



Use of Borough Facilities Application Checklist

Applications will NOT be accepted incomplete

- Forms Completed in its Entirety
- Non-Refundable \$25 Processing Fee
- Signed & Notarized Hold Harmless Agreement
- Certificate of Liability Insurance
 - Furnish Seaside Park with a Certificate of Insurance naming the Borough of Seaside Park as an insured party. Must state the following in the Description of Operations section: Borough of Seaside Park is added as an additional insured excluding workers' compensation and employer's liability policy as required by written contract but limited to the operations of the insured under said contract and always subject to the policy terms, conditions and exclusions.
 - The Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 single incident/\$2,000,000 aggregate.
- Map of Proposed Routes for those applicable
- NJDOT Written Authorization for those applicable
- OC Road Dept. Written Authorization for those applicable
- PD Off Duty Contract
- Tri Boro Contract
- Fire Dept Contract
- Additional Fee Payment
- ALL** individuals requesting use of *Meeting Room (s)* are **REQUIRED** to sign Hold Harmless Agreement.



**BOROUGH OF SEASIDE PARK
REQUEST USE OF BOROUGH FACILITIES**

SEASIDE PARK NJ, 08752
(P): 732-793-3700 (F): 732-793-3737
Email: recreation@seasideparknj.org

ADDITIONAL FEES THAT MAY BE REQUIRED BY ORDINANCE NO 1665

Daily 4x4 vehicle permit \$10.00 per day _____
Parking lot(s) w/i hours of operation \$1,500.00 per lot _____
\$750.00 ½ day _____

Department of Public Works

- Employee pre-event set-up, maintenance of area, post-event cleanup \$55.00 per hour _____
- Provide trash receptacles, barricades \$5.00 per set _____
- Use and maintenance restrooms \$100.00 per day _____
- Tables/Extension cord \$10.00 per _____
- Paint for marking lines \$3.00 per can _____
- Pickup truck \$25.00 per hour _____
- Roll off Truck & Container \$57.00 per hour _____
- Garbage Truck \$57.00 per hour _____
- Front End Loader (large) \$62.00 per hour _____
- Compact Loader \$38.00 per hour _____
- Backhoe \$43.00 per hour _____
- Street Sweeper \$74.00 per hour _____
- Beach Cleaner \$60.00 per hour _____

Police Department

- The police department will provide a separate contract.

Fire Department

\$30.00-\$100.00 _____

Tri-Boro First Aid

\$30.00-\$100.00 _____

Street Closure

\$25.00 per street _____

Activity Fee

\$1% of gross _____

Escrow (based on anticipated attendance)

- 1 to 1,000 people \$150.00 _____
- 1,001 to 2,500 people \$250.00 _____
- 2,501 to 5,000 people \$500.00 _____
- 5,001 to 7,500 people \$750.00 _____
- 7,501 to 10,000 people \$1,000.00 _____
- 10,000 people plus \$2,500.00 minimum fee based on services required



BOROUGH OF SEASIDE PARK
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1701 N OCEAN AVE
SEASIDE PARK NJ, 08752
(P): 732-793-3700 (F): 732-793-3737
Email: recreation@seasideparknj.org

Applications will NOT be accepted incomplete

INSTRUCTIONS:

Required to be submitted to the Recreation Department *60 days prior* to requested date. Mandatory ***non-refundable fee*** of \$25 is required to process this application.

1. COMPLETE ***all*** required forms submitted with the application.
2. Advance publicity of the event being planned is ***not appropriate*** until confirmation of approval is received
3. Temporary signs ***must be pre-approved*** by the governing body and removed at the conclusion of the event.
4. Painting to mark event route and may result in denial of future applications.
5. Indicate the **ALL** streets to be used on the attached map. A map of proposed events must be submitted with application.
6. **Central Avenue (NJ/ROUTE 35)** requires ***written*** authorization from the Department of Transportation to be submitted with application to the Borough offices.
7. Ocean County Roads require authorization from the Ocean County Road Department to be submitted with your application to the Borough offices.
8. The Seaside Park Police Department in conjunction with the Borough Administration have the final authority ***at any time*** to adjust the provision to this proposed and/or approved agreement or to ***cancel at any time*** prior or during the event for emergency and/or safety reasons.
9. The boardwalk ***will not*** be closed off for your event.

