



## REQUEST FOR USE OF THE UPSTAIRS OF THE AMBULANCE CORPS BUILDING

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Date Received: \_\_\_\_\_

Name of Person/Organization Applying: \_\_\_\_\_

Contact Person's Name & Address: \_\_\_\_\_

Phone: \_\_\_\_\_ eMail: \_\_\_\_\_

☐ Check if phone number is unlisted

Date & Time of Event: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Private Party \_\_\_\_\_ Yes \_\_\_\_\_ No

Approximate Number of People: \_\_\_\_\_

Maximum Capacity of Room:      Table & Chairs –      90

   Chairs Only –      192

   No Table/Chairs –      225

Will chair lift be needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will food or beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please indicate what type \_\_\_\_\_

I have read and fully understand the rules and conditions for the use of the upstairs of the Ambulance Corps Building.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kelley Halewicz, Municipal Clerk, Licensing Official

Name and addresses are subject to the Open Public Records Act (OPRA)

**(Official Use Only)**

Permit Fee \$150.00: \_\_\_\_\_ Refundable Deposit \$100.00: \_\_\_\_\_



## RULES FOR THE USE OF THE UPSTAIRS OF THE AMBULANCE CORPS BUILDING

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The following conditions must be adhered to in order to hold a function in the upstairs of the Ambulance Corps Building. Room equipped with TV & HDMI cable. There is no WiFi.

- Pick up key at the Police Station for door, chair lift and thermostat. After use of the building, return the keys to the Police Station the same day/night.
- The user of the room will be held liable for any damage to the floor, walls and the room in general, while in use by the person/organization.
- The user will be responsible for the collection and removal of trash. Deposit in dumpster in rear corner of parking lot.
- A \$150.00 permit fee is required for private parties. An additional \$100.00 refundable deposit will be returned upon inspection of the room for cleanliness.
- No food shall be left in the refrigerator or freezer.
- All events must end by 11:00 pm.
- Alcoholic beverages are prohibited.
- Smoking is prohibited at all times.
- Live music is permitted but must conform to the conditions of the noise ordinance.
- Fill out the attached hold harmless agreement and return with the application.
- Access to the downstairs kitchen area and lounge area is prohibited.
- Tables and chairs must be reorganized to their original formation.
- Lights must be turned off, windows closed and the front door locked upon exiting.
- The three parking spots that are designated with an Ambulance Corps. parking signs are for volunteers only.



**HOLD HARMLESS AGREEMENT**  
(to be signed by organizations using municipal facilities)

BETWEEN THE BOROUGH OF WALDWICK

AND

\_\_\_\_\_  
Name of Person and/or Organization using the facility

\_\_\_\_\_  
Address of the Person and/or Organization (Not P.O. Box)

\_\_\_\_\_  
Telephone Number of the Contact Person for the Organization

\_\_\_\_\_  
Type Organization (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of the use of \_\_\_\_\_ on the following dates \_\_\_\_\_ for the purpose of \_\_\_\_\_ the undersigned agrees to indemnify and hold the Borough of Waldwick and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the undersigned indemnifies and holds harmless the municipality of Waldwick from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

In order to induce the municipality of Waldwick to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Total number of persons anticipated is \_\_\_\_\_.
- b. Live entertainment (will) or (will not) be provided.
- c. Other \_\_\_\_\_.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The municipality reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the binding act in deed of

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Authorized Signature (Applicant)

\_\_\_\_\_  
Print Authorized Name and Title

Witness: \_\_\_\_\_