



SOUTH BRUNSWICK TOWNSHIP DEPARTMENT OF PARKS AND RECREATION

INDOOR/OUTDOOR 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

Permit # _____

Applicant/Event Info

Date of Application: _____

Applicant Name (MUST BE AT EVENT): _____ Phone Number: _____

Address: _____ Town/Zip Code _____

Email Address: _____

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

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

Park or Facility Requested: _____

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: _____

Bounce House dimensions (Length x Width x Height) : _____

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: _____

Continued on back



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**

Receipt/CP#: _____ Check#: _____ Cash: _____ Date: _____

Balance Due : _____

Receipt/CP#: _____ Check#: _____ Cash: _____ Date: _____