

BERNARDS TOWNSHIP PARKS & RECREATION GENERAL RESERVATION POLICIES & PROCEDURES

HOW TO CHECK AVAILABILITY	<ul style="list-style-type: none"> You may call 908-204-3003 or visit our online registration site check facility availability. Visit www.bernards.org and click on "Parks & Rec Online". Dates are not held over the phone or on the web. For field reservations refer to our "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. Residency is based on the representative renting the facility, not the business address. Facility reservation alcohol permits are to be used for private functions, not special events open to the public or for the sale of alcohol. Alcohol is permitted only at the Pleasant Valley Park, Dunham Park and Southard Park picnic shelters, the Pleasant Valley Park Warming Hut and the Dunham Park Indoor Pavilion.
INSURANCE REQUIREMENTS	<ul style="list-style-type: none"> Private Reservations, Without Alcohol: Proof of insurance is required at the time of booking. All reservations made for a "Private" function require proof of applicant's homeowner's or renter's insurance, with a minimum of \$300,000 in General 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. Private Reservations, With Alcohol (Residents Only): For an individual or individuals holding a function not sponsored for the benefit of an organization: Evidence of insurance with a minimum of \$1,000,000 in General Liability Coverage. Organizations, Corporations or Other Entities, Without Alcohol: For a function sponsored for the benefit of an organization: Evidence of insurance with a minimum of \$1,000,000 in General Liability Coverage. Organizations, Corporations or Other Entities, With Alcohol (Resident Renter Only): For a function sponsored for the benefit of an organization: <ul style="list-style-type: none"> a) A Certificate of Insurance naming Bernards Township as the added insured with a minimum amount of \$3,000,000 Liquor Liability each occurrence if applicant is in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages; or b) A Certificate of Insurance naming Bernards Township as the added insured with a minimum amount of \$3,000,000 Host Liquor Liability each occurrence if liquor will be present and applicant is not in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.
SECURITY DEPOSIT & DAMAGE	<ul style="list-style-type: none"> A \$400 security deposit check is required for all room and shelter 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. The Township reserves the right to inspect your event and request to see your facility use permit. <ul style="list-style-type: none"> If you are found to be serving/consuming alcohol without a liquor permit, you will be asked to cease immediately and will forfeit your security deposit. If the headcount of your event is found to be beyond what was indicated on your permit, you will be asked to end your event immediately and will forfeit your 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 are to be returned by NOON the first business day following the rental. Renter will be charged a fee of <u>\$25 per day</u>, if keys are not returned by the second business day following the rental. Renter will be charged a fee of \$100 per key if keys are reported lost. The lost key fee is non-refundable once paid. The \$400 security deposit will be forfeited if keys are not returned after 5 business days.
CANCELLATIONS & FACILITY CLOSINGS	<ul style="list-style-type: none"> Shelter or room 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 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. Processing Fees: \$10 for reservations \$300 or less, \$20 for reservations \$301 - \$700, \$30 for reservations \$701+ 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. An alternate date or refund will be offered. Field rentals are non-refundable once paid. Transfers will be issued only if the fields are deemed unplayable and closed by the Township. Rescheduled date to occur within the same calendar year.

ONGOING RESERVATIONS	<ul style="list-style-type: none"> Ongoing facility rentals may have dates held in advance (at the P&R Department's discretion) and arrange for a payment plan (i.e. quarterly). The individual or group will be responsible to pay for any time held.
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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), action(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—REFER TO ORDINANCE #2328 FOR COMPLETE LISTING

- Food Trucks are not permitted.
- No alcohol on municipal property without a permit.
- 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. Water balloons are prohibited.
- No activities which include the use of constantly running water or large amounts of water – i.e. sprinklers, inflatable pools, water slides.
- Amusement rides, both mechanical and inflatable, are prohibited.
- Petting Zoos, farm animals, horses, camels, elephants or any other circus animals are prohibited.
- Bonfires, fire pits and any use of open flame is prohibited except for the use of park provided grills.
- The use of Tennis Courts, Basketball Courts and the Roller Rink for other than their names purpose is prohibited.
- Only solid waste generated by use of the park facilities may be placed in the park refuse containers.
- No discharge of firearms or explosive except as authorized by resolution of the Twp Committee for purpose of wildlife management.
- No shooting of bow and arrows or the setting of animal traps except as authorized by resolution of the Twp Committee for purpose of wildlife management.
- No repair, cleaning or polishing of motor vehicles.
- No flying/launching of unmanned aircraft, including model or remote control airplanes, helicopters, recreational drones or rockets.
- No unauthorized solicitation.

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

PARK RENTAL HOURS

Facility	Hours Available
Athletic Courts (except paddle tennis courts), Athletic Fields (without lights), the Gazebo, Shelters, Roller Rink	Sunrise – Sunset, Daily <i>Per Ordinance #2328</i>
Pleasant Valley Park Paddle Tennis Courts & Designated Ice Skating Areas	Sunrise – 11:00 PM, Daily <i>Per Ordinance #2328</i>
Mountain Park Lighted Athletic Fields	Sunrise - 10:00 PM, Daily <i>Per Ordinance #2328</i>
Pleasant Valley Park Warming Hut, Dunham Park Indoor Pavilion & Community Center Rooms	7:00 AM – 10:00 PM, Daily

COMMERCIAL USE

“Commercial Use” is defined as an activity not sponsored by the Township in which either a fee is charged and/or a business or service is offered to the participants. A certificate of insurance will be required, from the renter, in the amount of \$1 million naming Bernards Township as an Additional Insured. Activity may require review and approval by the Township Committee. Premium fees will apply. Call 908-204-3003 for more information.