



Tinton Falls Park Permit

Borough of Tinton Falls – Recreation Department

556 Tinton Ave, Tinton Falls NJ 07724

(732) 542-3400 ext 253 | recreation@tintonfalls.com

Applicant Information

Date of Application:		Contact Person:			
Name of Organization:		Circle One:	Profit Making	Non-Profit	Group/Individual
Contact Number:		E-Mail:			
Address:					
City:		State:		ZIP Code:	
Purpose for Facility Use:					

Request for Facilities/Parks

Outdoor Site Desired:							
Fields Desired:							
Buildings Desired:			Indoor Site Desired:				
Date(s)/Day(s) Requested:							
(Circle one{s})	M	T	W	Th	F	Sa	Sun
Time(s) Requested:							
League:		Age Group of Participants:			Estimated # of Participants:		
Team Name:							
Coaches Names:							

Insurance: Submit Proof of \$1,000,000. (One Million) General Liability Insurance with the Borough of Tinton Falls as the Certificate Holder. (Please Attach Certificate of Insurance) Name of Insurance Carrier: _____

Request for Picnics

Date Requested:		Alternate Date:	
Park Preferred:			
Will an Admittance Fee be Charged? (circle one)		YES	NO
Will food be served?	YES	NO	Will food be (circle one) SOLD SERVED BRING YOUR OWN
Will an outside Vender be Retained? YES NO (Insurance Certificate and Registration needed for all Vendors)			
Vendor Name	Type	Phone	Fax
Will Alcohol Be Allowed at your picnic? (If yes, Certificate of Insurance must reflect Alcohol Coverage)		YES	NO
(Note: If yes and alcohol will be served, a 1-day liquor license is required. License application may be obtained at the Clerk's Office)			

If Additional Amenities and/or Structures are present please review the rules and regulations, obtain a permit, and attach to application. Please list below: _____

I Have Read, Understand and Agree to Terms as Stated

By signing this application, the group understands using the Borough Facilities/Parks is familiar with and agrees to comply with the rules and regulations pertaining to the use of Borough Facilities and Parks, agree to the Borough Policies and Security procedures and to pay the usage fees.

Date	Print Name of Org. Representative	Signature of Org. Representative
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ANY INACCURACIES IN THE COMPLETEION OF THIS APPLICATION WILL IMMEDIATELY INVALIDATE ANY APPROVALS UPON DISCOVERY. THE BOROUGH OF TINTON FALLS RESERVES THE RIGHT TO CLOSE FIELDS AT ANY TIME DUE TO WEATHER, EXCESSIVE WEAR AND TEAR OF FIELDS AND UNEXPECTED MAINTENANCE AS WELL AS SAFETY AND HEALTH CONCERNS BY THE CDC AND/OR STATE DEPARTMENTOF HEALTH/OR GOVERNMENT OFFICIALS.

OFFICIAL USE ONLY

Department:	Dept. Director/Supervisor:
Requests Granted:	Permit Fee Per Day:
Comments/Concerns:	

The above-mentioned group has met all requirements established by this Department for this event.

Dept. Certification and Approval Granted By (Signature/Department): _____

Check #:	Recreation Department Only: Approved	Date:	Amt. Paid:
Borough Representative Name/Signature: _____			



We require the following information before granting your request.

A liability insurance policy to contain the following:

In the Description box: “The Borough of Tinton Falls as additionally insured”
Picnic date and location. If alcohol is permitted, please note certificate must reflect coverage.

In the Certificate Holder Box: The Borough of Tinton Falls
556 Tinton Avenue
Tinton Falls, NJ 07724

Completed and Signed Hold Harmless Agreement.

NO GROUP/INDIVIDUAL IS TO ASSUME THAT THEY HAVE PERMISSION TO USE ANY BOROUGH OF TINTON FALLS FACILITY UNLESS THEY HAVE BEEN ISSUED AN ACTUAL PERMIT FOR THAT FACILITY. THESE PERMITS MUST BE IN THE GROUP’S / INDIVIDUAL’S POSSESSION WHILE THE FACILITY IS IN USE.

