



Eastampton Township Recreation Building Use Application

7 Knightsbridge Road, Eastampton, New Jersey 08060

Application Date: _____

Applicant: *Please attach a copy of Photo ID.*

Name: _____

Address: _____

Phone Number: _____

Email: _____

Event Description:

Building Use Request Date: _____

Time Period Requested: _____

Number of guests attending: _____ (*Maximum occupancy is 30 guests*)

Fee Schedule:

\$25.00 per hour for Residents.

\$50.00 per hour for Non-Residents.

\$250.00 Security Deposit is required.

Fee is waived for 501 (c) 3 organizations.

- The applicant/responsible party will be required to sign out and return the key for the building when the event has ended. Failure to comply may result in the revocation of Security Deposit.
- Attach Certificate of Insurance naming Eastampton Township as additional insured, absolving Eastampton Township, its employees and representatives of all liabilities relative to the use of the Recreation Building, or Declaration Page of current Homeowner’s Insurance Policy if applicant is applying on his/her own behalf.
- Certificate of liability insurance must be received **no later than five business days prior** to the event.
- Applicant agrees to rent the Recreation Building specified on the date and time period chosen.
- An inspection will be performed by a staff member from the Public Works Department.
- If the premises are undamaged and returned in a clean and orderly state the Security Deposit of \$250.00 will be shredded.
- Adhere to Township noise ordinances, as Buttonwood Park is in a residential neighborhood.
- All activities must terminate by **10:00pm.**

The applicant may use the subject premises for the limited time set forth above. All uses of the property must be lawful and in compliance with all applicable rules, regulations and ordinances of the Township of Eastampton, County of Burlington, State of New Jersey.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, applicant agrees to defend, pay on behalf of, indemnify and hold harmless the Township of Eastampton, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Township of Eastampton against any and all claims, demands, suits, or loss including all costs connected therewith and for any damages which may be asserted, claimed or recovered against or from the Township of Eastampton, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Township of Eastampton, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract, including allegations of fault or negligence on behalf of the Township. Applicant shall assume all liability for losses, expenses, damages, demands or claims in connection with or arising out of an injury or damage sustained or alleged to have been sustained by any person, corporation, firm or company, or any damage or alleged damage to property in connection with the occupancy, maintenance or use of all or any part of said premises by the responsible party and all users while using any Township property.

Signature of applicant

Date

CARE OF THE PROPERTY (Applicant acknowledgment-initials required on each line)

- The applicant agrees to maintain the building and property in as good condition as it is at the start of the rental period. The applicant must pay for all repairs, replacements and damages caused by the act or negligence of the applicant or applicant's guests and invitees. _____
- All trash, recycling and event debris will be removed from the building and taken by the applicant for proper disposal. Failure to comply may result in the revocation of Security Deposit. _____
- Applicant shall be responsible for the behavior of all persons participating in and/or attending the event(s) for which this agreement is made, and is responsible for informing the attendees of all rules and regulations. _____
- If your event requires police intervention the Security Deposit will be withheld. _____
- Minors (people under the age of 18) must be adequately chaperoned. There must be one (1) adult per every ten (10) children. _____
- Eastampton Township is not responsible for lost, damaged or stolen personal items during your rental period. The Township is not responsible for any item(s) left after an event. _____
- NO alcoholic beverages are allowed on Township property, and there is no smoking permitted on Township grounds. _____
- Equipment brought onsite, which is not specifically approved in writing by the Township, is prohibited (Ex: hot plates) and will result in forfeiture of Security Deposit. _____
- Eastampton Township reserves the right to cancel this permit for any date needed for a Township event. _____
- Any applicant violating the rules and regulations could cause permit to be re-evaluated or revoked and/or Security Deposit to be withheld. _____

I have read and understand the policy and procedures for the Recreation Building Use Permit, and will abide by them. _____

Signature of applicant: _____ Date: _____

Fee: _____ Security Deposit: _____ Date Paid: _____ Payment Type: _____

Please remit 2 separate checks for the fee and Security Deposit, both made payable to Eastampton Township.

Certificate of Insurance received by: _____ Date: _____

Approved by: _____ Date: _____

Security Deposit Return received by: _____ Date: _____

Please return to the Municipal Clerk's Office located at:
12 Manor House Court
Eastampton, New Jersey 08060
609-267-5723 ext. 200