

BOROUGH OF FRENCHTOWN

Mayor
Brad Myhre

Incorporated April 4, 1867
Borough Hall 29 Second Street
Frenchtown, NJ 08825

Municipal Clerk
Brenda S. Shepherd, R.M.C.

PARK RESERVATION & USE FORM

Date: _____

Organization/Person Name: _____

Person Responsible Address Phone

Alternate Person Responsible Address Phone

Park Location: _____

Reason For Use: _____

1st Choice _____

Date Requested Time # Attending

2nd Choice _____

Date Requested Time # Attending

Electricity Needed Alcohol Permit Requested Water Needed

Proof of Insurance attached Request for Insurance Waiver –
Private Individual User

Applicant agrees to abide by the rules and regulations of the Park.

The above named organization/person complies with Federal & State anti-discriminatory laws.

The applicant understands the Borough of Frenchtown assumes no responsibility for damage to persons, equipment, or vehicles related to the function.

Signature of Applicant

Date

Official Use Only:

Borough Approval Signature

Date

Approved

Denied _____

Reason

Final copy to: Municipal Clerk, Police Dept, Public Works Dept, Parks Commissioner

PLEASE READ CAREFULLY!

I. APPLICATION PROCEDURES FOR RESERVATION OF SELECTED FACILITIES

- A. Application for use of the facilities for special events shall be made in writing on this form to the Borough of Frenchtown.
- B. Applications must be filed at least two weeks prior to anticipated use, except in cases of emergency.
- C. To reserve a recreational facility, a Certificate of Insurance as proof of current liability coverage must be provided, (except for individual users who shall execute a "Waiver of Liability to the Borough" in lieu of providing a Certificate) and such certificate must include:

Liability limits of \$1,000,000.00 for each occurrence for personal injury and bodily injury/property damage.

II. REGULATIONS FOR USE

- A. The organization, individual or group using the facility assumes full legal responsibility for breakage or for damage to said property.
- B. Each organization or group granted permission to use the facility shall provide adequate supervision and, where requested by the Borough of Frenchtown, provide names of those responsible.
- C. All national and state laws, local ordinance, and rules of police and fire departments regarding public gatherings must be strictly complied with.
- D. The organization, individual, or group is responsible for cleaning up the area after its use, including bagging refuse and placing the bags next to the refuse containers. Equipment or decorations provided by the users of the property must be removed promptly at the conclusion of their use. Forfeiture of their right to use the facility may result if this rule is not complied with.
- E. Reservation requests are for the exclusive use of the pavilion only. The remainder of the park remains open to the public during regular park hours of sunrise to ½ hour after sunset.
- F. This form must be posted during the scheduled time period.
- G. Parking is limited, please car pool.

**All fees and Certificates of Insurance
Or "Waiver of Liability"
must be submitted with this request.**

Fee:

Residents - \$15.00

Non-Residents - \$25.00