



INDOOR / OUTDOOR FACILITY APPLICATION / USER PERMIT

TO APPLY FOR A FACILITY PERMIT: A \$25.00 NON-REFUNDABLE APPLICATION FEE IS REQUIRED FOR ALL FACILITIES (EXCEPT ATHLETIC FIELDS,) AND WILL BE CREDITED TO YOUR FINAL RENTAL / PERMIT FEE. ATTACH CHECK OR MONEY ORDER TO COMPLETED APPLICATION.

- Application should be submitted no less than thirty (30) days before the date of the event.
- When application is approved, payment is due in full, and insurances required within ten (10) days of event or date forfeited.
- Phone Reservations are not accepted.
- Three-part application form must be completed, submitted & signed before reservation will be accepted. Faxed in forms are not accepted.
- Checks are payable to South Brunswick Township.
- Approved permit must be with person in charge at the event.
- No rain dates; & no refunds for inclement weather. Reapply in same calendar year.
- Refer to website: www.sbtnj.net; click Recreation for information on application, fees, etc. Facility rules and regulations are printed on reverse side of permit.
- Have your copy of the permit with you at event.

APPLICATION (PLEASE PRINT) Date of application _____ Rec'd. _____

EVENT DAY(S) _____ EVENT DATE(S) _____

PARK OR FACILITY REQUESTED _____

Type of facility requested (i.e., softball field, picnic area, etc.) _____ # needed _____

Start/Arrival Time _____ am/pm End (leave) Time _____ am / pm. (Include set up and clean up time.)

Type of event _____ Will admission or donation be charged? Yes No

Expected # attending Activity _____ Will 51% or more be South Brunswick residents? Yes No # residents _____ # nonResidents _____

Person in Charge _____ Non-Profit Group? Yes No Organization _____

Address _____ Town _____ Zip _____

Phone (daytime) _____ Phone (eve.) _____ Cell _____

Email address _____

Fax _____

Equipment or special needs: # Tables _____ # Chairs _____ Other _____

Refund security to (name & address) _____

- Alcohol Permit Requested** Yes No *IF APPROVED BY RECREATION & RISK MGT., A SEPARATE ALCOHOL APPLICATION FORM MUST BE FILED IN THE TOWNSHIP CLERK'S OFFICE.*
- Food Preparation.** WHO IS RESPONSIBLE FOR FOOD PREPARATION? Professional Caterer On site food prep. / non caterer - contact Health Dept., X 7238
- Entertainment or amusements planned.** (i.e.: D.J, BAND, RIDES, AMUSEMENTS, BOUNCE RIDES): **NOTE: RIDES/AMUSEMENTS ARE SUBJECT TO APPROVAL AND INSURANCE REQUIREMENTS AND MUST HAVE A CURRENT CARNIVAL & AMUSEMENT RIDE SAFETY PERMIT TO OPERATE FROM THE NJ DEPT. OF COMMUNITY AFFAIRS DIV. OF CODES AND STANDARDS. (609-292-2097) THE ORIGINAL PERMIT MUST BE POSTED CONSPICUOUSLY.** Describe type planned _____

INSURANCE / USE OF PREMISES AGREEMENT

A HOLD HARMLESS STATEMENT IS REQUIRED FOR ALL EVENTS INDEMNIFYING SOUTH BRUNSWICK TOWNSHIP. A CERTIFICATE OF INSURANCE FOR CERTAIN TYPE OF EVENTS AND FACILITIES AND EVENTS IN WHICH ALCOHOL IS SERVED IS REQUIRED. QUESTIONS REGARDING INSURANCE / INSURANCE CERTIFICATES, CONTACT THE RISK MANAGEMENT OFFICE AT 732-329-4000, x7398. FAX 732-274-8864.

We, the above listed applicant(s) indemnify and hold harmless the Township of South Brunswick and assume the risks of all conditions existing in the area covered by this permit and shall assume liability for loss, damage or injury sustained by any person in attendance, by reason of negligence of the person. I/We agree and understand that as applicants, we may not apply for use of these premises on behalf of another person or organization or sublet Township premises to another person or organization. We agree to abide by the rules and regulations outlined on the reverse side of this permit, and by the ordinances of the Township of South Brunswick. We also agree that while we use the facilities made available by the Township of South Brunswick, that we will not discriminate on the basis of race, color, religion, sex, natural origin, age, marital or veteran status, medical condition or disability.

In consideration granted by the Township of South Brunswick for the use of premises on this permit, the applicant does hereby covenant and agree to save and hold harmless the Township of South Brunswick, its elected and appointed officials, as well as all employees while acting within the scope of their duties, from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons. It is agreed that the use of the facilities on the above named day and date will be used for the named purpose and no other. Applicant acknowledges that the permission to use the above listed facilities is limited to those premises described and only for the activity listed. Notwithstanding the foregoing however, this agreement shall be applicable to any claim or claims asserted against the Township of South Brunswick or any loss incurred arising out of the applicant's use thereof, whether or not said activity extends beyond the permitted type or locale, or occurs on a different date than specified. Applicant agrees that this indemnification and hold harmless agreement shall include the responsibility to provide legal defense for the Township of South Brunswick for any suit arising out of the applicant's use of the premises, and that should the applicant or applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Township of South Brunswick for any and all costs incurred by it for any person or organization acting on its behalf.

SIGNATURE OF APPLICANT _____ WITNESS _____ DATE _____

STOP: BELOW FOR TOWNSHIP OFFICIAL USE FACILITY USE PERMIT **PERMIT INVALID WITHOUT OFFICIAL SIGNATURE BELOW OR IF DETACHED**

FACILITY PERMIT USE FOR: ALCOHOL PERMIT YES NO

INDOOR FACILITY ATHLETIC FIELD FIELD LIGHTS PICNIC PARKING SPECIAL USE

BEECH WOODS _____ Reserved Picnic Area Small Large

HARVEST WOODS _____ HWLighted HWUnlighted Field #'s _____ Turf Grass

REICHLER _____ Unlighted Field #'s _____ Pavilion & Kitchen A B Both

ROWLAND _____ Lighted Unlighted Field #'s _____ Stadium Practice Turf Grass

_____ Pavilion Kitchen _____

SONDEK _____ Lighted Unlighted Field #'s _____ Scouts Camp Site Pavilion Kitchen

TALL TIMBERS _____ Lighted Unlighted Field #'s _____

WOODLOT _____ Lighted Unlighted Field #'s _____ Reserved Picnic Pav Grove Small Large

COMMUNITY CENTER Parkview Art Crossroads Viking Other _____

SENIOR CENTER Auditorium _____ Kitchen Lobby Art Other _____

WETHERHILL HOUSE _____ Other _____

OTHER _____

ALCOHOL PERMIT REQUESTED: YES NO

RECREATION DIRECTOR: Alcohol use Approved Denied Date _____

INSURANCE/ RISK MGT. DEPT.: Facility use Approved Denied Date _____

Alcohol use Approved Denied Date _____

Amusements Approved Denied Date _____

CLERKS OFFICE: Alcohol Permit # _____ Date _____

APPROVALS

RESERVATION # _____

CommPass # _____

Resident Non Resident Non profit

Insurance Certificate req'd. from vendor

Total amount due less app. fee: _____

Application Fee _____ Receipt # _____ Date _____ Check # _____

Balance Facility Fee _____ Receipt # _____ Date _____ Check # _____

Security Deposit Fee _____ Sec.Recpt. # _____ Cash Money order Sec. Refunded P.O. # & date _____

Date(s) & Time Approved _____

AUTHORIZED APPROVAL, Site Administrator _____ Date approved _____