



TOWNSHIP OF HOWELL PARK USAGE APPLICATION

Please print legibly or type. Only fully completed applications will be considered.

Approved _____ Not Approved _____ Date of Application _____

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

SECTION 1: APPLICANT INFORMATION

Please indicate what type of applicant you are:

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

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

_____ 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.

_____ Individual – Non-Resident.

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 #

TOWNSHIP OF HOWELL PARK USAGE APPLICATION

Date:

Location:

Start Time:

End Time:

Please indicate what type of use you are proposing:

- Organized Sports
- Meeting
- Social
- Party

Please describe your event in detail

As per Ordinance 192-8 littering is prohibited and violators will be issued summonses.

In the event that the Township is required to clean or repair the site after usage, further use will be prohibited.

As per Fire Code N.J.A.C. 5:70-2.7(a)3v, the use of any flame or flame producing devise, in connection with any public gathering, for the purpose of entertainment, amusement and or recreation shall require a permit obtained from the Howell Township Fire Bureau.

Note: If your event will have any kind of GAME OF CHANCE, a gaming license must be obtained. (ord. 139-66-68)

No alcohol is permitted on site. (ord. 220-1)

No loitering in the parking lot. (ord. 195-2)

ALL OTHER TOWNSHIP ORDINANCES MUST BE FOLLOWED.

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

The submission of this application does not guarantee use of the Township parks and facilities. 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, please contact the Department of Public Works at (732) 938-4500 Ext 2451.

Insurance:

Individual applicants must include proof of homeowners insurance.

Organizations/Businesses 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.

By signing below, I agree to obey all rules, regulations and ordinances and to be responsible for the condition and maintenance of Township parks and facilities and proper behavior of guests. I will be totally and solely responsible for any damages done to the parks and or 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

TOWNSHIP OF HOWELL PARK USAGE RULES AND REGULATIONS

- Applicants are responsible for the conduct and safety of their guests. Inappropriate behavior will not be tolerated.
- All applicants must remove their equipment at the conclusion of their permitted period.
- You shall be responsible for the removal of any decorations.
- Applicants are responsible for the removal of any and all trash from Township parks/facilities at the conclusion of their permitted period.
- The Township is not responsible for loss/theft of personal items from 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.
- The Township or its designated personnel has the right to deny or revoke the use of the park/facility 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 the State of New Jersey law.
- Distribution of pamphlets or demonstrations or sale of any article for private financial/pecuniary gain by an individual or organization using the park/facility is strictly prohibited unless specifically approved.



Township of Howell

P.O. Box 580 • Howell • NJ • 07731

Office: 732-938-4500 ext. 2451 • Fax: 732-414-3227 • www.twp.howell.nj.us



HOLD HARMLESS AGREEMENT

(Please type or print)

BETWEEN THE TOWNSHIP OF HOWELL, MONMOUTH COUNTY, NEW JERSEY AND

(Applicant) _____

WITNESSETH:

- In consideration of permission to use the public facility described below on the _____ day of, _____ 2011, the applicant does hereby covenant and agree to save and hold the Township of Howell, its agents, servants and employees harmless from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees or other persons.
- The facilities will be used for the following purpose and no other _____.
Number of persons expected to attend _____.
- The applicant is: (check one) An Individual Non-Profit Corporation A profit making organization

If application is an association or corporation, the undersigned certifies that the execution of the HOLD HARMLESS AGREEMENT has been duly authorized.

- The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described (if applicable) and the permission to use the facility is valid only for the activity herein described. Notwithstanding the foregoing, however, this HOLD HARMLESS AGREEMENT shall be applicable to any claim asserted against the Township of Howell or any loss incurred arising out of the applicant's activity whether or not the same extends beyond the permitted type or locale of activity or occurs on a different date than specified. The applicant further HOLDS HARMLESS, the Township of Howell and its agents, from all liability or costs arising from any interaction or contact between the applicant and other applicants/activities taking place on municipal property, or arising from adjoining private property.

5. The applicant specifically agrees that this Indemnification and Hold Harmless Agreement shall include the responsibility to provide legal defense for the Township of Howell for any suit arising out of the applicant's use of the premises, and that should the applicant or the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Township of Howell for any costs incurred by it for any person or organization acting on its behalf.

- The undersigned is authorized to execute this HOLD HARMLESS AGREEMENT as the binding act of the applicant.

X _____ X _____
 Signature of Applicant Date Signature of Witness

Date

If you (the applicant) are a corporation, association or company carrying insurance, please complete the information below. The applicant has furnished the certificate of Insurance described below as an additional inducement for the permission to use of the premises.

NAME OF INSURANCE CARRIER: _____
 CERTIFICATE NUMBER: _____
 LIMITS OF LIABILITY: Property Damage _____
 Public Liability _____

NOTE: Require \$1,000,000 per loss liability insurance for Special Events, subject to review and approval by the Township Manager. A true copy of the Certificate of Insurance is attached hereto: _____. The following additional documents form a part of the Agreement.

FACILITY USE APPLICATION _____ LETTER DATED _____
 FACILITY OR FIELD DIAGRAM _____ RESOLUTION DATED _____
 OTHER _____