

DENVILLE TOWNSHIP FACILITY REQUEST

1 St. Mary's Place, Denville, NJ 07834

Telephone: 973-625-8300

FACILITY REQUEST FORM –
USE THIS FORM FOR EVENTS EXPECTING GREATER THAN 50 PEOPLE.

SECTION A: APPLICANT INFORMATION

Organization: _____

Contact Person: _____ Phone: _____

Email Address: _____ Cell: _____

SECTION B: FACILITY REQUESTED

(Please check facility requested and areas to be used & return to proper department)

RECREATION:

a) Facilities/Sites: _____

Veterans' Park: _____

Gardner Field: _____

Other: _____

b) Non-field areas to be used:

Picnic pavilion: _____

Refreshment stand: _____

Pavilion lawn area: _____

Meeting Room: _____

Bandstand: _____

Other: _____

c) Athletic sites/fields to be used:

Softball: _____

Soccer: _____

Baseball: _____

Lacrosse: _____

Tennis courts: _____

Other: _____

ADMINISTRATION:

a) Facilities/Sites: _____

Municipal Building: _____

Union Hill School House: _____

Other: _____

b) Area to be used:

Community Room: _____

Conference Room: _____

Other: _____

SECTION C: DESCRIPTION OF EVENT / SIGNATURE

Date requested: _____ Rain Date (if necessary) _____

Start time: _____ End Time: _____

a) Description of attendees:

Group size: minimum _____ maximum _____

b) Description of activity to be conducted: (Please be specific and list the nature of the event (e.g. fundraiser, special event, family or annual picnic) and all events planned (e.g. list all games, music, entertainment and activities). _____

c) Number of Staff / Volunteers: _____

d) Outside Vendors: Yes No

Please obtain permission from each of the listed departments, verifying compliance with permits, regulations, etc. When this form is complete, please return it to the appropriate department for final approval. You will be contacted concerning final approval.

Initial

_____	Mayor: Alcohol permit	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A
_____	Department of Public Works: Requests for dumpsters, barricades, field prep, etc.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A
_____	Police Department: Traffic, parking, safety concerns.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A
_____	Health Department: Food Handling, sanitation	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A
_____	Building Department: Inspections, fireworks requirements, etc.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A
_____	Zoning Department: Sign Permits, etc.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A
_____	Clerk's Office: Solicitor Permit, raffle permits, etc.	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> N/A

SECTION D: BEVERAGES TO BE SERVED

Alcoholic beverages to be served (check one): yes _____ no _____

NOTE: Township Ordinance 133-14.1.b prohibits the consumption of alcoholic beverages in all Township Recreation Facilities without permission. In addition, alcohol consumption is strictly prohibited at Cook's Pond. If you intend to serve alcohol in any other park/facility described above at a fund-raising event, you must apply to the Municipal Clerk for a Special Affairs Permit. In addition, the mayor of the Township of Denville must grant permission to any person or group intending to consume alcohol on any property of the Township of Denville. A copy of this Facility Request Form will be sent to the office of the mayor upon application. If permission is granted by the mayor, you will receive the completed application indicating in section E, b) below that permission to consume alcohol (beer and wine only) is granted and specifying any additional requirements such as insurance requirements or necessary ABC permit requirements. Additional insurance information is also specified in section F below. Please read sections E and F of the Request Form carefully. Recycling is MANDATORY and GLASS IS PROHIBITED.

If alcoholic beverages are to be served, please complete the following information:

Type of alcoholic beverages to be served: _____
Type of container (e.g. cans, kegs, other): _____
There will be a charge to this event assessed
by ticket or otherwise (check one): yes _____ no _____

SECTION E: PERMIT – Events where NO alcohol will be served

Once permission is granted as indicated in Section E, subsection (a) above, the accompanying Hold Harmless Agreement is properly executed, the fee is paid, and all necessary insurance information is received, the appropriate municipal officer shall issue an *Events Permit*.

SECTION F: PERMIT – Events where alcohol will be served

Once permission is granted as indicated in Section E, subsection (b) above, the accompanying Hold Harmless Agreement is properly executed, the fee is paid and copies of all necessary State of New Jersey Division of Alcoholic Beverage Control Special Affairs Permits and insurance information are received by this office, the appropriate municipal officer shall issue an *Events Permit*.

FOR OFFICE USE ONLY

SECTION G: GRANT/DENIAL

a) GRANT/DENIAL OF PERMISSION TO HOLD EVENT AS DESCRIBED (Non-alcohol related events):

PERMISSION TO HOLD NON-ALCOHOL RELATED EVENT (check one):
Granted: _____ Certificate of Insurance Yes No Expires: _____
Denied: _____

b) GRANT/DENIAL OF PERMISSION TO HOLD EVENT AS DESCRIBED AND SERVE ALCOHOL:

PERMISSION TO SERVE ALCOHOL (check one):
Granted: _____
Certificate of Insurance Yes No Expires: _____
Special Affairs Permit Yes No
Denied: _____

SECTION H: FEES/INSURANCE INFORMATION REQUIRED

TOTAL FEE: \$ _____

Payment due by: _____
(Reservation will not be held after this date)

CERTIFICATE OF INSURANCE RECEIVED: yes _____ no _____
(NOTE: *the Township of Denville must receive a **Certificate of Insurance** at least fifteen (15) business days prior to the date of the activit(ies)/event(s) described above evidencing a **\$1,000,000 Liability Insurance Policy** covering all participants and activities described above. A copy of the Declarations page of the polic(ies) naming the Township of Denville and NJ Green Acres for Recreation Facilities as an insured or additional insured must be provided with the Certificate of Insurance and completed Facility Request Form. Upon request, applicant must provide the appropriate Township official with a full copy of the insurance polic(ies).*

VENDOR'S CERTIFICATE OF INSURANCE RECEIVED: yes _____ no _____

ESCROW:

FEE RECEIVED: yes _____ no _____

AMOUNT: \$250 \$500

CHECK NUMBER: _____

DATE RECEIVED: _____

DATE RETURNED: _____

USED TO CLEAN AND / OR MAINTAIN AREAS USED: yes _____ no _____