

**BOARD OF RECREATION COMMISSIONERS
MILLBURN TOWNSHIP RECREATION
OUTDOOR SPECIAL EVENT PERMIT APPLICATION**

NAME OF EVENT: _____

DATE OF EVENT: _____

GROUP USE: Groups of 25 or more or any size group that is bringing a vendor, entertainment, etc. must apply for a special event permit to gather or hold a special event in a Township Park and use is subject to availability.

MILLBURN NON-PROFIT, SCHOOL & INDIVIDUAL: Only Millburn based non-profits, with a majority of participants Millburn residents, Millburn School sponsored groups and Millburn residents age 21 or older may apply for a permit. A current group's proof of non-profit or 501 C-3 status must be submitted with application. Individual Millburn residents must submit proof of residency with application. School groups must submit a letter of support from the school principal stating that the event is Millburn School sponsored and insured by the Board of Education.

- A. Millburn based non-profits may apply for weekend or weekday use and Millburn residents may apply for weekday use only.
- B. Applications are first come first serve, subject to availability and applications will only be accepted within 6 months of the event and at least 2 weeks prior to event. Note: for groups of 101 or more, application must be submitted 4 weeks prior to event.
- C. Use of Twp. tables or chairs is restricted to non-profit and school groups.
- D. Fundraising, collection of donations and sale of goods or services in the Park are only permitted for Millburn based non-profit groups with 501 C-3 or similar designations. Sales are limited to persons in the group and are not permitted to other general park users.
 - Please list money range of donations that will be collected at event (if any): \$_____.
- E. Millburn based non-profit group events are limited to a total of 3 events per month. Note: after a third event is approved in a particular month for any group, no more event permits will be approved for that month. Millburn resident permits are limited to a total of 3 events per month and Millburn resident are restricted to one special event permit per calendar year.

CANCELLATIONS/RAINDATE: If an event is cancelled for a non-weather related reason by the applicant 48 hours or longer prior to the event, a refund will be made, minus a \$10 processing fee. If an event is cancelled by the applicant within 48 hours of the time of the event, a 50% refund will be made. If the event is cancelled at least 24 hours in advance due to weather, the applicant will have a full credit to hold the event on an alternate date, subject to availability and approval of the Recreation Dept. Day of event cancellations due to weather will be subject to a fee of \$40 for groups up to 100 and a fee of \$120 for groups of 101 or more. Recreation Dept. reserves the right to cancel an event for weather or emergency conditions.

PARK LOCATION: Use of park is restricted to the designated picnic/gathering area, unless an alternate area is requested and approved by the Recreation Dept.

INSURANCE: Applicant must sign a hold harmless agreement, indemnifying Millburn Township and Millburn Recreation from any liability associated with applicants use and provide a certificate of General Liability insurance with minimum amounts of \$1M/occurrence and \$2M aggregate. The certificate must name Millburn Township & the Millburn Recreation Dept. as additional insured parties.

- Only non-profit groups may bring in amusements, bouncy house, etc. Additional insurance in the amount of \$2M/occurrence and \$4M aggregate is required.

HOLD HARMLESS: The undersigned agrees to assume responsibility for the preservation of order at said location and liability for any damage thereto and for the observance of all policies, rules and regulations of the Millburn Recreation Commission and the Township of Millburn, and further release Millburn Township, the Millburn Recreation Department, Millburn Recreation Commission and their respective officials, employees and agents (collectively the Township parties) from any liability of any kind whatsoever arising out of participants, organization and/or sponsoring of said activity. The undersigned further agrees to indemnify and hold harmless each of the Township parties from and against any and all actions, causes of action, losses, damages, liabilities and claims, and all fees, costs and expenses of any kind related thereto (including without limitations, reasonable attorney's fees), arising out of or resulting from claims based upon or related to participation, organization and/or sponsorship of said activity. The undersigned is at least 21 years of age, a Millburn Township resident or if applicable, an officer of a nonprofit 501c-3 organization and intend to be bound by this agreement.

NAME OF APPLICANT (PRINTED)

DATE OF SIGNATURE

SIGNATURE OF APPLICANT

LIGHTING WARNING: It is the policy of the Millburn Township Recreation Department to immediately suspend all outdoor programs or organized activities at any Township park, at the first indication of approaching lightning. All persons in attendance should immediately vacate the area and seek safety in an appropriate shelter, house, automobile, or other protected area.

