

## **SOUTH BRUNSWICK SENIOR CENTER RENTALS**

PLEASE READ ALL INFORMATION **BEFORE** SUBMITTING YOUR APPLICATION AND DEPOSIT

COMPLETE THE RENTAL APPLICATION AND DROP OFF WITH \$25 NON-REFUNDABLE DEPOSIT **AND** INSURANCE CERTIFICATE FOR THE DAY OF EVENT.

REFUNDABLE SECURITY DEPOSIT (\$300 - \$500) AND BALANCE DUE FOR RENTAL SHOULD BE PAID **10 DAYS** BEFORE EVENT.

CONTACT FIRE SAFETY @ [dspahr@sbtnj.net](mailto:dspahr@sbtnj.net) or call 732-329-4000 x 7214 to see what is required from them.

CONTACT THE HEALTH DEPARTMENT IF HAVING FOOD @ [ggrennen@sbtnj.net](mailto:ggrennen@sbtnj.net) YOU WILL BE DIRECTED TO COMPLETE THE PERMIT WITH THEM, IF NEEDED.

THIS PROCESS CAN TAKE UP TO 3 WEEKS TO COMPLETE.

ANY QUESTIONS. PLEASE CALL JACKIE JOHNSON  
732-329-4000 X 7677 OR [jjohnson@sbtnj.net](mailto:jjohnson@sbtnj.net)



## SOUTH BRUNSWICK TOWNSHIP OFFICE ON AGING INDOOR FACILITY APPLICATION AND USER PERMIT

**A \$25.00 NON-REFUNDBALE APPLICATION FEE IS REQUIRED FOR ALL FACILITY APPLICATIONS**

\* Application should be submitted no less than 30 days before the date of the event.

\* Insurance must be submitted within 10 business days of the application.

\* Permits must be paid in full within 10 business days of approval or date will be forfeited.

\* Checks are made payable to "South Brunswick Township"

\* Approved permits must be with the person in charge of the event (named below).

\* There are no rain dates and no refunds for inclement weather. You may reapply in the same calendar year.

\* Refer to facility rules and regulations on our website, [www.sbtnj.net](http://www.sbtnj.net)

Permit # \_\_\_\_\_

### Applicant/Event Info

EVENT DATE: \_\_\_\_\_ Type of Event: \_\_\_\_\_ Will admission or donation be charged? \_\_\_\_\_

Applicant Name (MUST BE AT EVENT): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Town/Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Day(S) CIRCLE: SUN. MON. TUES. WED. THURS. FRI. SAT. SUN.

Are you a Non-Profit? \_\_\_\_ YES \_\_\_\_ NO ( You MUST provide a 501c3 proving Non-Profit status at the time this application is submitted)

Organization Name/ Troop or Pack #: \_\_\_\_\_

### Event Logistics

Facility Requested: SENIOR CENTER-

#### Public or Private Event?

\_\_\_\_ Private (closed to the general public)

\_\_\_\_ Public ( open to the general public and anyone can attend)

Start Time: \_\_\_\_\_ am / pm End Time: \_\_\_\_\_ am / pm (Include set up and clean up times)

Estimated Attendance: \_\_\_\_\_

Will 51% or more attending be So. Brunswick residents? (Guest list must be provided) \_\_\_\_ YES \_\_\_\_ NO # Residents: \_\_\_\_\_ # Non-Residents \_\_\_\_\_

Alcohol Permit Requested: \_\_\_\_ YES \_\_\_\_ NO (a separate alcohol application for must be filed at the SB Township Clerks Office, 732-329-4000 ext. 7352)

### Health and Fire Safety Information

Food Trucks: \_\_\_\_ YES \_\_\_\_ NO Generator: \_\_\_\_ YES \_\_\_\_ NO Catering: \_\_\_\_ YES \_\_\_\_ NO Outdoor Grill (provided at Woodlot Park): \_\_\_\_ YES \_\_\_\_ NO

Tent(s): \_\_\_\_ YES \_\_\_\_ NO If yes, length and width: \_\_\_\_\_ Personal Grill: \_\_\_\_ YES \_\_\_\_ NO

Entertainment or Amusements planned? \_\_\_\_ YES \_\_\_\_ NO (i.e. DJ, band, rides, amusements, bounce house) 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 of Codes & Standards 609-292-2097, original permit must be posted conspicuously.)

Describe entertainment or amusements planned: \_\_\_\_\_

*A separate form and fee must be filed with SB Fire Marshall 732-329-4000 ext. 7214 and/or the Health Department 732-329-4000 ext. 7237*

### FOR OFFICE USE ONLY

Insurance Risk Mgt Dept.: Facility Use : \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Alcohol Permit: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Amusements: \_\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_

Application Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

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**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: \_\_\_\_\_

Date: \_\_\_\_\_

**Certificate of Liability Insurance Requirements:**

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.

**FOR OFFICE USE ONLY**

Total Amount Due: \_\_\_\_\_

Non-Refundable application fee: **\$25.00**

Balance Due : \_\_\_\_\_

Receipt/CP#: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt/CP#: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_ Date: \_\_\_\_\_



**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.
  - 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.



# SOUTH BRUNSWICK RECREATION AND PARKS DEPARTMENT

## Fees and Charges

As per Chapter 82-9 of the South Brunswick code. **Effective** Sept. 1, 2021

## PARKS AND FACILITIES FEES AND DISCOUNTS

- **Resident Rates** apply to: Groups with 51% of South Brunswick Twp. residents attending.
- **Non Profit Rate:** For South Brunswick based community groups or local area based non-profits. Must provide 501c3. This will prove they are a charitable non-profit organization.

<b>Parks &amp; Facilities Fees:</b>		<b>Resident Rate</b>	<b>Non-Resident Rate</b>	<b>Resident Non- profit Rate</b>	<b>Non-Resident Non- profit Rate</b>
<b>Permit Application Fee:</b> <b>Facilities &amp; Picnics.</b> Credited toward full permit fee. <b>Includes:</b> Non-profits, Non-resident Field Usage, Indoor Facilities Exempt: <b>Resident</b> Athletic field usage, SB schools, Scouts	Non - refundable	\$25	\$25	\$25	\$25
<b>Security Deposit for Indoor/Outdoor Facilities/Fields:</b> Payable by <b>certified bank check only.</b> Delivered the Friday before the rental.	Flat Fee <b>Refundable</b>	\$300 - \$500	\$300 - \$500	\$300 - \$500	\$300 - \$500
<b>INDOOR FACILITIES:</b> <b>Maximum Hours Include Set Up and Clean Up Times</b>		<b>Resident Rate</b>	<b>Non-Res. Rate</b>	<b>Res. Non- profit Rate</b>	<b>Non-Res. Non- profit Rate</b>
<b>Community Center - Parkview Room.</b> <i>Maximum 35, Crossroads Room Maximum 15.</i> Minimum 2 hours use. Gym is not available for rental	Per hour:	\$50	\$100	\$25	\$50
<b>Senior Center,</b> Party or program rental. <i>Maximum 150</i> Minimum 2 hours use. <i>Maximum 8 Hours, Out by 11pm</i>	Per hour:	\$150	\$300	\$75	\$150
<b>Wetherill Historic Site:</b> <i>Maximum 40, Minimum 2 Hours Use; Maximum 6 Hours Use. Out by 10pm</i>	Per hour:	\$40	\$80	\$20	\$40