Community Room Guidelines:

- During regular business hours Monday - Friday availability between 9am and 3pm.
- Please notify the Administration Office of your arrival.
- After regular business hours the police will open the building 30 minutes prior to your event.
- All meetings/events should be completed in two hours approved time period for the evening event.
- It is the responsibility of the group to dispose of any litter.
- The Administration and Governing Body reserve the right to cancel any scheduled event in this room for safety reasons.
- **ALL** individuals requesting use of Meeting Room (s) are **REQUIRED** to sign Hold Harmless Agreement.



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Borough of Seaside Park Use of Borough Facilities Application

Organization Name _____
Non Profit { } Yes { } No EIN No. _____

Contact Person _____
Street Address: _____
City, State, Zip Code _____
Telephone: _____ Fax: _____ Email: _____ Website: _____

If the event is a fundraiser, please provide the beneficiary funds: _____

Activity Day/Dates _____ Time: _____ to _____
Activity Description: _____

Anticipated Attendance: _____

Facilities Requested (check all that apply)

- ___ Borough Hall 1st Floor Community Room
- ___ Borough Hall Council Meeting/ Courtroom
- ___ Marina Lawn
- ___ Recreation Field/Court location(s): _____
- ___ Ocean Beach location(s): _____
- ___ Bay Beach location(s): _____
- ___ Streets location(s): _____
- ___ Fifth Avenue Pier location(s): _____
- ___ 14th Avenue Pier location(s): _____

For Office Use Only

\$25.00 Application Fee: Date: _____ Cash _____ Check _____ Received By _____

Date Available ___ Yes ___ No
Cost to Borough ___ Yes ___ No

Additional Notes:



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**BOROUGH OF SEASIDE PARK
ORDINANCE NO. 1665**

If a special event takes place at a location during which time a beach badge is required for entry and or use, then each person in the special event shall not be exempt from the requirements of this section.

Minimum registration fee for all applicants to include the process of a *Special Event* application and permit; and to provide applicants with the list of additional municipal charges that will be applied are twenty-five dollars (\$25.00).

Minimum registration fee for all applicants to include the process of a *Filming Permit* application is: For Profit: \$200.00; Non-profit: \$50.00

1. Additional fees that may be added to the basic administrative charge are as follows:

- a. Daily 4x4 vehicle permit \$10.00 per day _____
- b. Parking lot(s) w/i hours of operation \$1,500.00 per lot _____
\$750.00 ½ day _____

c. Department of Public Works

- Employee pre-event set-up, maintenance of area, post-event cleanup \$55.00 per hour _____
- Provide trash receptacles, barricades \$5.00 per set _____
- Use and maintenance restrooms \$100.00 per day _____
- Tables/Extension cord \$10.00 per _____
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- Front End Loader (large) \$62.00 per hour _____
- Compact Loader \$38.00 per hour _____
- Backhoe \$43.00 per hour _____
- Street Sweeper \$74.00 per hour _____
- Beach Cleaner \$60.00 per hour _____

d. Police Department

- The police department will provide a separate contract that will be specific to the type of safety needed for the event. The approved hourly rate will be applied to the event and based on the length of the event, anticipated crowd, and security needs expected.

- e. Fire Department \$30.00-\$100.00 _____
- f. Tri-Boro First Aid \$30.00-\$100.00 _____
- g. Street Closure \$25.00 per street _____
- h. Activity Fee \$1% of gross _____
- i. Escrow (based on anticipated attendance)
 - 1 to 1,000 people \$150.00 _____
 - 1,001 to 2,500 people \$250.00 _____
 - 2,501 to 5,000 people \$500.00 _____
 - 5,001 to 7,500 people \$750.00 _____
 - 7,501 to 10,000 people \$1,000.00 _____
 - 10,000 people plus \$2,500.00 min. Fee _____



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HOLD HARMLESS AND INDEMNIFICATION

AGREEMENT BETWEEN **BOROUGH OF SEASIDE PARK**, a municipal corporation of the State of New Jersey, having offices at 1701 North Ocean Avenue, Seaside Park, NJ 08752 AND

Outside Organization utilizing Municipal Property or Facilities

Address (Not Post Office Box)

Telephone Number

Organization Type (individual(s), Partnership, Corporation (Profit), Corporation (Not-for-Profit), Association, Limited Liability Company, Club, Public Entity)

In consideration of the use of municipal property or facilities on _____, 20____ the undersigned Outside Organization agrees to indemnify and hold harmless the Borough of Seaside Park, its officers, agents and/or employees from any and all liability, claims, costs, including reasonable attorney's fees, arising out of the use of municipal property or facilities by this Outside Organization.

