



**BOROUGH OF WALDWICK
Instructions & Requirements
Application for Use of Borough Park Pavilion - Individual**

Please read this page before completing the application.

A complete application submitted to the Borough Clerk’s office shall include the following:

1. Completion of the Borough of Waldwick Pavilion Reservation application in its entirety.

Please note the following when completing the application:

- a. If professionally catered, including food trucks, the Catering section must be completed when submitting application. FOR PUBLIC EVENTS ONLY: Contact the Board of Health (201) 445-7217 and Fire Prevention (201) 652-5300 x232 to obtain necessary permits prior to event.
- b. If alcoholic beverages will be served, the application must be submitted 21 business days prior to the event for Mayor and Council approval.
- c. If live entertainment is provided, the entertainment must provide a Certificate of Insurance as detailed in the attached sample. The event will not be approved until the certificate is provided.

2. Completion of the Borough of Waldwick Hold Harmless & Indemnification Agreement in its entirety.

3. The security deposit of \$200.00. Checks payable to the *Borough of Waldwick*.

4. There will be no fee to rent a Waldwick pavilion for a special event for a Waldwick resident or Waldwick based non-profit.

5. Non-residents shall pay a fee of \$100 for each use of a Waldwick pavilion for a special event.

6. There shall be no fee for members of the Waldwick Fire Department or Waldwick Ambulance Corps

7. Non-Waldwick based non-profits and all for profit entities shall pay the following fees to rent a Waldwick pavilion for a special event:

	<u>Fee</u>
<u>Each Use</u>	<u>\$250</u> <input type="checkbox"/>
<u>Intermittent use each month</u>	<u>\$700</u> <input type="checkbox"/>
<u>Intermittent use each season</u>	<u>\$1,500</u> <input type="checkbox"/>
<u>Intermittent use each year</u>	<u>\$3,000</u> <input type="checkbox"/>

Once the permit is issued, the Applicant is responsible for the following:

1. The event must be held entirely within the covered concrete pavilion. Tables and/or entertainment cannot utilize the grass area outside the pavilion.
2. It is prohibited for Applicant to charge a fee to the general public to attend event.
3. Gazebo and/or Playground area cannot be reserved as part of the Pavilion Reservation.
4. Unless professionally catered, the use of any cooking device except the designated municipal barbeque charcoal grills is prohibited.
5. Use of confetti, silly string, snap pops or water balloons are strictly prohibited. If used, the security deposit will automatically be forfeited.
6. Parking is limited to designated striped spaces. Parking or unloading on the grass area is strictly prohibited.
7. Swimming, wading or entering into, except when lawfully licensed to fish, any water or waterways in Borough Park is prohibited.
8. The Applicant is responsible for cleaning and leaving the Pavilion in the same condition as found.
9. Check the area for garbage and recycling which should be bagged and placed in or near the appropriate container or dumpster by the Comfort Station.
10. Report any damage or facility conditions that need attention to info@waldwicknj.org. For issues requiring immediate attention, contact Waldwick Police Department at (201) 652-5700.



BOROUGH OF WALDWICK Pavilion Reservation Application

Applicant Information	
Name	
Organization	
Street Address	
City, State, ZIP	
Phone Number	
Email Address	

Event Information		
Date of Event	Beginning time	End time (no later than dusk)
Pavilion A <input type="checkbox"/>	Water required <input type="checkbox"/>	Electricity required <input type="checkbox"/>
Pavilion B <input type="checkbox"/>	Water required <input type="checkbox"/>	Electricity required <input type="checkbox"/>
Type of event	Private event <input type="checkbox"/>	Public event <input type="checkbox"/>
Number of people	Adults	Children

<input type="checkbox"/> Catering Information – this event will be professionally catered	
Catering/Food Truck Company	Time caterer/food truck arriving
Catering/Food Truck Contact Name & Phone Number	
For public events only: If serving food, contact our Health Department at (201) 445-7217 and Fire Prevention at (201) 652-5300 x232 to obtain the necessary permits for your event.	

<input type="checkbox"/> Alcoholic Beverages will be served
Application is hereby made for the possession or consumption of alcoholic beverages in a Borough Park Pavilion under the jurisdiction of the Mayor and Council in connection with this event.

Applicant's Acknowledgement	
I have read and understand the Instructions & Regulations for the Use of the Borough Park Pavilion in connection with this event.	
_____ Date	_____ Applicant's signature

MUNICIPAL USE ONLY
I hereby certify that the above Application was approved by the Mayor and Council of the Borough of Waldwick at a Regular Meeting (if required) on _____, and a Permit for the above is hereby issued.
Permit# _____
_____ Kelley Halewicz, RMC/CMC, Municipal Clerk
_____ Security Deposit rec'd
cc: Police, DPW



BOROUGH OF WALDWICK Hold Harmless Agreement

(Type or Print legibly)

Between the Borough of Waldwick and

Applicant's Name, Address (Not P.O. Box), Telephone Number, Email

In consideration of the use of _____ on the following date(s) _____ for the purpose of _____ the undersigned, agrees to indemnify and hold the Borough of Waldwick, its officers, officials and employees harmless from any and all losses, damages, liability, claims, cost and/or 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 holds harmless and indemnifies the Borough of Waldwick from any and all losses, damages, liability, claims, costs and/or attorney's fees resulting from acts or omissions from any guest, participant, visitor or any other individual or entity attending the event herein referred to.

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

Initial

- _____ 1. I have read and understand the Instructions & Regulations for Use of the Borough Park Pavilion.
- _____ 2. Total number of guests, invitees. _____
- _____ 3. The event (will) or (will not) be professionally catered. (Includes food trucks)
- _____ 4. Alcoholic beverages (will) or (will not) be served.
- _____ 5. Live entertainment (will) or (will not) be provided.
- _____ 6. Use of confetti, silly string, snap pops, or water balloons is strictly prohibited. Automatic forfeiture of \$200.00 security deposit.
- _____ 7. (Public) or (Private) event. Charging a fee to the general public to attend event is prohibited.

The undersigned, by signing below, acknowledges it has read, understand and agrees to the above. The Borough reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the Borough determines a situation that might lead to personal injury, property damage or violation of law exists.

Signed on this _____ day of _____, 20____ as the binding act in deed of

Applicant's signature