

**BOROUGH OF HARVEY CEDARS
PO BOX 3185
HARVEY CEDARS, NJ 08008**

**609.361.6000
fax 609.494.2335
clerk@harveycedars.org**

HARVEY CEDARS RECREATIONAL FACILITIES REQUEST FORM

Date of application: _____

Applicant name (group or individual): _____

Address: _____

Name of responsible person: _____

Phone number(s) of responsible person: _____

Please check type of use: Non-profit group _____ Individual _____ Commercial _____

Approved other (describe): _____

Facility/Area requested: (i.e. pavilion, ballfield, park, bayfront, beach, street, etc.)

Type of use: _____

Date(s) requested: _____

Time(s): _____

Number of people expected: _____

Describe any additional requirements/information: _____

LIABILITY POLICY:

Neither the Borough of Harvey Cedars nor the Board of Commissioners and/or its employees or agents assume any responsibility for theft, damage, or injury to participants or their belongings. Notwithstanding any other agreements, the applicant agrees to defend, hold harmless, and indemnify the Borough of Harvey Cedars against any legal liability, including reasonable attorney's fees, in respect to bodily injury, death, and/or property damage, arising from the acts or omissions of the applicant, his guests, or employees on the dates of use listed above. The undersigned agrees to this liability policy and agrees to clean up the area of use appropriately and take care of the facilities used.

Applicant's Signature

Date

Insurance certificate required: Yes ___ No ___ (Please see instructions)

Background checks required: Yes ___ No ___

Fee \$ _____ Deposit: \$ _____

Date approved / denied: _____ By: _____

Commissioner's Signature

Special requirements

USE OF PARK AND BEACH INSTRUCTIONS

WELCOME TO HARVEY CEDARS

PLEASE FOLLOW THE FOLLOWING RULES WHILE USING OUR FACILITIES

- If your event/group generates a large amount of trash, please take your trash with you when leaving
- Please inquire if beach badges are necessary for your requested event
- Decorations are permitted without the use of staples
- Absolutely no balloons
- Please clean up after your event
- No alcoholic beverages allowed

PUBLIC PROPERTY USAGE FEES

Private Events \$25 - \$500

Commercial Events \$500

Instructional Vendors/Camps/Programs \$25 - \$250/week – based on participants

In addition to any fee, a refundable deposit may be required

LIABILITY

If your event requires an insurance certificate (indicated on the approved request form), the Borough of Harvey Cedars must be listed as an additional insured.

BACKGROUND CHECKS

Any youth programs requesting to use municipal facilities, shall submit background checks as per Ordinance #2-14. Forms for background checks are available from the Police Department or Borough Clerk.

Facility request forms shall only be considered with qualified background checks.

YOUR COOPERATION WILL ENABLE US TO CONTINUE TO OFFER THE USE OF THIS BEAUTIFUL AREA TO RESPONSIBLE GROUPS.

THANK YOU.