The undersigned understands and acknowledges that this hold harmless and indemnification agreement requires that Seaside Park be indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event referred to in this agreement. This hold harmless and indemnification agreement shall I also pertain to any claims due to Seaside Park's negligence. The undersigned further agrees to release any claim that they may now have or have in the future against Seaside Park relating to the use of municipal property or facilities, including claims due to Seaside Park's negligence.

The undersigned further agrees to furnish Seaside Park with a Certificate of Insurance naming the Borough of Seaside Park as an insured party. The Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 single incident/\$2,000,000 aggregate.

1. In order to induce Seaside Park to accept this hold harmless and indemnification agreement, the following information concerning the intended use of municipal property or facilities is provided:
 - a. The purpose of the event is: _____
 - b. The total number of persons anticipated to attend this event is: _____
 - c. Alcoholic beverages (will) or (will not) be served: _____
 - d. Live entertainment (will) or (will not) be provided: _____
 - e. Other: _____

This agreement has been signed on this _____ day of _____, 20____ by an authorized person of the Outside Organization sponsoring this event.

Witness:

(Please Print Name)

Name of Outside Organization Authorized Signature

INSURANCE DISCLOSURE STATEMENT

The Outside Organization acknowledges that Seaside Park has disclosed that it does not maintain any regular or special insurance coverage for any Outside Organization (individual(s), partnership, corporation (profit), corporation (not for profit), association, Limited Liability Company, club, public entity, or similar entity) using municipal property or facilities. Seaside Park's authorization to an Outside Organization to use its public property or facilities is merely an accommodation to the Outside Organization. The Outside Organization acknowledges that Seaside Park does not maintain any regular or special insurance coverage relating to the event to be held by the Outside organization. The individual signing this agreement agrees to make all participants in the event aware of this disclosure.



