A liability insurance policy to contain the following:

In the Description box:	"The Borough of Sayreville as additionally insured" Picnic date and location. If alcohol is permitted please note certificate must reflect coverage.
In the Certificate Holder Box:	The Borough of Sayreville 167 Main Street Sayreville, NJ 08872

Completed and signed Hold Harmless Agreement.

NO GROUP/INDIVIDUAL IS TO ASSUME THAT THEY HAVE PERMISSION TO USE ANY BOROUGH OF SAYREVILLE FACILITY UNLESS THEY HAVE BEEN ISSUED AN ACTUAL PERMIT FOR THAT FACILITY. THESE PERMITS MUST BE IN THE GROUP'S / INDIVIDUAL'S POSSESSION WHILE THE FACILITY IS IN USE.

Facility Reservation Regulations

- The reservation process must be completed, in accordance with these regulations, at least six weeks in advance of reserved date. Reservations
 shall constitute as an agreement between the User and the Borough of Sayreville. Agreements will include by reference, all terms and conditions
 of this facility use policy. All applications must be signed by an authorized adult representative of User organization of Private party.
- Cancellation of use must be in writing and received at least three weeks prior to the scheduled event. Cancellation without proper notification, will result in the forfeit of fees.
- 3. No reservation is confirmed until all fees, permits/licenses and insurance are obtained and paid in full. These fees shall be paid at least ten (10) working days prior to the use of the facilities. If the User has not complied with the policies and regulations contained in this policy, any reservation may be canceled immediately upon notice to the applicant, and any fees paid shall not be returned.
- 4. Two week tentative hold may be placed on a facility without deposit by advising the Borough's Recreation Department in writing. Hold will be removed from the calendar at the end of the two week period without notification to applicant unless deposit has been paid. Nothing in this section shall serve to shorten the requirements of section 1 of these rules and regulations.
- 5. Licensed catered food service is permitted. Caterer must provide a current Certificate of Insurance to the Recreation Department. Cooking is allowed only with prior approval, as noted in the application process. No smoking is permitted in any Borough of Sayreville facility. The serving of refreshments requires prior approval from the Recreation Department.
- 6. No signs or decorations will be fixed inside or outside the building. No building use may extend beyond 10:00pm. No bird seed, confetti, or other similar items will be allowed to be thrown in or around the facility. No open flames or candles will be allowed.
- All entrance doors on the premises shall be locked when the facility is not in use. All door openings to public corridors shall be kept closed except for normal ingress and egress.
- Organizations must book facilities through the Department of Recreation by the Borough staff member and have approval from the department director or appropriate designee. Written approval must be sent to the Department of Recreation.
- 9. All applications for facility use shall be made on official forms. Forms are provided by the Borough Department of Recreation and completed applications constitute an agreement between the User and the Borough of Sayreville. The agreement will include by reference all terms and conditions of the general regulations and all rules and regulations pertaining to use of borough facilities. All applications must be signed by an authorized adult representative of the User organization.
- 10. The Borough shall not be responsible for any loss or damage which the User suffers from the cancellation of a scheduled event resulting from the Borough's activities or circumstances or events beyond the control of the Borough, or where User has failed to satisfy all requirements set forth in this policy.
- 11. The Borough of Sayreville, in its sole discretion reserves the right to cancel any event in the best interest of the Borough, or where necessitated by circumstances, or reason beyond the control of the Borough.

I hereby waiver for my group, myself, my child, my heirs all claims for damages which I might have against the Borough of Sayreville, the Sayreville Recreation Department and Parks Department, the Sayreville Board of Education or any other participating agency and their employees for any and all injuries which I might receive during this activity. I further understand that the Borough of Sayreville does not carry Medical / Accident Insurance.

Applicant's Signature

Date

Please note: This form is subject to change without notice.

BOROUGH OF SAYREVILLE HOLD HARMLESS AGREEMENT

Between the Borough of Sayreville

AND

	(Organization	n Name)			
	(Address Not P.O. Box)				
	(Telephone N	lumber)			
Org	anization Type (pleas	se circle on	e)		
Individual	Non-profit Organi	zation	Profit Making	Organization	
In consideration for use of mun	icipality owned facili	ties			, on the following
			(Location)		
date(s):	for the purpose o	of	t	the undersign	ed agrees to
indemnify, defend and hold the	Borough of Sayrevill	le and its C	fficers, Agents,	Members, Sei	rvants, Employees and
Assigns harmless from any and	all liability, demands	, claims, su	its, losses, injuri	es, damages,	judgments, expenses,
costs and attorney's fees arising	gout of the use of the	e property	referred to abo	ve. I understa	nd that this Hold
Harmless Agreement also requi	exponence and easts	ayreville is	indemnified fro	m any and all	liability, claims,
demands, damages, judgments, guest(s) participant(s) visitor(s)) or other person(c) :	of any kind	resulting from	the acts or on	nissions from any
guest(s), participant(s), visitor(s	or other person(s) a	attending t	ne event nerein	referred to. l	Unless raised in writing,
the Borough of Sayreville,	(Organization)		agree to furnish	a Certificate	Insurance as to
workers Compensation coverag		vidual) and	Certificate of In	surance speci	ifically naming the
Borough of Sayreville as an add	tionally insured, pro-	viding a ge	neral liability, bo	odily injury an	d property damage
coverage with minimum limits of	of liability not less that	an:	,,	,	a proporty duringe
\$300,000 for an inc	lividual				
\$500.000 for non-profit organization					
\$1,000,000 for a profit making organization or corporation					
The following information concerning the intended use of the premises is furnished:					
a) Alcoholic Beverages (will / wi	I not) be served.	c) Live Ent	ertainment (will	/ will not) be	provided.
b) Total number of persons anti					
Signed this		day of			2022
as the binding act in deed of					2022
(Name of Organization or Party)					

