

The Family Resort

1701 N Ocean Ave Seaside Park, NJ 08752 (P): 732-793-3700 (F): 732-793-3737

Email: recreation@seasideparkni.org

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:

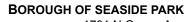
- o Available during business hours Monday-Friday 9am-3pm. Please notify the Administration Office upon arrival.
- o After regular business hours, police will open the building 30 minutes prior to your event.
- o All evening meetings/events should be completed within the two hour approved time period.
- 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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DATE OF APPLICATION:				
Organization Name	Non Profit: ☐ Yes ☐ No EIN No. City, State, Zip Code			
Contact Person				
Street Address:				
Telephone:	Fax:			
Email:				
Activity Day/Dates	Time:			
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	☐ Borough Council Meeting Room/Co	ourtroom		
☐ Marina Lawn	☐ 5th Avenue Pier			
☐ 14th Avenue Pier	☐ Parking Lot: ☐1 ☐2	□3 □4		
☐ Ocean Beach location(s):				
☐ Bay Beach location(s):				
☐ Boardwalk location(s):	☐ Other location(s):			
	odding Ceremony			
	Date of Application:			
I am the ()Bride ()Groom ()Planner ()Family/Friend ()Other				
Address:				
Telephone:	Email:			
Date Requested for Ceremony:	Pain Dato:			
Time of Ceremony: to				
Location Requested for the Ceremony:	Anticipated Attendance.	Anticipated Attendance:		
Will there be a rehearsal on the beach requested? ☐ Yes ☐ No				
Please list ceremony details such as set up time, chairs, music, decor	r, procession, etc.:			
Application for A B				
Applicant Name:	Date of Application:			
Address:				
Telephone:	Email:			
Date Requested:	Time:	to		
Anticipated Attendance:	Number of Properties on Block:			
Block/Street of the anticipated Party & Cross Streets:	&	&		
Example: Place the block of the party in the	ne middle: Ocean Ave & 6th Ave & Central Ave	Indicate location on enclosed map.		
I the undersigned hereby certify and effirm that I am a resident of the block is	who is at least 19 years of ago. I the under	projagod also cortify that I have		
I, the undersigned, hereby certify and affirm that I am a resident of the block, venotified all residents of the block/street about the anticipated event including a				
Tiotilied all residents of the biock-street about the articipated event including a	0:			
	orginature.			
For Office Use Only: Must be	e submitted with application:			
	Harmless Agreement			
	ficate of Insurance			
	an County Road Permit			
Cost to Borough:	OT 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 Filming Permit application is: For Profit: \$200.00			for all applicants to include the process of a municipal charges that will be applied is tw		
Daily 4x4 vehicle permit \$10.00 per lot \$750.00 \(\frac{1}{2} \) Parking lot(s) within hours of operation \$1,500.00 per lot \$750.00 \(\frac{1}{2} \)					
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Parking lot(s) within hours of operation					
Department of Public Works Employee pre-event set-up, \$55.00 per hour		-	-		
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 \$110.00 per Paint for marking lines \$3.00 per can Pickup truck \$25.00 per hour Roll off Truck & Container \$57.00 per hour Roll off Truck & Container \$57.00 per hour Roll off Truck & Container \$57.00 per hour Roll off Truck & S57.00 per		_	1		
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Please indicate ALL specifics required for your event.					



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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 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: The purpose of the event is: The total number of persons anticipated to attend this event is: h Alcoholic beverages (will) or (will not) be served: c. Live entertainment (will) or (will not) be provided: d. Other: This agreement has been signed on this day of ,20 by an authorized person of the Outside Organization sponsoring this event. Witness: [Seal] (Please Print Name) Notary Public Signature Name of Outside Organization Print Authorized Signature My commission expires:

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.

INSURANCE DISCLOSURE STATEMENT



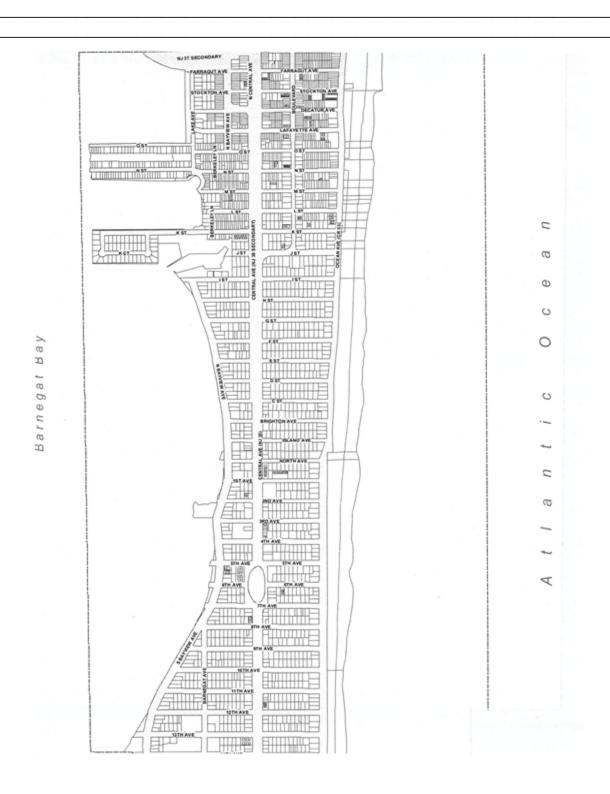


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(P): 732-793-3700 (F): 732-793-3737 Email: recreation@seasideparknj.org

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Indicate and describe your intended route:



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USE OF BOROUGH FACILITIES APPLICATION

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").
- 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	
FAXE-MAIL ADDRESS	
TYPE OF EVENT	
DATE OF EVENT	
TIME OF EVENT From T	
COUNTY ROADS TO BE USED FOR EVENT ROUTE	
Conditions: Applicant agrees to save Ocean County harmle above event.	ess from any accident or injury resulting from the
Applicant Name	IMPORTANT - REQUIRED: 1. Certificate of Insurance with Ocean
Signature	County as Additional Insured.
Title	2. Traffic Safety Plan
Telephone	Attach a sketch and/or map to application which clearly indicates
Application Date	event route.
APPROVED CONDITIONS	LETED BY MUNICIPALITY)
DISAPPROVEDREASON	
DATED	Print Name
	Signature
	The state of the s
	Municipal Title
	Telephone
(THIS PORTION TO BE COM	PLETED BY THE COUNTY)
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APPROVED	CONTRACTOR
DISAPPROVED REASON	ORIGINAL CONTRACTOR CO
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DATED	OFFICE
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APPROVAL IS CONDITIONED UPON ALL RESPONSIBILITY CROWD CONTROL, AND CONTROL AND DIRECTION OF V	' BEING ASSUMED LOCALLY FOR BARRICADES, EHICULAR AND PEDESTRIAN TRAFFIC.