

LUMBERTON TOWNSHIP
PO BOX 1860
LUMBERTON, NEW JERSEY 08048

FEE SCHEDULE FOR VILLAGE GREEN FACILITIES

GENERAL USE FEES PER DAY

<u>Day requested</u> _____				
<u>Number of People Attending</u>			<u>General Use Fee</u>	
0	to	50	\$50.00 @ day	_____
51	to	100	100.00 @ day	_____
101	to	200	150.00 @ day	_____
200	and	Over	200.00 @ day	_____
			Total	\$ _____

SANITARY FACILITIES BUILDING - General Use Fee per day of \$50.00 + _____

Fee (s) Calculation

Number of People Attending Fee (General Use Fee) x day _____ = \$ _____

Sanitary Building Fee (if applicable) x day _____

Total _____

BUILDING/KEY DEPOSITS – SEPARATE CHECK NEEDED

SANITARY FACILITIES BUILDING - Building Deposit \$ 25.00
(Refunded after inspection and key returned)

Total deposit _____

PERMIT FEES – FIRE BUREAU (If applicable)

Tents \$75.00 for every 3 tents (i.e. tents 1-3 = \$75; tents 4-6 = \$150; tents 7-9 = \$225)

Grills \$75.00 _____

Parade/Public Assembly Permit, if over five hundred (500) people \$50.00 _____

Total _____

Key Deposit: _____ Application No. _____ Certificate of Insurance Received: _____

Fee: _____ Sanitary Facilities: _____

APPROVED: _____

Application No.: _____
Date Paid: _____

Fee: _____

Certificate of Insurance Received on: _____
Hold Harmless Agreement Received on: _____

**APPLICATION FOR USE OF THE VILLAGE GREEN PARK
LUMBERTON TOWNSHIP**

NOTE: APPLICATION MUST BE COMPLETED IN DUPLICATE AND SUBMITTED TO THE TOWNSHIP CLERK AT LEAST (30) DAYS PRIOR TO THE SCHEDULED DATE OF THE EVENT. CHECK TO COVER ALL FEES AND CERTIFICATE OF INSURANCE MUST ACCOMPANY APPLICATION.

1. NAME OF APPLICANT _____
ADDRESS OF APPLICANT _____
PHONE NUMBER _____ EMAIL ADDRESS _____
2. NAME OF SPONSOR OF ACTIVITY _____
ADDRESS OF SPONSOR OF ACTIVITY _____
3. DATE OF EVENT _____
4. HOURS OF EVENT _____
5. PARK OR PORTION THEROF TO BE USED _____
6. TYPE OF EVENT _____
7. NUMBER OF PERSONS ATTENDING _____
8. ANIMALS (TYPE AND NUMBER) _____
9. FACILITIES REQUESTED _____
10. PARKING REQUIREMENTS _____
11. SPECIAL EQUIPMENT TO BE USED _____
12. SIGNS TO BE USED AND POSTED _____
13. WILL ALCOHOLIC BEVERAGES BE SOLD OR CONSUMED? Yes _____ No _____
14. WILL TENT-LIKE STRUCTURES BE UTILIZED? Yes _____ No _____
15. WILL OPEN BBQ GRILLS (other than grills on grounds) BE UTILIZED? Yes _____ No _____

If you answered yes to either question #14 or #15, please refer to the instructions on Page 2 of this application and are hereby notified that you must contact the Fire Bureau.

If the event has more than five hundred (500) persons attending, you must obtain a Parade and Public Assembly Permit from the Municipal Clerk's Office.

Cc: Chief of Police _____ (date)
Fire Official _____ (date)

Permits shall be required and obtained from the Local Enforcing Agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. *Permits shall at all times be kept in the premises* designated therein and shall at all times be subject to inspection by the Fire Official.

TENT-LIKE STRUCTURES

Type 1 permit:

“Tents and temporary tensioned membrane structures without appurtenances, such as platforms and special electrical equipment, which exceed 900 square feet or 30 feet in any dimension (excluding canopies), whether single or made up of multiple smaller units when used for purposes which would constitute a life hazard use if found in a building require a permit.”

