

**HARVEY CEDARS PUBLIC FACILITIES REQUEST FORM**

Date of application: \_\_\_\_\_

Applicant name (group or individual): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

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/Address 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 \_\_\_ Facility Agreement required: Yes \_\_\_ No \_\_\_

Fee \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

Board Date approved / denied: \_\_\_\_\_ By: \_\_\_\_\_  
Borough Official's Signature/Title

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**

Sport Camps in Park \$500 per week  
Other Programs \$25-\$100 per week  
Wedding Receptions/Large Private Events in Park \$15,000  
Small Private Events \$25-\$500  
Commercial Events \$500 per day (or more dependent on use)

In addition to any fee, a refundable deposit and Facility Agreement 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.