

**DENVILLE TOWNSHIP FACILITY REQUEST,
ACKNOWLEDGMENT AND HOLD HARMLESS AGREEMENT
1 St. Mary's Place, Denville, NJ 07834
Telephone: 973-625-8300**

**FACILITY REQUEST FORM –
USE THIS FORM FOR EVENTS EXPECTING LESS THAN 50 PEOPLE TO ATTEND**

PLEASE PRINT

Name/Organization		Date
Address		Contact Person
Phone: _____ Cell Work Home		
Date of Event: _____		Email: _____
Times: Start End	Description of Event: _____	
# of Participants: Min. Max.		
Facility Requested: Please check all that apply		
RECREATION		ADMINISTRATION
<input type="checkbox"/> Veterans Field	<input type="checkbox"/> Picnic Pavilion	<input type="checkbox"/> Municipal Building
<input type="checkbox"/> Gardner Field	<input type="checkbox"/> Refreshment Stand	<input type="checkbox"/> Union Hill Schoolhouse
<input type="checkbox"/> Other	<input type="checkbox"/> Pavilion Lawn Area	<input type="checkbox"/> Other
	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Community Room
	<input type="checkbox"/> Other	<input type="checkbox"/> Conference Room
		<input type="checkbox"/> Other
Beverages to be Served:		
<input type="checkbox"/> Check here if applying for beverage permit	Alcoholic Beverages are not permitted at Cook's Pond, the Municipal Building and Union Hill Schoolhouse. If you intend to serve alcohol in any other park/facility, you must apply to the Municipal Clerk for a Special Affairs Permit. The Mayor of Denville must grant permission to any person or group intending to consume alcohol on any property of the Township.	
If yes, type of alcohol:	Type of container (s):	
Will there be a charge assessed for this event: Yes No		
FOR OFFICE USE ONLY		
Permission to hold non-alcohol related event:	Granted Denied	Certificate of Insurance: Received? Yes No Expires:
Permission to hold event with alcohol:	Granted Denied	Certificate of Insurance: Received? Yes No Expires
Total Fee:		Special Affairs Permit Received? Yes No
Special Instructions / Conditions: Liability Insurance MUST name the Township of Denville as an additional insured in the amount of \$1,000,000.00 per occasion. Garbage MUST be bagged and removed from the location. Recycling is mandatory. All facilities MUST be returned to their original condition, this includes the hallways, restrooms and any Township equipment. Smoking is prohibited. Alcohol by permit only (see above)		
I/We _____ agree to the conditions required of the permit holder and agree to indemnify and hold harmless the Township of Denville and assume the risks of all conditions existing in the area covered by this permit, and shall assume liability for loss, damage or injury sustained by any person whatsoever by reason of negligence of the person. We also agree to be responsible for any damage to the building, which is above and beyond normal wear and tear and we agree that the use of said premises identified above shall be used exclusively for the sole purpose stated above.		
Signature:		Date:
Township Official Approval Signature:		Date: _____