

FACILITY USE PERMIT APPLICATION

**BOROUGH OF LITTLE SILVER
480 PROSPECT AVENUE
LITTLE SILVER, NJ 07739**

Facility Requested: _____ Location/Area Fields: _____

Day(s): _____ Date(s): _____ Time(s): * _____

***Time(s) requested should allow for set-up and clean-up**

Name of Applicant/Group: _____

Name of Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone #: _____ Alternate Phone #: _____

e-mail address: _____

Name of Alternate Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone #: _____ Alternate Phone #: _____

e-mail address: _____

Purpose of Event/Activity:

Athletic Event or Type of Sport: _____

Other: _____

of Participants: _____ #of Spectators: _____ Age Range: _____ # of Little Silver Residents: _____

All Applicants Must:

- Submit a fully completed application
- Submit a Certificate of Insurance as proof of general liability insurance with the Borough of Little Silver as the Certificate Holder and additional insured and/or sign an Indemnification and Waiver For-profit groups shall provide proof of general liability and property damage insurance in an amount not less than one million (\$1,000,000.00) dollars
Non-profit organizations and groups shall provide proof of general liability and property damage insurance in an amount not less than five hundred (\$500,000.00) dollars

- Submit a roster listing all participants and their home addresses
Capacity for Women's Club not to exceed 125
- Submit a \$200.00 deposit and agree to reimburse the Borough of Little Silver if damages and/or clean-up costs exceed the amount paid. The Borough reserves the right to bill, sue or take any measures necessary to collect any sums for the additional clean up and/or damages to the property which exceeds the amount paid and/or deposited

On behalf of this group, we understand all procedures associated with this request and accept the legal and financial responsibilities involved in the use of Little Silver Borough facilities.

Signature: Authorized Applicant Representative

Date

Signature: Authorized Applicant Alternative Representative

Date

This request is approved (please note any exceptions or corrections that may have been made). A copy of this approved permit should be kept with you while using the facility and presented to Borough Officials upon request.

AUTHORIZED BY THE BOROUGH OF LITTLE SILVER

Signature and Title of Authorized Borough Representative

Date

Signature: Little Silver Chief of Police

Date

Signature: Recreation Director

Date

BOROUGH OF LITTLE SILVER FACILITY USE PERMIT

Name of Applicant/Group: _____

Facility Requested: _____

This permit is issued to the applicant(s) listed above for the purpose of conducting the specified event at the designated Little Silver Borough facility. In accepting this permit, the applicant(s) (for itself, its members and invitees) accepts and assumes the risk of all conditions existing in the area covered by this permit and approaches thereto and agrees to hold harmless the Borough of Little Silver and its employees and officers from all risks, liability, injury, damage and loss to all person and property arising out of or resulting from any use of or presence within the areas covered by this permit; and also arising out of or resulting from any use of or presence within the areas covered by this permit; and also agrees to waive and relinquish all claims and causes of action of every kind; and agrees to indemnify the Borough of Little Silver for the defense of any such claim or action; whether the liability or loss or damage is caused by or arises out of the negligence of the Borough of Little Silver or any of the agents, employees or otherwise. We further agree to reimburse the Borough of Little Silver for any and all expenses, attorney fees or other incurred in the enforcement of this waiver and indemnification.

I have also read and received a copy of the **Facility Use Procedures and Conditions** and agree to abide by such.

Signature: Authorized Applicant Representative

Date

Signature: Authorized Applicant Alternative Representative

Date

FIELD AND FACILITY USE PROCEDURES AND CONDITIONS

All Borough Fields and Facilities

- No alcohol is allowed in or at any Borough property.
- No cooking is permitted in or at any Borough property.
- Only pre-packaged food and beverages may be sold at any Borough site.
- All trash and recycling must be deposited in appropriate receptacles.
- All personal property must be removed from any Borough facility.
- No loud, offensive or abusive language.
- No loud music.
- No pets.
- No golf.
- No field maintenance or changes will be permitted without permission from the Recreation Director.
- No fireworks or pyrotechnics shall be permitted in or at any Borough facility.
- The use of any indoor or limited use facility shall cease by 12:00 midnight on Friday and Saturday, 10:00 pm on all other nights unless specifically permitted by the Borough.
- The use of any outdoor public facility shall cease by sunset.

In addition, the following procedures must be adhered to when utilizing the Woman's Club.

Woman's Club

- Tablecloths **must** be put on all tables and supplied by the applicant/group.
- Pick up the key to the building at the Police Department. The key must be returned to the Police Department daily, even if you are using the building for multiple days.
- The rooms must be returned to the same set up format and condition as when you entered the building, including the arrangement of tables and chairs.
- The building capacity shall not exceed 125 people.
- No smoking is permitted in or at any indoor public facility or limited use facility.

KEEP THESE PROCEDURES AND CONDITIONS FOR YOUR RECORDS