

Bordentown Township
Park Facility Use Application

Return this form to Bordentown Township Public Works Department, 262 Crosswicks Road, Bordentown, NJ 08505

All applicants must pay a \$25 non-refundable application fee.

The following fees are paid to Bordentown Township at the time of key pick up from the Public Works Department (behind Derby firehouse):

- Residents and Non-residents will pay \$250 for NCP or JLP facility use. Refunds are contingent upon a satisfactory inspection of the facility by the Public Works Department following the event.
- Non-Residents of the Township will also be required to pay a \$100 non-refundable NCP use fee or a \$50 non-refundable JLP use fee at the time of key pickup. (Resolution # 2004-222-21 Bordentown Township Committee)

A letter of explanation about the key pickup, key deposit form, payment of fees as described above, and required Hold Harmless Agreement and an approved copy of this form will be sent to you following approval by the Public Works Department.

Name of Group: _____

Contact Person: _____ Phone: _____

Street Address: _____

City, State, Zip: _____

Date Requested: _____ Alternate: _____

Time requested, including time for set-up and clean-up: _____

Type of Activity: _____ # of Participants: _____ (Max 49)

Facility Requested:

Northern Community Park

Joseph Lawrence Park

Warming Room

Pavilion

Kitchen

Kitchen (no cooking equipment)

Check here if your reservation is for an athletic event or tournament

Indicate the fields you wish to use: _____

Your signature below constitutes agreement with the following guidelines:

1. The sports fields and facilities may be used on a "first come, first serve basis."
2. Your reservation does not constitute exclusive use of the park. The park is open to the public during normal park hours as stated in the Green Acres Act.
3. All organizations and athletic events require a Certificate of Insurance. This does not include "pick up" games as part of a picnic or party.
4. Park hours of operation are 8:00am to 10:00pm. There are no exceptions without a special permit.
5. No alcoholic beverages are permitted in the park.
6. A minimum of two weeks is needed to process and approve this form.
7. Please note that failure to pick up the key for the facility prior to the event will result in a Public Works employee being called to unlock the facility. You will be responsible for reimbursing the Township for wages earned for performing such duties.
8. Questions concerning the facility should be directed to the Public Works office at 609-291-2133.

Contact Person: _____ Phone: _____

Applicant name above printed: _____

Approved by: _____ Rejected by: _____

Certificate of insurance required? Yes No Copy received? Yes No

Township permit required? Yes No Copy received? Yes No