

SOUTH BRUNSWICK TOWNSHIP DEPARTMENT OF PARKS AND RECREATION

Municipal Building, P.O. Box 190, Monmouth Junction, N.J. 08852

OFFICE #: (732) 329-4000, x7671 FAX #: (732) 821-2811

INDOOR / OUTDOOR FACILITY APPLICATION AND 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.

1. Application should be submitted no less than 30 days before the date of the event with a non-refundable application fee of \$25.
2. Insurance must be submitted within 10 business days of application.
3. Permits must be paid in full within 10 business days of approval or date will be forfeited..
4. Checks are payable to 'South Brunswick Township'.
5. Approved permits must be with the person in charge at the event.
6. There are no rain dates and no refunds for inclement weather. You may reapply in same calendar year.
7. Refer to facility rules and regulations on reverse side of permit or our website www.sbtnj.net.

Date of application: _____ **Rec'd:** _____

EVENT DAY(S): SUN MON TUES WED THURS FRI SAT **EVENT DATE(S):** _____

PARK OR FACILITY REQUESTED: _____

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

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

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

Expected # attending activity: _____ **Are 51% or more attending So. Brunswick residents?** YES NO **# Residents:** _____ **# Non-Residents:** _____

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

Person in Charge: _____ **Non-Profit Group?** YES NO **Organization:** _____

Address: _____ **Town:** _____ **Zip:** _____

Phone (BEST # TO BE REACHED AT): _____ **Email address:** _____

Alcohol Permit Requested: YES NO **If approved by Rec. & Risk Mgt., a separate alcohol application form must be filed in the S. B. Township Clerk's office.**

Entertainment or Amusements planned? YES NO (i.e. DJ, band, rides, amusements, bounce rides). Rides/amusements are subject to approval and insurance requirements & must have a current Carnival & Amusement Ride Safety Permit to Operate from the NJ Dept. of Community Affairs of Codes & Standards (609-292-2097), original permit must be posted conspicuously. **Describe type planned:** _____

INSURANCE / USE OF PREMISES AGREEMENT/ HOLD HARMLESS STATEMENT

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 contact the Risk Management Department at 732-329-4000, x7671.

I/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 the 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(s) 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** _____

FOR OFFICE USE ONLY

ALCOHOL PERMIT REQUESTED: YES NO

Total Amount Due: _____

Application fee: _____ **Receipt #** _____ **Date:** _____ **Check #** _____ **Cash Amount** _____

Balance Due: _____ **Receipt #** _____ **Date:** _____ **Check #** _____ **Cash Amount** _____

Insurance Risk Mgt Dept:	Facility Use:	Approved	Denied	Date _____
	Alcohol Use:	Approved	Denied	Date _____
	Amusements:	Approved	Denied	Date _____

Approved by: _____ **Date Approved:** _____