

**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**
  - A. Must be 21 years of age.
  - B. **4 weeks is required for the permit application process.**
  - C. **There is a \$25.00 non-refundable application fee for picnic and facility uses** to hold your date, which will be deducted from your total 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 of those attending the event with their addresses.
    - 2) A form is provided for this purpose or you may use your own. (See attached)
2. **GROUPS/ RESIDENTS/ NON RESIDENTS NOT SERVING ALCOHOL:**
  - A. **Resident applicants not serving alcohol:** must provide a Certificate of Liability Insurance, naming South Brunswick Township as Certificate Holder and Additional Insured. The combined single limit liability should be no less than \$1,000,000.00.
  - B. **South Brunswick Township based non-profits, charitable, volunteer and social organizations not serving alcohol:** must provide a Certificate of Liability Insurance, naming South Brunswick Township as Certificate Holder and Additional Insured. The combined single limit liability should be no less than \$1,000,000.00.
3. **GROUPS/ RESIDENTS/ NON-RESIDENTS SERVING ALCOHOL:**
  - A. **Resident applicants wishing to serve alcohol** must provide a Certificate of Liability Insurance, naming South Brunswick Township as Certificate Holder and Additional Insured. The combined single limit liability should be no less than \$1,000,000.00.
    - **Host Liquor Liability** is also required and must be added to the coverage. **See # 4 for complete information.**
    - An alcohol permit must be obtained from the Clerk's Office in the Municipal Bldg. **See # 5.**
  - B. **South Brunswick Township based non-profit, charitable, volunteer and social organizations wishing to serve alcohol** must provide a Certificate of Liability Insurance, naming South Brunswick Township as Certificate Holder and Additional Insured. The combined single limit liability should be no less than \$1,000,000.00.
    - **Host Liquor Liability** is also required and must be added to the coverage. **See # 4 for complete information.**
    - An alcohol permit must be obtained from the Clerk's Office in the Municipal Bldg. **See # 5.**
4. **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 certificate holder.
  - D. **If you serve alcohol, Host Liquor Liability** must be provided on the insurance certificate for the date of the event.
5. **ALCOHOL PERMITS** : provided through the Clerk's office in the Municipal Building. 732-329-4000, x7313. There is a \$25.00 fee to be paid online during the application process.
  - A. The alcohol permit must be completed online from the Township Clerk's office once your date is secured AND before the facility permit will be finalized.
    - 1) [\[South Brunswick Township\] Alcohol Permit Application](#)
  - B. All alcohol permits are subject to approval by risk management and the Parks and Recreation Director.
  - C. **If selling alcohol**, a special permit form the State of NJ is also required.
6. **Your facility of Picnic permit is complete once you've completed the following:**
  - A. Insurance requirements are submitted and approved.
  - B. *If requesting an alcohol permit*, that you have completed the online form, submitted payment and received that permit.
  - C. Submission of your guest list for resident/non-resident fee structure.
  - D. 501c3 paperwork submitted for non- profit status.
  - E. Payment for balance due (exact cash or check payable to 'South Brunswick Township').

**You must have the permit with you at your event.**