Facility Reservation Regulations

1. The reservation process must be completed, in accordance with these regulations, at least six weeks in advance of reserved date. Reservations shall constitute as an agreement between the User and the Borough of Tinton Falls. Agreements will include by reference; all terms and conditions of this facility use policy. All applications must be signed by an authorized adult representative of User organization or Private party.
2. Cancellation of use must be in writing and received at least three weeks prior to the scheduled event. Cancellation without proper notification, will result in the forfeit of fees.
3. No reservation is confirmed until all fees, permits/licenses and insurance are obtained and paid in full. These fees shall be paid at least ten (10) working days prior to the use of the facilities. If the User has not complied with the policies and regulations contained in this policy, any reservation may be canceled immediately upon notice to the applicant, and any fees paid shall not be returned.
4. No changes or alterations shall be made to the property without approval by the Department of Recreation who will order the work done. Charges for all alterations shall be added to the basic rental charges and be the responsibility of the applicant.
5. Whenever an event requires a Recreation employee to be on duty, a fee in addition to the rental charge will be made for such services when a staff person is not ordinarily on duty or if additional work is required for preparation before or cleaning after a rental or for maintenance fees i.e. field lining and set-up changes.
6. The Department of Recreation may require police protection at any event and, if required, the cost shall be paid by the organization using the property/field.
7. The Department of Recreation may require the assistance of the Department of Public Works, for maintenance, clean-up, trash removal, field set-up, lining etc. at any event and, if required, the cost shall be paid by the organization using the property/field.
8. No smoking is permitted in any Borough of Tinton Falls facility/parks.
9. Licensed catered food service is permitted. Caterer must provide a current Certificate of Insurance to the Recreation Department. Cooking is allowed only with prior approval, as noted in the application process. The serving of refreshments requires prior approval from the Recreation Department.
10. No signs or decorations will be fixed inside or outside the building. No building/field use may extend beyond 10:00pm. No bird seed, confetti, rice or other similar items will be allowed to be thrown in or around the facility. No open flames or candles will be allowed. Property shall not be removed from any premises.
11. All entrance doors on the premises shall be locked when the facility is not in use. All door openings to public corridors shall be kept closed except for normal ingress and egress.
12. Organizations must book facilities through the Department of Recreation by the Borough staff member and have approval from the department director or appropriate designee. Written approval must be sent to the Department of Recreation.
13. All applications for facility use shall be made on official forms. Forms are provided by the Borough Department of Recreation and completed applications constitute an agreement between the User and the Borough of Tinton Falls. The agreement will include by reference all terms and conditions of the general regulations and all rules and regulations pertaining to use of borough facilities. All applications must be signed by an authorized adult representative of the User organization.
14. The Borough shall not be responsible for any loss or damage which the User suffers from the cancellation of a scheduled event resulting from the Borough’s activities or circumstances or events beyond the control of the Borough, or where User has failed to satisfy all requirements set forth in this policy.
15. The Borough of Tinton Falls, in its sole discretion reserves the right to cancel any event in the best interest of the Borough, or where necessitated by circumstances, or reason beyond the control of the Borough.

I hereby waiver for my group, myself, my child, my heirs all claims for damages which I might have against the Borough of Tinton Falls, the Tinton Falls Recreation Department and Parks Department, the Tinton Falls Board of Education or any other participating agency and their employees for any and all injuries which I might receive during this activity. I further understand that the Borough of Tinton Falls does not carry Medical / Accident Insurance.

Applicant’s Name and Signature: _____ **Date:** _____

BOROUGH OF TINTON FALLS HOLD HARMLESS AGREEMENT

Between the Borough of Tinton Falls

AND

(Organization Name)

(Address Not P.O. Box)

(Telephone Number)

Organization Type (Please Circle One)

Individual

Non-Profit Organization

Profit Making Organization

In consideration for use of municipality owned facilities (Location) _____, on the following dates: _____ for the purpose of _____ the undersigned agrees to indemnify, defend and hold the ***Borough of Tinton Falls*** and its officers, agents, members, servants, employees and assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgments, expenses, costs and attorney's fees arising out of the use of the property referred to above. I understand that this Hold Harmless Agreement also requires that the ***Borough of Tinton Falls*** is indemnified from any and all liability, claims, demands, damages, judgments, expenses and costs of any kind resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

Note that any public location where people are present provides an inherent risk of exposure to COVID-19 and by participating in public gatherings you are acknowledging you are assuming all possible risks associated with your participation. People who show no symptoms can spread COVID-19 if they are infected, any interaction with the general public poses an elevated risk of being exposed to COVID-19, and we cannot guarantee that you will not be exposed during your visit.

Unless raised in writing, the Borough of Tinton Falls, (Organization) _____ agree to furnish a Certificate of Insurance as to workers Compensation coverage (except for an individual) and Certificate of Insurance specifically naming the Borough of Tinton Falls as an additionally insured, providing a general liability, bodily injury and property damage coverage with minimum limits of liability not less than:

\$300,000 for an individual
\$500,000 for non-profit organization
\$1,000,000 for a profit-making organization or corporation

The following information concerning the intended use of the premises is furnished:

- a) Alcoholic beverages (will) / (will not) be served. c) Live entertainment (will / will not) be provided
b) Total number of persons anticipated is _____ d) Other _____

Signed this _____ day of _____, 2020 as the binding act in deed of

(Name of Organization or Party)

(Authorized Signature)