



USE OF BOROUGH FACILITIES APPLICATION

INSTRUCTIONS:

Applications must be submitted to the Recreation Department at least **60 days prior** to the requested date.

A mandatory **non-refundable** fee of \$25 is required to process this application.

1. COMPLETE **ALL** required forms in their entirety to submit an application. Incomplete applications are not accepted.
2. A **signed AND notarized** Hold Harmless Agreement is **required for ALL** applications.
3. A Certificate of Liability Insurance according to the following provisions is **required for ALL** events:
 - a. Furnish Seaside Park with a Certificate of Insurance naming the Borough of Seaside Park as an insured party. The certificate **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.”
 - b. 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.
4. A map of proposed events/routes must be submitted with an application indicating **ALL** streets to be used.
5. Use of Ocean County Roads requires **written** authorization from the Ocean County Engineering Department to be submitted with this application.
6. Use of Central Avenue (NJ/ROUTE 35) requires **written** authorization from the NJ Department of Transportation to be submitted with this application.
7. Police Off-Duty Contract may be required
8. Fire Dept. Contract may be required
9. Emergency Medical Services can be provided by a third-party non-profit corporation. Please contact the organization directly at:

Tri-Boro First Aid Squad, 61 J Street, Seaside Park, NJ 08752,
Phone: 911 (emergency) and 732-830-3236 (non-emergency)
10. Payment of additional fees may be required. Please review enclosed Ordinance #1665.
11. Advance publicity of the event being planned is not appropriate until confirmation of approval is received.
12. Temporary signs must be pre-approved by the governing body and removed at the conclusion of the event.
13. Painting to mark the event route is not permitted and may result in denial of future applications.
14. The Seaside Park Police Department in conjunction with the Borough Administration have final authority **at any time** to adjust the provision to this proposed and/or approved agreement or to **cancel at any time** prior to or during the event for emergency and/or safety reasons.
15. The boardwalk and the beach **will not** be closed off for your event.

Community Room Guidelines:

- o Available during business hours Monday-Friday 9am-3pm. Please notify the Administration Office upon arrival.
- o After regular business hours, police will open the building 30 minutes prior to your event.
- o All evening meetings/events should be completed within the two hour approved time period.
- o It is the responsibility of the group to dispose of any litter.
- o The Administration and Governing Body reserve the right to cancel any scheduled event for safety reasons.



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APPLICATION:

Organization Name _____ Non Profit { } Yes { } No
Contact Person _____ EIN No. _____
Street Address: _____
City, State, Zip Code _____
Telephone: _____ Fax: _____
Email: _____ Website: _____
Activity Day/Dates _____ Time: _____ to _____
Activity Description/Details: _____

Anticipated Attendance: _____

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

Facilities Requested (check all that apply)

- Borough Hall 1st Floor Community Room
- Marina Lawn
- 14th Avenue Pier
- Ocean Beach location(s): _____
- Bay Beach location(s): _____
- Boardwalk location(s): _____
- Borough Council Meeting Room/Courtroom
- 5th Avenue Pier
- Parking Lot: 1 2 3 4
- Field/Court location(s): _____
- Streets location(s): _____
- Other location(s): _____

Application for A Wedding Ceremony

Applicant Name: _____

Address: _____

Telephone: _____ Email: _____

I am the ()Bride ()Groom ()Planner ()Family/Friend ()Other

Date Requested for Ceremony: _____ Rain Date: _____

Time of Ceremony: _____ to _____ Anticipated Attendance: _____

Location Requested for the Ceremony: _____

Will there be a rehearsal on the beach requested? Yes No

Please list ceremony details such as set up time, chairs, music, decor, procession, etc.:

For Office Use Only

Date Received: _____ By _____

\$25.00 Application Fee received: Cash Check # _____

Date Available: Yes No

Cost to Borough: Yes No

Additional Notes:

Must be submitted with application:

- Hold Harmless Agreement
- Certificate of Insurance
- Ocean County Road Permit
- NJDOT Road Permit



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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 is 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 _____

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

- Daily 4x4 vehicle permit \$10.00 per day _____
- Parking lot(s) within hours of operation \$1,500.00 per lot _____
\$750.00 ½ day _____
- Department of Public Works
 - Employee pre-event set-up, \$55.00 per hour _____
 - maintenance of area, post-event cleanup
 - 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 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.

- 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 min. _____



USE OF BOROUGH FACILITIES APPLICATION

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 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

_____ Notary Public Signature	[Seal]
_____ Print	
My commission expires: _____	

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.



USE OF BOROUGH FACILITIES APPLICATION

Indicate and describe your intended route:





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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 _____

- | |
|--|
| <p><i>IMPORTANT - REQUIRED:</i></p> <ol style="list-style-type: none"> <i>1. Certificate of Insurance with Ocean County as Additional Insured.</i> <i>2. Traffic Safety Plan</i> <i>3. Attach a sketch and/or map to application which <u>clearly</u> indicates event route.</i> |
|--|

(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.