

**BERNARDS TOWNSHIP PARKS & RECREATION
GENERAL RESERVATION POLICIES & PROCEDURES**

AVAILABILITY	<ul style="list-style-type: none"> You may call 908-204-3003 to check facility availability. Dates are not held over the phone. Field reservations can be made after April 1st. (see “Field Reservation Policies & Procedures”)
HOW TO RESERVE A FACILITY, FIELD OR EQUIPMENT	<ul style="list-style-type: none"> All reservations must be made in person at the Parks & Recreation Department during office hours (Monday-Friday, 8:30 AM—4:30 PM). The person whose name will appear on the permit must be the one to make the reservation, provide insurance verification and be present at the event. Rental fees and time restrictions vary. Payment is required when booking a reservation and can be made by <u>check or cash only</u>. Checks are payable to “Bernards Township”. All payments must be either the renter’s personal check or from the organization they are representing.
ALCOHOL PERMITS	<ul style="list-style-type: none"> Consumption of alcoholic beverages on park grounds is prohibited except by paid permit. Only Township residents may obtain an alcohol permit. (see “insurance requirements”)
INSURANCE REQUIREMENTS	<ul style="list-style-type: none"> Proof of insurance is <u>required at the time of booking</u>: <u>Insurance Requirements</u> Private reservations with or without alcohol – All reservations made for a “Private” function require proof of homeowner’s or renter’s insurance with a minimum of \$300,000 in liability coverage. Private functions are for personal use, and not sponsored for the benefit of an organization, club, business, governmental unit, non-profit or for-profit entity. Only Township residents may obtain an alcohol permit. Corporate/Group reservations – All reservations made for a corporation, group, club, business, governmental unit, non-profit or for-profit entity require proof of insurance with a minimum of \$1 million in liability coverage. “Bernards Township” is to be named additional insured for the event. The Facility Name and Date of the reservation is to be clearly stated on the certificate and should match the Permit. Corporate/Group reservations with alcohol – All reservations made for a corporation, group, club, business, governmental unit, non-profit or for-profit entity require proof of insurance with a minimum of \$3 million in liability coverage. “Bernards Township” is to be named additional insured for the event. The Facility Name and Date of the reservation is to be clearly stated on the certificate and should match the Permit. The description shall also read “Alcoholic beverages will be served”. <i>i.e. Bernards Township is named as additional insured for a picnic at Pleasant Valley Park, July 15, 2011, Alcoholic beverages will be served.</i>
SECURITY DEPOSIT & DAMAGE	<ul style="list-style-type: none"> A \$400 security deposit check is required for all facility reservations and is due on the date specified on the issued permit. Security deposits must be either the renter’s personal check or from the organization they are representing. The applicant will be responsible for any property damage which occurs at the Township facilities in conjunction with the rental. This includes any damage incurred by any individuals or companies working for the applicant, i.e. caterers, entertainers, etc. In the event of property damage the deposit check forfeited and cashed, and you will be billed for any additional costs of the damage not covered by the security deposit.
FACILITY KEYS	<ul style="list-style-type: none"> Keys will be given to the renter when the deposit check is dropped off. All keys to facilities must be returned by NOON the next working day following the rental. Late return of keys will be charged a fee of \$25 per day. Keys lost/not returned after 5 business days will have the \$400 deposit check forfeited and cashed.
CANCELLATIONS & FACILITY CLOSINGS	<ul style="list-style-type: none"> Shelter, Room and Equipment cancellations, date/time changes will only be accepted with notification of at least one month prior to the event (date will be indicated on your permit). A cancellation, date or time change is subject to a \$10 processing charge <u>per date</u>. There is a limit of <u>one date/time change per permit</u>. Fees are non-refundable with less than one month’s notification, and the applicant is responsible to pay in full for any fees agreed upon on the permit. The Township reserves the right to close a facility at anytime if the area is affected by the weather and deemed to be unsafe or unusable. Field rentals are non-refundable once paid. Refunds or transfers will not be issued due to bad weather even if the fields are deemed unplayable and closed by the Township.
ONGOING RESERVATIONS	<ul style="list-style-type: none"> Ongoing facility rentals may have dates held in advance (at the P&R Department’s discretion), but arrange a payment plan (i.e. quarterly). The individual or group will be responsible to pay for any time held.

All reservations are subject to follow the Revised General Ordinances of the Township of Bernards regarding Municipal Parks & Open Space.

HOLD HARMLESS AGREEMENT FOR ALL RESERVATIONS

Renter agrees to Hold-Harmless and indemnify the Township of Bernards from claims, suits, or other actions arising from, caused by or which are the alleged result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the premises listed in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held on the specified permit date(s).

Renter agrees that if there is any consumption of alcoholic beverages that: (1) Renter is solely responsible for the dispensing & consuming of alcohol, including the prudent & responsible dispensing & consuming of alcohol by all persons present; (2) Renter acknowledges that Bernards Township has no authority, control, or participation in the dispensation or consuming of alcohol &

Renter will take no step(s), actions(s), or measure(s) to convey the idea that Bernards Township in any way has promoted, assisted, or participated in the dispensing and consuming of alcoholic beverages; (3) Renter will not allow persons under the age of 21 to dispense or consume alcohol and; (4) Renter will comply with all municipal Ordinances relating to the consumption of alcoholic beverages, including but not limited to obtaining any necessary permits.

FACILITY PERMIT USE RESTRICTIONS

- All motorized vehicles, including mopeds, are restricted to roadways and parking lots. Vehicles are not permitted on bike/walking paths, grass areas, or picnic shelter areas.
- Hitting of golf balls is prohibited.
- Tossing of eggs is prohibited.
- Mechanical rides are prohibited.
- Amusement use vehicles and/or party type buses are prohibited (i.e. "Fun Bus").
- Inflatable amusements are prohibited except by special event application approved by resolution of the Township Committee.
- Horses, camels, elephants or any other circus animals are prohibited.
- Farm Animals are prohibited except by special event application approved by resolution of the Township Committee.
- Bonfires are prohibited.
- The use of Tennis Courts, Basketball Courts and the Roller Rink for other than their names purpose is prohibited.

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PARK RENTAL HOURS

Facility	Hours Available
Athletic Courts (except paddle tennis courts), Athletic Fields (without lights), the Gazebo, Shelters, Roller Rink and Amphitheater	Sunrise – Sunset, Daily <i>Per Ordinance #2032</i>
Pleasant Valley Park Paddle Tennis Courts	Sunrise – 11:00 PM Daily <i>Per Ordinance #2032</i>
Mountain Park Lighted Athletic Fields	Sundays – Sunset until 9:00 PM Saturdays – Sunset until 10:00 PM Monday – Thursday (<i>when school is in session</i>) – Sunset until 9:00 PM Monday – Thursday (<i>when school is not in session</i>) – Sunset until 10:00 PM <i>Per Ordinance #2032</i>
Pleasant Valley Park Warming Hut, Dunham Park Indoor Pavilion & Community Center Rooms	8:00 AM – 10:00 PM, Daily