



PARK RESERVATION FORM (PICNICS)

Date of Application: _____

Applicant Information

Organization Individual

Organization Name: _____ Organization Phone Number: _____

Organization Address: _____

Organizations must provide certificates of insurance

Individual Name: _____ Individual Phone Number: _____

Individual Address: _____

Individual Email Address: _____

Resident Non-Resident

Event Information

Date of Event: _____ Event Start Time: _____ Event End Time: _____ # of Guests: _____

Special Requests: _____

Requested Facility

Pricing

BROOKSIDE PARK—PICNIC AREA
1255 Hetfield Avenue
Ballfield is available for use from 2-4 pm

11-75 guests: \$75 for residents / \$150 for non-residents
76-200 guests: \$150 for residents / \$175 for non-residents
201+ guests: \$300 for residents / \$400 for non-residents

JERSEYLAND PARK—PICNIC AREA
2377 Richmond Street
Ballfields are available for use from 12-2 pm

Total: \$ _____

No Refunds

Other: _____
Approval must be obtained from Director



FACILITY PERMIT POLICIES

A. Application for Facility Use

- Applications must be submitted at least two weeks prior to the date of the event.
- The group leader/individual must complete the Facility Reservation Form provided by the Department of Parks and Recreation.
- The Facility Reservation Form must be approved by the Department of Parks and Recreation.
- The original copy of the Facility Reservation Form will be filed with the Department of Parks and Recreation. A copy will be retained by the group leader/individual.

B. Ordinances Regarding Park Facility Usage

- Violations of ordinances will result in denial of future permits
- While using a park facility, no group/individual shall:
 - Disfigure or remove any park property
 - Litter facility grounds
 - Make or kindle an open fire except in fireplaces or in areas provided for that purpose
 - Let loose animals in the parks and playgrounds
 - Wash, polish or repair any motor vehicle on park property
 - Conduct themselves in a disorderly fashion, including the use of profane or abusive language
 - Bet or gamble in any form
 - Park unlawfully
 - Drive motorcycle or moped vehicles in park areas aside from the parking lot

C. Responsibilities of Permit Holder

- To relinquish rights to use facility at stated time on permit
- To have the copy of permit readily available and must display upon request
- To be aware of the Township ordinances and abide by them



HOLD-HARMLESS

1. "I/we me/my" shall mean one of the following:

AN INDIVIDUAL, NAME:

AN ORGANIZATION, NAME:

2. "You/Your" shall mean the municipal corporation known as the Borough/Town/Township of Scotch Plains, its agents, servants, employees, or contractors.

3. GENERAL INFORMATION

Date: _____, _____

Site: _____

Hours Needed: _____ a.m./p.m. to _____ a.m./p.m.

Activity to be held (describe in detail): _____

4. I sign this Hold - Harmless as my voluntary act and by this act agree to hold you harmless and indemnify you from any claims, suits, or other actions arising from, caused by, or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, or visitor or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described above) on the dates listed above.

5. I state that the activity listed above will not include the consumption of alcoholic beverages but should any person described in paragraph 4 consumer alcohol or allow or permit others to consumer alcohol then I agree to be bound by the terms of paragraph 6 below.



HOLD-HARMLESS

6. I state that the activity listed above will include the consumption of alcoholic beverages and that because of such consumption I have the following additional duties to You related to the use of the site listed above:
- a) that I am solely responsible for the dispensing and consumption of alcohol, including the prudent and responsible dispensing and consumption of alcohol by all persons involved in the activity described above, including but not limited to those persons described in paragraph 4 above;
 - b) to acknowledge by the signing of this Hold-Harmless that You have no authority, control, or participation in the dispensing and consumption of alcohol on the site and date listed above and that I will take no step, action, or measure to convey the idea that You in any way have promoted, assisted, or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above;
 - c) that I will not allow persons under the age of 21 to dispense or consume alcohol at the site during the activity to be held on Your property;
 - d) to comply with all Municipal Ordinances relating to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits.
7. I also agree that where the municipal officer signing this Hold-Harmless on your behalf feels I should provide to You a "Certificate of Insurance" and proof of "Special Events Insurance" that I shall provide same to that municipal officer as soon as practicable and not less than 5 business days before the date of the planned activity. The appropriate municipal officer will check below if this paragraph is applicable to the activity listed above. Said Insurance shall be written with a company maintaining a rating of at least "A-", according to A.M. Best's. Said policy shall be in an amount of not less than \$1,000,000.00 per occurrence (\$3,000,000.00 per occurrence if liquor is being served). It is understood You will be listed as an additional insured on the policy and Certificate of Insurance.

Applicable: _____ Not Applicable: _____

In the event said Certificate of Insurance is not provided as set forth above, I recognize the event must be canceled and not be held as scheduled.



HOLD-HARMLESS

8. (Applicable to Corporations Only) I also agree that I am obligated to reimburse You for all reasonable attorney's fees incurred by You to enforce the terms of this Hold-Harmless or to defend Yourself against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by Me and My sole cost and expense pursuant to this Hold-Harmless.

9. 9. LEGAL SIGNATURE

- (a) Individual: _____ or
(b) Individual: _____ on behalf of _____ or
(organization)
(c) Individual: _____ Title: _____
on behalf of _____
(corporation)

Address of Individual, Organization or Corporation: _____

Phone number of Individual, Organization or Corporation: _____

Signature of Person on behalf of the Municipality: _____ Title: _____



HOLD-HARMLESS / CORPORATE ACKNOWLEDGEMENT

STATE OF NEW JERSEY, COUNTY OF _____ SS.: _____

I certify that on _____, 20____, _____ personally came before me and this person acknowledged under oath, to my satisfaction, that:

A) this person is the _____ of _____,
the corporation named in the attached document;

B) this person is attesting witness to the signing of this document by the proper corporate officer who is _____, the _____ of the corporation;

C) this document was signed and delivered by the corporation as its voluntary act duly authorized by a proper resolution of its Board of Directors;

D) this person knows the proper seal of the corporation which was affixed to this document; and

E) this person signed this proof to attest to the truth of these facts.

Signed and sworn to before me on _____, 20____.

I have read the rules, regulations and ordinances of the Township of Scotch Plains Department of Parks and Recreation and hereby agree to abide by and enforce them. I also agree to indemnify, defend and save harmless the Township of Scotch Plains Recreation Commission, its agents, servants, employees, and representatives from any and all damages of any kind or nature arising out of the use of facilities listed and for which this permission is granted.

Signature: _____ Date: _____