

Lakewood Township Public Works
1 America Avenue
Lakewood, NJ 08701
732-364-2500 x 6000

Note: Application must be received no later than 10 days prior to date(s) requested.

(Please write name of organization above)

Requests permission of Lakewood Township to use the following township facilities at

on date(s) _____ from (time) _____ to _____.

The number of participants anticipated _____.

Permission to serve alcoholic beverages is requested _____ (Yes) _____ (No)

The nature of the activity to be presented is _____.

We hereby agree to adhere to the following rules and regulations concerning the use of Township facilities.

1. A representative of sponsoring organization **MUST SIGN** and **SUBMIT A HOLD HARMLESS AGREEMENT** to obtain a permit to utilize facilities.
2. Sponsoring organizations agree to take every possible care of all the facilities and to pay for any damage which is due to their use of same.
3. **Law enforcement**, security or maintenance personnel must be in attendance when large crowds are involved. The Supervisor of Parks will determine their need and make arrangements for their assignment.
4. Sponsoring organizations shall provide sufficient **competent adult supervision**. An adequate amount of supervisory staff will be agreed upon at the time the permit is issued.
5. **Alcoholic beverages** are not permitted at facilities without specific approval from the Township Committee.
6. **Electrical equipment** cannot be used without specific approval. Requests for such approval shall be made at the time of the application for the facility.
7. **Decorations, signs, etc.** shall be erected in a manner that will not be destructive to Township property. Fire and safety regulations shall be followed at all times and all decorations shall be approved by the Supervisor of Parks.

8. When **admission tax** is to be collected or when fees are to be paid to an agency or group, the organization using the facilities shall directly assume all responsibility, as applied to funds collected or contracts entered into by the user.
9. **Concessions** operated in the facility shall be in the areas specified in the permit.
10. **PERMITS ARE NOT TRANSFERABLE.** All rental fees, deposits and service charges shall be paid in advance. **Reservations must be cancelled at least 24 hours in advance.**
11. No person or organization shall do any **temporary construction work**, such as installing temporary seating, platforms, runways nor installing any additional light equipment, wiring, etc. without specific approval of the Supervisor of Parks.
12. **Requests for seating**, or any other special facilities or equipment shall be made at the time of application to utilize the facility. Extra compensation shall be paid to defray charges for supervision, transferring equipment, setting up equipment already in the facility.
13. All arrangements to bring in scenery, costumes or other properties for any activity shall be made at the time of application. Such arrangements shall not interfere with the regular Township operation.
14. Only the facilities requested in the application and specifically approved will be utilized, and only for the approved times.
15. The Supervisor of Parks is directly responsible to determine if the **noise level** of all amplification systems utilized is excessive or acceptable.

Name: _____

Organization: _____

Position: _____

Address: _____

Phone: _____

Date: _____

Signature

HOLD HARMLESS AGREEMENT

Between the Township of Lakewood and

Name of Organization

Witnesseth:

1. In consideration of permission to use the public facility described below on the _____ day of _____, 20__ the applicant does hereby covenant and agree to save and hold the Township of Lakewood, its agents, servants and employees harmless 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.

2. _____ will be used for the following purpose and no other:
Name of Facility

Event/Reason Using the Facility

Number of Persons expected to attend: _____

Check One: Alcoholic beverages WILL _____ WILL NOT _____ be served at the affair/

3. **Check One:** The applicant is _____ An Individual
_____ A For-Profit Organization
_____ Non-Profit Corp.
_____ Non-Profit Association

4. The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described (if applicable) and the permission to use the facility is valid only for the activity herein described. Now withstanding the foregoing however, the Hold Harmless Agreement shall be applicable to any claim asserted against the Municipality or any loss incurred arising out of the applicant's activity whether or not same extends beyond the permitted type or locale of activity or occurs on a different date than specified.

5. The applicant specifically agrees that this indemnification and Hold Harmless agreement shall include the responsibility to provide legal defense for the Township of Lakewood for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense; the applicant will reimburse the Township for any costs incurred by it for any person or organization acting on its behalf.

6. The undersigned is authorized to execute this Hold Harmless Agreement as the Binding act of the applicant:

Date: _____

_____ **Applicant's Signature**

**PLEASE ATTACH A TRUE COPY OF THE CERTIFICATE OF LIABILITY
INSURANCE**