In order to comply with this policy, all individuals are to follow the procedures listed below:

- Applicant/Permit holders or persons in charge of the group using the field/area should be aware of any changing weather conditions by observing the weather. Where possible, listen to weather broadcasts or use weather internet sites for weather warnings prior to and during attendance at an outdoor activity.
- Applicant in charge of the group using the field/area has established, that there is a potential for lightning in the area, all outdoor programs or organized activities must immediately be suspended and all persons should immediately vacate the area and seek safety in an appropriate shelter, house, automobile, etc.
- No outdoor activity should be permitted to resume until 30 minutes after the last lightning strike is witnessed or thunder is heard, whichever is last.

TIME: Parks are normally available from 8 AM to sunset, activities from sunset to 10 PM must be approved by the Recreation Dept. and additional lighting and crossing guards/police may be required and paid for by the applicant. All participants must carry a flash light when in the park and/or crossing streets after dark.

SOUND AMPLIFICATION: Allowed for Millburn based non-profits only and there is a 100 db(A) decibel restriction, the speakers must be oriented away from houses and towards open park area and sound content must be family friendly. No sound amplification after sunset.

DISTRIBUTION/PUBLICITY: Pamphlets, flyers, emails, social media posts, etc. must be preapproved

APPLICANT RESPONSIBILITY

- A. Applicant responsible for set up and breakdown of any equipment brought in and clean-up of park, placing garbage in trash containers or in garbage bags placed in dumpster at park. Millburn based non-profit groups who borrow Twp. equipment are responsible for set up and break down of equipment.

- B. If bringing in food vendor, a Health Department permit is required. (<https://www.twp.millburn.nj.us/DocumentCenter/View/4111/Temporary-Food-License-Application-PDF>)
- C. If using a tent with at least one side 20' long, a Fire Dept. Permit is required. Tent must be secured to the ground. (<https://www.twp.millburn.nj.us/DocumentCenter/View/1384/Fire-Prevention-Permit-Application-PDF>)
- D. Vehicles are limited to legal parking spaces and are prohibited in the park unless being used on the park driveway for momentarily unloading or picking up supplies or persons with disabilities in conjunction with a permitted use or for a Recreation or Senior program. Only Millburn based non-profit group, in conjunction with a use permit, may be allowed to park a commercial vehicle in the park to provide services for the non-profit group at an area designated by the park attendant. A certificate of insurance for Auto liability with a minimum amount of \$1M combined single limit must be submitted before the application will be approved.
- E. No person shall in any park operate or park any vehicle except in Taylor Park, vehicles are allowed to use the designated driveways to the Bauer Community Center to park momentarily to unload and pick up handicapped persons or supplies. Vehicles momentarily unloading or loading supplies may only do so at the Kitchen door entrance located at the rear, north corner of the building.
- F. No intoxicants, narcotics, or alcoholic beverages, nor persons under the influence of the same, shall be permitted on the premises by users at any time. No smoking in Twp. buildings or parks.
- G. No open flames or building a fire in the park.
- H. All programs and activities be conducted on Recreation Department grounds shall adhere to lawful directions of a custodian or employee of the Recreation Department.

TOWNSHIP RESPONSIBILITY

- A. For Groups of 101 or more, DPW personnel will be assigned and will assist with clean up and provide garbage bags if needed.
- B. Township will open restrooms during rental period.
- C. Police personnel with an associated cost may be required.

PERMIT FEES

- A. Groups of 25 to 100 and groups of under 25 with a vendor: \$40 for up to 2 hours plus \$20/hr. for additional time – 1 Rec attendant
- B. Groups of 101 to 200: \$180 for up to 3 hours plus \$60/hr. for additional time – 1 DPW Employee
- C. Groups of 201 to 500: \$360 for up to 3 hours plus \$120/hr. for additional time – 2 DPW Employees

Permit fees are set in conjunction with Township salary ordinance schedule.

- D. Groups of 501 or more will be assessed a fee based on the activities planned and the amount of Twp. personnel required by the Township and the applicant will need to provide porta johns, the number and location to be determined by the Recreation Dept.
- E. If the number of people at your event exceed the amount in your application, the applicant will be charged for the appropriate additional amount.
- F. If use exceeds the time on the approved permit, the applicant will be charged for any extra time and at a minimum, for one hour.
- G. Kitchen use fee is \$20 per event in conjunction with a special event permit.

- H. Permit fees are in set in conjunction with Twp. salary ordinance (higher fees not included in rec fee ordinance).
- I. Fees for Millburn School sponsored Township activities may be waived.