(Authorized Signature)

(Witness Signature)



SAYREVILLE RECREATION

Burkes Park Picnic Rental Guidelines and Regulations

To apply to reserve a picnic area at a Burkes Park, applicants must complete the following forms and provide the following information:

- Facility Use Request Form
- Certificate of Insurance naming the Borough of Sayreville as Additionally Insured and as the Certificate Holder
- Hold Harmless Agreement
- COVID-19 Waiver
- Payment for use of the facility per the fee schedule

If there are vendors (such as inflatable amusements, DJ, etc.) providing services at the picnic / event, they must also provide a Certificate of Insurance naming the Borough of Sayreville as Additionally Insured and as the Certificate Holder.

Facility use requests must be submitted at least 4 weeks prior to the event to the Recreation office to allow time for processing.

Park Hours for Rentals

Picnic area rentals on weekends are **11:00am to 6:00pm.** Renters may pay for up to an additional two (2) hours, either two hours for early arrival (9:00am) or for two hours late (8:00pm). Renters **may not** have both early arrival and late departure.

Rain Dates

Picnics are held rain or shine. Pre-scheduled rain dates are not available.

Weather cancellations must be made to the Recreation Department (732-390-7096/7092) <u>no</u> <u>later than the Wednesday at 3:30pm prior to the picnic for weekend rentals</u>. No cancellations will be accepted after this date and refunds will not be given.

Cancellations made by the above time frame will be eligible for a rescheduled date depending on availability of the facility. All paperwork must be resubmitted for the new date.

Burkes Park

Weekday Rates

Flat Rate, Up to 2:00pm

	Resident	Non-Resident
Up to 450 people	\$125	\$175
451-800 people	\$250	\$325
Over 800 people	To be negotiated based upon the needs of the party and costs incurred	
	by the Borough	

Saturday Rates

Park Rental Hours: 11:00am to 6:00pm

	Resident	Non-Resident
Up to 450 people	\$400	\$600
451-800 people	\$800	\$1200
Over 800 people	To be negotiated based upon the needs of the party and costs incurred by the Borough	

Each Additional Hour: \$60 for up to 450 people, \$120 for 451-800 people

Sunday Rates

Park Rental Hours: 11:00am to 6:00pm

	Resident	Non-Resident
Up to 450 people	\$450	\$650
451-800 people	\$900	\$1300
Over 800 people	To be negotiated based upon the needs of the party and costs incurred by the Borough	

Each Additional Hour: \$70 for up to 450 people, \$140 for 451-800 people

Included in the Rental at Burkes Park

- Kitchen
- Stove top
- Corn pot for outside (upon request)
- 2 natural gas grills (upon request)

The grills will be shut down at 5:00pm, regardless of permit end time.

Renters must clean the kitchen, stove top, corn pot, and grills if used. All amenities must be cleaned to the original condition.



SAYREVILLE RECREATION

Jackson Park Picnic Rental Guidelines and Regulations

To apply to reserve a picnic area at a Jackson Park, applicants must complete the following forms and provide the following information:

- Facility Use Request Form
- Certificate of Insurance naming the Borough of Sayreville as Additionally Insured and as the Certificate Holder
- Hold Harmless Agreement
- COVID-19 Waiver
- Payment for use of the facility per the fee schedule

If there are vendors (such as inflatable amusements, DJ, etc.) providing services at the picnic / event, they must also provide a Certificate of Insurance naming the Borough of Sayreville as Additionally Insured and as the Certificate Holder.

Facility use requests must be submitted at least 4 weeks prior to the event to the Recreation office to allow time for processing.

Park Hours for Rentals

Picnic area rentals on weekends are **11:00am to 6:00pm.** Renters may pay for up to an additional two (2) hours, either two hours for early arrival (9:00am) or for two hours late (8:00pm). Renters **may not** have both early arrival and late departure.

Rain Dates

Picnics are held rain or shine. Pre-scheduled rain dates are not available.

Weather cancellations must be made to the Recreation Department (732-390-7096/7092) <u>no</u> <u>later than the Wednesday at 3:30pm prior to the picnic for weekend rentals</u>. No cancellations will be accepted after this date and refunds will not be given.

Cancellations made by the above time frame will be eligible for a rescheduled date depending on availability of the facility. All paperwork must be resubmitted for the new date.

Jackson Park

Weekday Rates Flat Rate, 9:00am to 2:00pm Up to 50 people only

> Resident \$50 + \$50 refundable deposit

Non-Resident \$100 + \$50 refundable deposit

Weekend Rates Park Rental Hours: 11:00am to 6:00pm Up to 50 people only

> Resident \$100 + \$50 refundable deposit

Non-Resident \$200 + \$50 refundable deposit

Each Additional Hour: \$40

There is no cooking permitted at Jackson Park. Chafing dishes with sternos may be used. All trash must be carried out by the renter.

Included in the Rental at Jackson Park

- Refrigerator
- Ice machine

Renters must clean the refrigerator and carry out their trash (keep the park clean) to be eligible for the refundable deposit to be returned.