

RULES, REGULATIONS, REQUIREMENTS:

1. Fire and Safety

Floor Plans: Floor plans of equipment set-up (of the interior and exterior building) are required and must be submitted prior to event to be reviewed and approved by the Sandy Hook Fire Chief. Floor plans are necessary to ensure there are no FIRE or SAFETY HAZARDS. Aisles must be clear and even walk-through flow is required at all times. A floor plan should include positioning of tents, tables, chairs, DJ set-up, musician set-up, dance floor, and include any object occupying space. The total number of guests per table is required in order to be able to determine total interior and exterior capacity for your specific special event.

A rough floor plan sketch is required with your application to include estimated guests per table, tent sizes, total guest expectancy, identify if ceremony will take place inside or outside and equipment set-up (for ex., x amount of chairs per row and x amount of rows), if any. *We understand it may be too early to know the exact layout of your event so we only ask for a rough sketch and projected numbers (if uncertain, aim high).* Keep in mind that massive stage/dance floor set-ups eat up a lot of floor space and will minimize your guest capacity.

Storage: The use of storage space in the interior and exterior of the Premises is prohibited. The door located to the left is a designated Fire Exit and must remain clear and accessible at all times.

Tents: Compliance with "NJ One Call" is required for any ground penetration greater than 6 inches below grade. A utility "mark out" is required for all tent installation work that results in ground penetration greater than 6 inches (i.e. driving stakes). The utility mark out must be completed by any contractor or individual erecting the tent ("Excavator"), and must be completed within the required time frame as outline on the NJ-1 call website (<http://www.nj-1call.org>). The party, completing the erection or installation shall be liable for damages to any underground utilities impacted in connection with the installation activities. The utility mark out confirmation number must be available to NPS upon request.

In the event a tent vendor will not provide or follow the NJ One Call requirement, you will need to find and select another tent vendor. There are high electrical voltage lines underneath the ground and the NJ One Call free service is required by the State of New Jersey. It is the Law.

Onsite Inspection: An onsite fire and safety inspection will be undertaken by the Sandy Hook Fire Chief or Designee on the day of your event once set-up of all chairs, tables, tents, lighting, and all other equipment is complete (including interior furnishings) to ensure the event set-up is free of safety hazards. This will be scheduled by NPS.

Candles: Candles are allowed per the Fire Chief, however, they must be secured in a container and covered with at least an inch of lip of that container. Fires are not allowed on the Chapel grounds.

2. Certificate of Liability Insurance: A Certificate of Liability Insurance (\$1,000,000 per occurrence and \$3,000,000 aggregate) naming the United States of America as the certificate holder and as additionally insured must be received by NPS 30 days prior to event. Separate proof of insurance is required where alcohol will be served. The types of insurance and the amount of coverage will be further specified in the Lease. The insurance certificate must be issued or obtained by the Lessee. In other words, whosever name is on the lease needs to obtain the insurance certificate in their name. Certificate of Liability insurance is at additional costs and provided by vendor of Lessee's choice.

3. Key: The lease holder will sign out the Chapel front door key at the start of their lease. Lease holders are responsible for securing the Chapel during the lease and returning the key once the lease is complete.

4. Access: NPS personnel are not responsible for granting access to the Chapel to vendors. All vendor deliveries and Chapel access are the responsibility of the lease holder. NPS personnel will not grant access to vendors.

5. Parking: Use of the parking area adjacent to the Chapel is permitted during the term of the Lease. Use of the Theater parking lot directly across from the Chapel may also be permitted at the discretion of NPS personnel. Parking at either location is **not exclusive** to the applicant's guests. For larger events, parking may also be authorized at additional locations as determined by NPS staff.

There is no parking fees associated with visits to Historic Fort Hancock but access to beach area parking lots require a beach parking permit during the fee collection season. The park is prohibited from waiving parking fees. Parking fees [applicable to beach lots A, B, C, D, E, G, I, J, and K] during fee collection hours remain in effect and cannot be waived or suspended under any authorized instrument. The NPS cannot guarantee parking availability or access into the park during peak times, weather related events, or other event beyond the control of the park management. Your party may encounter difficulty entering or exiting the park.

Parking on grass is strictly prohibited. No vehicles are permitted on the paved Multiple-Use Pathway (MUP) at any time. Driving off roadways without proper authorization may result in issuance of a U.S. District Court Violation Notice: 26 CFR 1.10(a). Consumption of **Alcohol in the parking areas** is PROHIBITED.

6. Smoking: Smoking is prohibited in any interior space and may result Violation Notice pursuant to 36 CFR 21.21(a). Discarding cigarettes or cigarette butts on the grounds may result in issuance of a U.S. District Court Violation Notice pursuant to 36 CFR 2.14(a)(1). Please use provide receptacles.