STAGE RENTAL: in conjunction with a Park Permit rental for non-profits only \$850 for one day use.

TOWN ORDINANCES: Applicant must comply with Township Parks and Recreation Areas ordinances 8-1 through 8-11.

OLD SHORT HILLS PARK: limited to 100 or less due to parking limitations. Note: There are no facilities at this park except Porta Johns.

COVID-19 ACKNOWLEDGMENT FORM FOR TOWNSHIP OF MILLBURN

The Township of Millburn and Recreation Department offer the public the option to participate in or attend indoor and outdoor physical, social and educational programs/activities held on Township of Millburn property and other public and semi-public places accessible to large numbers of people on a daily basis.

I acknowledge that I have been provided with, read and fully understand this Acknowledgment Form, the Center for Disease Control's ("CDC") and the New Jersey Department of Health's ("NJDOH") information and guidelines regarding COVID-19 and Multisystem Inflammatory Syndrome in Children ("Pandemic Illnesses").

I acknowledge that the Pandemic Illnesses: (1) are highly contagious and may cause serious permanent bodily injury, including death, of healthy persons of all ages; (2) are subject to changing recommendations on limiting risk of exposure and spread; (3) remain prevalent throughout New Jersey; (4) are highly likely to spread to persons in direct contact with or in close proximity to (within about 6 feet) an infected person; (5) believed by the CDC/NJDOH to spread by droplets produced into the air when an infected person coughs, sneezes, talks or otherwise moves air out through their nose and mouth, and from touching surfaces on which droplets containing the virus exist.

I further acknowledge that attending or participating in a Recreation Program poses an inherent and heightened risk of exposure, infection and bodily injury from the Pandemic Illnesses regardless of preventative measures taken by the Township of Millburn.

By signing below; I have read & understand the COVID-19 Acknowledgement information as well as the CDC Guidelines & will comply.

NAME OF APPLICANT (PRINTED)

DATE OF SIGNATURE

SIGNATURE OF APPLICANT

EVENT INFORMATION:

DATE OF EVENT: _____ RAIN DATE: _____

HOURS OF OPERATION: _____ # PERSONS TO ATTENDENT EVENT: _____
(PLEASE INCLUDE SET UP & CLEAN UP) (Approximately)

* (Applicant will be back charged if exceeded; applicant will be back charged) *

- Groups of 25 to 100 and groups of under 25 with a vendor: \$40 for up to 2 hours plus \$20/hr. for additional time – 1 Rec attendant
- Groups of 101 to 200: \$180 for up to 3 hours plus \$60/hr. for additional time – 1 DPW Employee
- Groups of 201 to 500: \$360 for up to 3 hours plus \$120/hr. for additional time – 2 DPW Employees
- Groups of 500+ : Fee will be based on activities planned & amount of Township personnel required.
- Kitchen Use: \$20/event
 - Assembly Room
 - Youth Room - (Regular hourly rental fees will apply)

Will Department of Public works be needed: Yes No If yes, how long: _____

Will the Stage be rented: Yes No

[Restricted to non-profit & 501-C3 only]

Will donations be collected: Yes No If yes, please list range of donation that will be collected at event: _____

Will there be Flyers/Pamphlets prior to event: Yes No (must be approved by Recreation Department)

Long Tables: _____ Chairs: _____
(8x3 ft)

NAME of RESIDENT: _____

PHONE: (Day) _____ (Cell) _____

ADDRESS: _____ MILLBURN SHORT HILLS (PLEASE CIRCLE ONE)

Email _____

501c-3 Organization _____ Tax ID# _____ Need: **Copy of W-9**

If 501c-3 NAME OF OFFICIAL _____ SIGNATURE OF 501c-3 OFFICIAL _____

Rental Fee: _____ Amount Paid: _____ Check#: _____

Insurance Certificate(s): Contractor _____ 501c-3 _____

By signing below; I have read & understand the Regulations & Procedures of the Millburn Township Special Events Permit in pages 1 – 4 herein and will comply.

NAME OF APPLICANT (PRINTED)

SIGNATURE OF APPLICANT

DATE OF SIGNATURE

FOR DEPARTMENT USE ONLY

Approved by

Date of Approval

Please contact if concerns:
Nina Petrilli – (973) 564-7064
npetrilli@millburntp.org

The Recreation Dept. approved permit **must be in possession of the applicant for** verification by Recreation Department employees or Township Police.