

South Brunswick Township Parks and Recreation Dept. Insurance requirements for facility rentals and picnics
From South Brunswick Township Ordinance 38-93; 6/24/93 and Ordinance 49-93, amended 7/29/93

1. **All applicants must sign the 'Hold Harmless Statement / Use of Premises Agreement' on the facility permit application.**
Further information: 732-329-4000, x7671.
 - A. Applicant must be 21 years of age.
 - B. **3 – 4 weeks is required for the permit application process.**
 - C. **There is a \$25.00 non-refundable application fee for Picnic, Facilities, Nonresident Field Usage and Nonprofit Organizations** to hold your date, which will be deducted from your final fee.
 - D. **Resident group defined.** To be considered a 'resident group', 51% or more of those attending the event must be South Brunswick Township Residents.
 - 1) **To qualify for the resident rate**, submit the names and full address of those attending the event.
 - 2) Please fill out the "Guest List" that is provided or you may use your own.
2. **RESIDENT GROUPS / NO ALCOHOL:**
 - A. **Resident applicants not serving alcohol**, may provide proof of current liability coverage through a homeowner's or renter's policy:
 - 1) A copy of the homeowner's or renter's insurance "declaration page" showing coverage through the event date(s) must be provided.
 - (a) **If there is no homeowner's or renter's liability coverage**, a general liability insurance policy with one million dollar's coverage will be required. **See # 5 for complete information.**
 - B. **South Brunswick Township based non-profits, charitable, volunteer and social organizations not serving alcohol** require a general liability insurance policy with one million dollar's coverage. **See # 5 for complete information.**
3. **RESIDENTS and RESIDENT GROUPS SERVING ALCOHOL:**
 - A. **Resident applicants wishing to serve alcohol** must provide proof of **current liability coverage** through their homeowner's / renter's insurance declaration page or on a certificate of insurance:
 - 1) A copy of the homeowner's or renter's insurance "declaration page" showing coverage through the event date(s) may be provided.
 - Host Liquor Liability is also required and must be added to the coverage. **See # 5 for complete information.**
 - An alcohol permit must be obtained from the Clerk's Office in the Municipal Bldg. **See # 6.**
 - 2) **If there is no homeowner's or renter's liability coverage**, a general liability insurance policy of not less than one million dollars (\$1,000,000.00) naming 'South Brunswick Township as additionally insured and the certificate holder is required.
 - **Host Liquor Liability** must be added to the insurance policy above for the event date. **See # 5 for information.**
 - An alcohol permit must be obtained from the Clerk's Office in the Municipal Bldg. **See # 6.**
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 - B. **South Brunswick Township based non-profit, charitable, volunteer and social organizations wishing to serve alcohol** must provide a general liability insurance policy of not less than one million dollars (\$1,000,000.00) naming 'South Brunswick Township as additionally insured and the certificate holder. **See # 5 for complete information.**
 - 1) **Host Liquor Liability** must be added to the insurance policy above for the event date. See # 5 for complete information.
 - An alcohol permit must be obtained from the Clerk's Office in the Municipal Bldg. **See # 6.**
4. **NON-RESIDENT GROUPS & ALL BUSINESSES/ WITH & WITHOUT ALCOHOL:**
 - A. **All non-resident groups, non-resident charitable, social & non-profits, & all businesses, with or without alcohol** must provide:
 - 1) A certificate of liability insurance of not less than one million dollars (\$1,000,000.00) naming 'South Brunswick Township as additionally insured and the certificate holder. **See # 5 for complete information.**
 - 2) **Serving Alcohol? Additionally**, non-resident groups, resident & non-resident businesses wishing to serve alcohol:
 - Must provide 'host liquor liability' on their certificate of insurance. **See # 5 or complete information.**
 - An alcohol permit must be obtained from the Township Clerk's office once rental application is approved before the facility permit can be finalized. **See #6.**
5. **THE CERTIFICATE OF LIABILITY INSURANCE :**
 - A. **Must cover personal injury and broad form property damage.**
 - 1) Amount: Liability must be in a single amount of not less than one million dollars (\$1,000,000.00).
 - B. **The insurance certificate must name South Brunswick Township as additionally insured for the date/dates of the event.**
 - C. **'South Brunswick Township, 540 Ridge Rd., Monmouth Junction, NJ 08852' must be the listed as the certificate holder.**
 - D. **If serving alcohol, Host Liquor Liability** must be provided on the insurance certificate for the date of the event.
6. **ALCOHOL PERMITS** Obtain in the Clerk's office in the Municipal Building. 732-329-4000, x7313. **There is a \$25.00 fee paid online(Visa/MasterCard only)**
 - A. All alcohol permits are subject to approval by the Risk Management Department and the Parks and Recreation Director.
 - B. Once approved and before the facility permit will be finalized, the alcohol permit must be filled out and paid for **online** at <https://sobrunswick.seamlessdocs.com/f/AlcoholPermitApp> for the Township Clerk's office. The alcohol permit will be mailed to you.
 - C. **If selling alcohol**, a special permit form the State of NJ is also required.
7. **Your facility or picnic permit will be given to you upon completion of:**
 - A. The alcohol permit, if applicable, from the Clerk's office;
 - B. Upon submission of the resident/nonresident guest list (if applying for resident fee),
 - C. Submission of nonprofit charitable information **501©3**
 - D. Payment **EXACT CASH OR A CHECK PAYABLE TO "South Brunswick Township"**
 - E. Permit must be with you at your event.