Please complete the attached *LUMBERTON TOWNSHIP FIRE PREVENTION BUREAU APPLICATION FOR PERMIT* if you will be utilizing a tent-like structure. Please be advised that the Fire Official is part-time and applications for fire permits must be made at least one month in advance of your event. Failure to do so may result in cancellation of your function.

Attaching the permit to this application is done as a convenience for you. If you have any additional questions regarding the completion of the permit, you must contact the Fire Official at 267-3217. The permit fee for a tent-like structure, as stated on the last page of this application, **is seventy-five dollars (\$75) for up to the first three tents. The permit fee for up to six tents is one hundred and fifty dollars \$150, etc. Each increment of three is an additional seventy-five dollars (\$75).** It is your responsibility to give the Fire Official the completed application and fees one month prior to your event.

OPEN BBQ GRILLS

“The use of any open flame or flame-producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation requires a permit.”

Please complete the attached *LUMBERTON TOWNSHIP FIRE PREVENTION BUREAU APPLICATION FOR PERMIT* if you will be utilizing open BBQ grills. Please be advised that the Fire Official is part-time and applications for fire permits must be made at least one month in advance of your event. Failure to do so may result in cancellation of your function.

Attaching the permit to this application is done as a convenience for you. If you have any additional questions regarding the completion of the permit, you must contact the Fire Official at 267-3217. The permit fee for open BBQ grill (s), as stated on the last page of this application, **is seventy-five dollars (\$75).** It is your responsibility to give the Fire Official the completed application and fees one month prior to your event.

Please Note: If you require a permit for *both* tent-like structures and open BBQ grills, you must fill out one permit application for each.

INSTRUCTIONS

You may not park any vehicles prior to your schedule date reserved. If you need a additional day to “set-up” you will need to pay for such

Music must be kept at a low listening volume so not to disturb surrounding neighbors.

Park closes at 9:00 P.M. Park must be vacated by that hour.

All signs advertising your function must be removed at the close of the day of the event.

You must leave the grounds clean at all times. Another group may use the Village Green grounds the next day. There for, we expect it to be in the same condition for them, as it was for you.

It is requested that someone from your group inspect the Sanitary Facility Building to assure the building is left in good condition. All used towels should be put in the trash receptacles, sink faucets should be tight with no water dripping, and all other facilities should be left in good working order. A Township representative will inspect the facility after you have returned the key. If there is any damage or a malfunction with any equipment in the facility, your group will be billed for any charges to put the area back in good working order.

All applicants using the Village Green must privately contract for a source separator dumpster to remove all trash and garbage for the day’s event. This is necessary to preserve the life and operation of the Lumberton Township Landfill.

A deposit of \$25.00 for the Sanitary Facilities, will be charged. The key must be picked up at the Municipal Complex, 34 Municipal Drive, between the hours of 9:00 A.M. and 4:00 P.M., on Friday prior to a weekend event, or the previous day of the scheduled event. The key MUST be returned by 4:00 P.M. the following day, or Monday where there is a weekend event; or otherwise, deposit will be forfeited, and any future requests to utilize the facilities will be denied.

If the key is lost, you will be responsible for bearing the expense of having the locks to the buildings changed.

Date key is to be picked up
(Between 9:00 A.M. and 4:00 P.M.)

Date key is to be returned
(Between 9:00 A.M. and 4:00 P.M.)

INDEMNIFICATION AGREEMENT

We, _____,
(Name of Organization)

hereby release the Township of Lumberton from any and all responsibility or liability for damage to property or personal injury, or theft of personal property, and also release and agree to indemnify the aforementioned against any damage, claim, legal procedure or judgment arising out of the transportation to and from the parks of Lumberton Township, New Jersey; and

We, further agree to defend and hold the Lumberton Township Committee harmless from any claim or suit or injury damage or blame resulting from the use of the parks of Lumberton Township.

We, _____, further agree to file a copy of the Certificate of Insurance for our organization with the Township of Lumberton for limits not less than \$500,000.00 bodily injury and \$50,000.00 property damage, with specific coverage for alcohol consumption if such consumption is contemplated.

We, also, agree to leave the premises clean and free of damage or be billed for any repairs or damage caused by our organization.

DATE OF EVENT: _____

SIGNATURE: _____

DATE OF SIGNING: _____