

**TOWNSHIP OF HOWELL
ECHO LAKE PAVILLION USE AND RENTAL APPLICATION**

Please complete this application in ink. Please print legibly or type. Only fully completed applications will be considered.

Send completed application to: Township of Howell 4567 Route 9 North P.O. Box 580 Howell, NJ 07731 **OR** dpwoffice@twp.howell.nj.us

Approved _____ Not Approved _____ Date of Application _____

* **Deposit will be refunded 60 days after event (no exceptions) provided the facility is left in proper condition**

SECTION 1: RENTER INFORMATION

Please indicate what type of renter you are:

_____ Non-Profit Community Organization- Please attach proof of 501(c)(3) or nonprofit status and Insurance (see below.)

_____ Non-Profit Organization- Please attach proof of 501(c)(3) or nonprofit status and Insurance (see below.)

_____ Business-Please provide Tax ID and Insurance (\$1,000,000.00 liability and Township of Howell as an additional insured.)

_____ Individual Resident-Please attach proof of residency such as current tax or utility bill and Insurance (see below.)

_____ Individual Non-Resident Insurance (see below.)

SECTION 2: PRIMARY CONTACT

LAST NAME	FIRST NAME	MIDDLE	TITLE
HOME ADDRESS			
CITY	STATE	ZIP CODE	
HOME NUMBER	CELL PHONE	OTHER #/OR FAX #	
E-MAIL ADDRESS			

SECTION 3: ORGANIZATION/BUSINESS INFORMATION

ORGANIZATION/BUSINESS NAME		
ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	ALTERNATE NUMBER	FAX #

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SECTION 4: EVENT DETAILS

Please indicate the Date of the Event:

Date:

Start Time:

End Time:

Please indicate what type of use you are proposing:

Organized Sports

Meeting

Social: Daytime or Evening

Private Party

Please describe your event in detail:

Note: If your event will have any kind of GAME OF CHANCE, a gaming license must be obtained.

No alcohol is permitted on site. Maximum Capacity is 14 0 people

Note: Evening events must end by 1 1:00 PM sharp. A minimal clean -up crew (five persons or less) may remain on site until 1 2:00 AM. Please be considerate of our neighbors. No loitering in the parking lot.

**FAILURE TO COMPLY WITH THE RULES AND REGULATIONS ATTACHED
WILL RESULT IN THE LOSS OF PRIVILEGES TO USE THE FACILITY**

- The submission of this application does not guarantee use of the facility. All applications are reviewed on an individual basis. You will be contacted within fifteen (15) business days from the submission date of the application.
- If you have not heard from the Township within 15 business days, contact Township Hall at (732) 938-4500 Ext 2451
- Upon approval of application, payment must be paid in full within two weeks.
- If the event is canceled thirty (30) days or more prior to the scheduled date, payment will be refunded in full. If the event is canceled less than thirty (30) days prior to the scheduled date, the applicant will forfeit the submitted fee.

Insurance:

Individual renters must include proof of homeowners insurance.

Organizations/Business must attach a certificate of insurance naming the Township as an additional insured with the following specifications:

A true copy of the Certificate of Insurance must be attached and indicate the municipality and applicable associations, recreations, or committees formed by the municipality to organize the “event” must be named as additional insured on all liability policies.

Proof of Residency

* Individual renters must provide proof of residency, For example: driver’s license, voter registration, current tax or utility bill in their name.

Proof of Non-Profit

* Organizations must provide proof of their not for profit or 501(c)(3) status.

Organizations/Business for Profit

* Organizations/Business must provide proof of their Business Registration Certificate.

By signing below, I agree to obey all rules, regulations and ordinances and to be responsible for the condition and maintenance of facility and proper behavior of guests. I will be totally and solely responsible for any damages done to the facility. I will be in attendance at the event for the duration of the event. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify, and hold harmless the Township of Howell, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Township of Howell and against any and all claims, demands, suits, or loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from the Township of Howell, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Township of Howell, 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.

Applicant’s Name

Applicant’s Signature

Date

EVENT RENTAL COST

Deposit	\$500 per event
Key Deposit	\$100.00
Individual Resident Base Price for Use -	\$200.00 for first 4 hours- Each Additional Hour -\$50.00 per hour
Individual Non-Resident Base Price for Use -	\$400.00 for first 4 hours -Each Additional Hour - \$50.00 per hour
Local/Community Business	\$300.00 for first 4 hours- Each Additional Hour -\$50.00 per hour
Business	\$600.00 for first 4 hours- Each Additional hour- \$50.00 per hour
Non-Profit Local Community Organization	\$200.00 per usage – for a max of 4 hours Each additional hour -\$50.00 per hour
Non-Profit Organization	\$400.00 per usage for 4 hours- Each additional hour - \$50.00 per hour
Table & Chairs Rental	\$300 flat fee for use of 108 folding chairs And 15 - 6ft rectangular tables

MEETING RENTAL COST (NON-EVENT)

Deposit	\$250 per meeting
Key Deposit	\$100.00
Local/Community Business	\$100.00 for first 2 hours- Each Additional Hour -\$50.00 per hour
Business	\$200.00 for first 2 hours- Each Additional hour- \$50.00 per hour
Non-Profit Local Community Organization	\$100.00 per usage – for a max of 2 hours Each additional hour -\$50.00 per hour
Non-Profit Organization	\$200.00 per usage for 2 hours- Each additional hour - \$50.00 per hour

Applicant's Name
Date

Applicant's Signature

ECHO LAKE RENTAL FACILITY RULES AND REGULATIONS

- * Renters are responsible for the conduct and safety of their guests. Inappropriate behavior will not be tolerated.
- * All trash must be removed from the facility.
- * All renters must remove their equipment at the conclusion of their rental period
- * All tables, countertops and other surfaces must be cleaned at the conclusion of your event; please leave the rooms as you found them; set-up and breakdown is the responsibility of the renter.
- * Decorations are permitted but no tacks/staples/nails are permitted.
- * All tape used on the walls must be removed and nothing is to be hung from ceilings. Decorations are limited to the inside of the building. You are responsible for the removal of any decorations.
- * The Township is not responsible for loss/theft of personal items from the building or vehicles; please ensure your guests safeguard their items.
- * If refreshments are being served spills are to be cleaned up immediately. No food is to be left behind.
- * You must supply your own cooking utensils, trash bags and tablecloths.
- * Smoking is not permitted within the building; smoking outside is limited to at least 20' away from all entrances. Please advise your smokers to be considerate of our neighbors. No loud talking or inconsiderate behavior while outside.
- * The Township or its designated personnel has the right to deny or revoke the use of the facilities or any permit upon finding a violation of any rule or ordinance, for good cause or if it is not in the best interest of the public.
- * Approved permit must be produced and exhibited upon request of any authorized person.
- * No narcotics, illegal or controlled substances, nor persons under the influence of same, are permitted on the premises.
- * Possessing, setting off or causing to explode any fireworks, explosives or weapons as prohibited by any laws of the State of New Jersey.
- * Distribution of pamphlets or demonstrations or sale of any article for private financial/pecuniary gain by an individual or organization using the facility, unless specifically approved.
- * Renters are prohibited from bringing any domestic animal inside the facility