The Family Resort

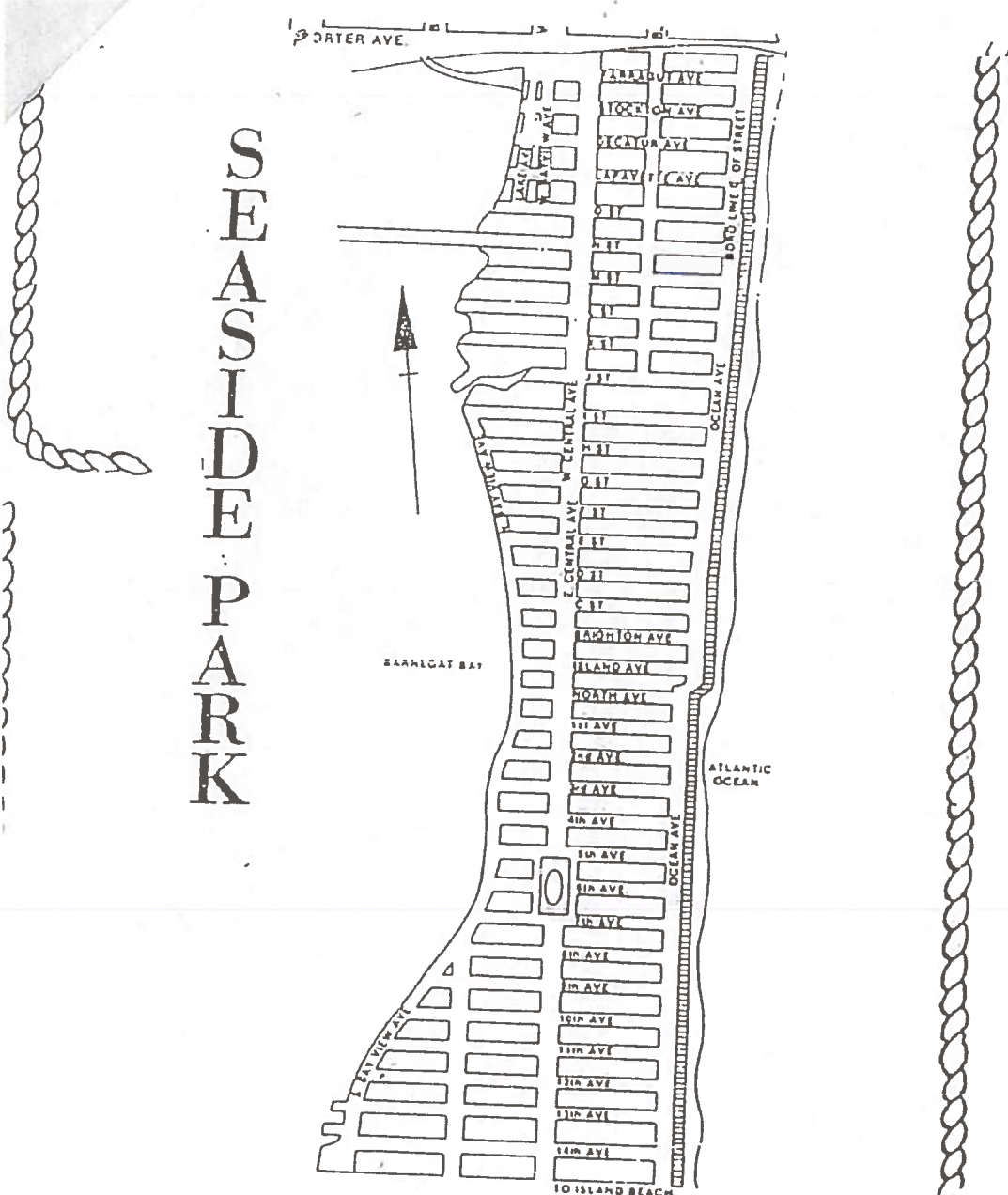
BOROUGH OF SEASIDE PARK REQUEST USE OF BOROUGH FACILITIES

SEASIDE PARK NJ, 08752

(P): 732-793-3700 (F): 732-793-3737

Email: recreation@seasideparknj.org

Indicate and describe your intended route:



Schedule: _____ am ___ pm Rain Date: _____ am ___ pm
(list date & time)
Set up: _____ am ___ pm Breakdown: _____ am ___ pm



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APPLICATION FOR PARADE PERMIT

Attached is the Application form to be submitted for Ocean County's approval for Parade Permits. The

Application Requirements:

1. Application must be printed out on legal size paper (8.5" x 14").
2. A Certificate of Insurance with Ocean County as Additional Insured must be included with the completed Application.
3. A sketch is required to be attached to the Application clearly indicating the parade route.
4. A Traffic Safety Plan must accompany the Application.

Completed Application should be mailed to:

Office of the Ocean County Engineer
129 Hooper Avenue
PO Box 2191
Toms River, NJ 08754-2191

If you have any questions or require additional information please contact the Office of the Ocean County Engineer.

Office: 732-929-2130
Fax: 732-506-5182



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Return form to: Ocean County Engineering Department, P.O. Box 2191, Toms River, NJ 08754, 732-929-2130 / 732 506-5182 (Fax)

**Application to use County Roads for Parade Purposes
(THIS PORTION TO BE COMPLETED BY APPLICANT)**

ORGANIZATION SPONSORING PARADE OR EVENT _____

CONTACT INFORMATION FOR PERSON IN CHARGE:

NAME _____ TELEPHONE _____

FAX _____ E-MAIL _____

ADDRESS _____

TYPE OF EVENT _____

DATE OF EVENT _____

TIME OF EVENT From _____ To _____

COUNTY ROADS TO BE USED FOR EVENT ROUTE _____

Conditions: Applicant agrees to save Ocean County harmless from any accident or injury resulting from the above event.

Applicant Name _____

Signature _____

Title _____

Telephone _____

Application Date _____

- IMPORTANT - REQUIRED:**
1. Certificate of Insurance with Ocean County as Additional Insured.
 2. Traffic Safety Plan
 3. Attach a sketch and/or map to application which clearly indicates event route.

(THIS PORTION TO BE COMPLETED BY MUNICIPALITY)

APPROVED _____ CONDITIONS _____

DISAPPROVED _____ REASON _____

DATED _____

Print Name _____

Signature _____

Municipal Title _____

Telephone _____

(THIS PORTION TO BE COMPLETED BY THE COUNTY)

APPROVED _____

DISAPPROVED _____ REASON _____

DATED _____

ASSISTANT COUNTY ENGINEER _____

APPROVAL IS CONDITIONED UPON ALL RESPONSIBILITY BEING ASSUMED LOCALLY FOR BARRICADES, CROWD CONTROL, AND CONTROL AND DIRECTION OF VEHICULAR AND PEDESTRIAN TRAFFIC.