7. Sanitation: In the event the receptacles available on-site are not sufficient for purposes of the event/capacity, additional receptacles must be provided by the applicant. A sufficient number to accommodate the needs of applicant's guests or invitees. Sanitation and refuse violations may result in issuance of a U.S. District Court Violation Notice pursuant to 36 CFR 2.14(a)(1).

8. Noise Level: Sound, audio, or music shall not be broadcast at a level exceeding 60 decibels beyond a distance of 50 feet from the perimeter of the leased premises at any time. Moreover, the Unit Coordinator reserves the right to determine whether sound, audio, or music is broadcast or projected at a reasonable level. The Unit Coordinator may require the volume of any sound, audio or music deemed unreasonable to be lowered. Excess noise disturbs occupants of facilities in the Fort Hancock Historic District. Failure to abide by these conditions may result in a noise violation and issuance of a U.S. District Court Violation Notice: 36 CFR 2.12 (Audio Disturbance) and / or 36 CFR 2.34 (a)(3) Disorderly Conduct.

9. Quiet Hours: Quiet hours within the park begin at 10:00PM every night and will be enforced. Events expected to go past 10:00PM, require onsite Supervision, the cost of which may be considered additional rent. Noise violations may result in issuance of a U.S. District Court Violation Notice pursuant to 36 CFR 2.12 (Audio Disturbance) and / or 36 CFR 2.34 (a)(3) (Disorderly Conduct).

10. Decorations & Alterations: Alterations to the Premises are PROHIBITED. Decorations hung or affixed in any manner to the walls, fixtures, floors or light fixtures are prohibited. No tape, glue, staples, nails or tacks may be affixed to any painted or finished wood surfaces, INCLUDED THE FLOORS. Hanging anything from the rafters is also PROHIBITED. Ladders are not available on the premises.

Scattering of rice, bird seed, confetti, glitter, bubbles or other similar items are prohibited. Outdoor use of balloons, glass, or any decorations hung or affixed to any tree, signs, or other park property is PROHIBITED. Additionally:

- Flying lanterns, tea lamps, or any other flying objects are PROHIBITED and are not permitted near or on the bay. They are hazardous and pose a threat to the endangered species, nature, and other natural resources.
- Fireworks are PROHIBITED; in accordance with New Jersey State Law.

11. Caterers and Event Planners: Caterers and event planners unfamiliar with the Premises must undertake a pre-event walkthrough of the Premises prior to the event, with the applicant and an NPS Representative. Caterers and event planners must be identified on the application, if known at time of completion. Otherwise, the information may be provided at a later date, but not less than 30 days prior to the scheduled event.

12. Kitchen Facilities: Kitchen facilities are not provided.

13 Generators: Generators are prohibited unless specifically authorized in writing by the NPS, in which case a fire and safety inspection will be conducted by NPS Fire Chief or Designee. All generators (gasoline, propane powered stoves, and accessories, including fuel storage) are subject to inspection by NPS and must comply with applicable NFPA and NPS fire safety standards.

14. Hazardous Material: Hazardous Materials (which are toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, including but not limited to asbestos, formaldehyde, and radon gas) are strictly prohibited. Other hazardous materials such as gasoline, diesel fuel or other petroleum hydrocarbons must be used in accordance with applicable regulation.

15. Clean Up and Trash Removal: Lessee is responsible for removal of all equipment and trash collection. The Chapel and adjacent grounds must be cleaned and left vacant and in broom clean condition. Two (2) trash bins and Two (2) recycling bins are provided for the collection of trash and recycling during the event. Lessee is to separate recycling and trash in provided containers, remove bags from trash/recycling bins and place collected bags in the designated containers in the trash shed located outside behind the Chapel. If recycling and trash are not separated properly the security deposit can be forfeited.

Chapel must be left in the condition found, any deviation may result in forfeiting of the security deposit. Any damage to Chapel as a result of Lessee's vendors is the responsibility of the Lessee.

16. Inclement Weather: The National Park Service and Sandy Hook Unit of Gateway National Recreation Area are not responsible for providing shelter or any alternate location in the event of inclement weather.

17 Pets: Pets are allowed with Sandy Hook however, they must be leashed at all times. All pets, except ADA service animals must remain OUTSIDE and are prohibited from entering any government building, including the Chapel. Pets can not be left unattended and must be cleaned up after.

18. Outside Activities: Bounce houses, metal horseshoes and fires are prohibited. All other games and activities must be approved by NPS.

RETAIN PAGES 1 through 5 (above) for your records.

Submit pages 6 through 9 (below) to NPS.