



Short –Term Lease Application

Revised for Jan. 2015



The Sandy Hook Chapel is situated along Sandy Hook Bay in Gateway National Recreation Area. It's located approximately 7 miles north from the park entrance, in the Fort Hancock Historic Landmark District. The Chapel has high ceilings, wood plank floors, an intimate upstairs loft, and it includes the adjacent grounds for a beautiful setting overlooking the Sandy Hook Bay. It is a unique location for private and public events available year around.

Before you complete the application be sure to read this document in full as it contains important information, rules, regulations, and requirements pertaining to leasing of the Chapel.

PRICING PACKAGES:

Name	Event Day Option:	Rental Period / Set-up & Removal Time	Rates	Occupancy
Rose-Hip	Friday, Saturday, Sunday, or Holiday	2.5 days: Set up day before: 9AM-10PM Event Day: 5AM-10PM Breakdown day after: 5AM-12PM	\$2800.00	Includes set up the day before the event day starting at 9:00AM, as well as break-down to be completed by noon the day after the event. The NPS reserves the right to require break-down of an event be completed sooner or earlier than noon of the day following the event. Such determinations will be made based on the number of and frequency of events scheduled at the Chapel or corresponding area. In such cases ample notice will be provided. Security deposit will be forfeited and other fees applied if time allotted is exceeded.
Beach Plum	Friday, Saturday, Sunday or Holiday	1.5 days: Event Day: 5AM-10PM Breakdown day after: 5AM-12PM	\$2100.00	Includes breakdown to be completed by noon the day after the event. The NPS reserves the right to require break-down of an event be completed sooner or earlier than noon of the day following the event. Such determinations will be made based on the number of and frequency of events scheduled at the Chapel or corresponding area. In such cases ample notice will be provided. Security deposit will be forfeited and other fees applied if time allotted is exceeded.
BayBerry	Friday, Saturday, Sunday, or Holiday	Half Day: 4 hours	\$1000.00	Applicants may reserve the Chapel for small events where the set-up, event, and break down will conclude within 4 hours or less. If the event exceeds 4 hours, the security deposit will be forfeited by the applicant.
Dune Grass	Monday-Thursday, excludes Holidays	Full Day: 6 hours	\$1000.00	6 hours or less, including set-up and break-down time. Additional rental hours are available at a rate of \$150.00 per hour.
Sunflower	Monday-Thursday, excludes Holidays	Half Day: 4 hours	\$500.00	4 hours or less, including set-up and break-down time.

TIMES: Times will be determined by the LESSEE and the NPS based on the type of lease granted and availability.

Full Day (Friday, Sat., Sun., Holiday):

Weekday Full Day/ All Half Day:

Start time: 5AM : Based on availability

Anytime: Based on availability

End time: 10PM (unless LE Ranger Present**)

4/6 hours exactly after start time

**Sandy Hook closes at 10PM every night. No event can extend 10PM without a Law Enforcement Ranger present. If events wish to stay past 10:00PM it is at an additional cost to the Lessee \$50/hr. at a 2hr minimum. Payment is due 30 days prior to event.

FEES:

Booking deposit:

A non-refundable booking deposit in the amount of 10% of the rental rate is required 10 days after the application is confirmed received.

If the deposit is not received within 10 days it will be forfeited and your date no longer held.

If applicant cancels at any time the deposit will be forfeited, however if applicant continues with event the booking deposit goes towards the rental rate.

Security deposit:

A security deposit in the amount of 25% of the rental rate is required the day before or day of the event in the form of a bank/cashier's check. The Security deposit will be kept for 7-10 business days until the Chapel can be inspected for any damage.

If the event goes over allotted time, goes over cost recovery or breaches the Lease in anyway the security deposit will be forfeited. Please see PAYMENTS and RULES and REGS. Section for more information.

Rental Rate	Booking Deposit
\$2800.00	\$280.00
\$2100.00	\$210.00
\$1000.00	\$100.00
\$500.00	\$50.00

Rental Rate	Security Deposit
\$2800.00	\$700.00
\$2100.00	\$525.00
\$1000.00	\$250.00
\$500.00	\$125.00

PAYMENTS and PAYMENT SCHEDULE:

The Short-Term Lease Application Fee of \$50 is due with the completion of this form.

The booking deposit will be due upon NPS receiving and approving application and is required no LATER THAN 10 DAYS to hold a date. Dates will not be 100% reserved until the booking deposit is received. This deposit confirms the reservation and is non-refundable. If applicant cancels at anytime the booking deposit is forfeited, however, if applicant continues the deposit amount goes towards the rental rate.

After the booking deposit is received a draft lease will be written and sent to LESSEE for signature.

Additionally: 40% of the total fee is due upon LESSEE's signature of the Lease. An additional 40% of the fee is due upon the park Superintendent's signature of the Lease and the final lease sent to LESSEE. The remaining balance is due no later than thirty (30) days prior to the Event and is **non-refundable**.


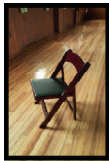
The security deposit is required the day of or day before the event in the form of a bank/cashiers check in the amount of 25% of the rental rate. The security deposit check will be returned to the LESSEE 7-10 business days after event if no damage to the Chapel has occurred, the allotted time was not exceeded and no breaches of LEASE occur.

Payments must be in the form of a certified or similar bank check and must contain the complete name, address and telephone number of the LESSEE and/or credit card. **Personal Checks are not accepted.**

ADDITIONAL RENT:

Supervision is required for events that wish to exceed 10:00PM end time at additional cost of \$50/hr. at a 2 hour minimum. The cost is required 30 days prior to event. Unanticipated costs incurred as a result of the use and occupancy of the Premises shall be due and owing immediately upon conclusion of the event. Such costs are considered additional rent and may include, but are not limited to, emergency services, clean up, trash removal, the costs of remedying damages to park resources, and as otherwise identified in this document. All unanticipated costs will mean forfeit of security deposit, if cost exceeds security deposit, a bill of collection will be issued. Please see below for possible chair and table rental information.

WHAT IS INCLUDED AND WHAT IS NOT?

Included in the Lease and NPS's Responsibility	Applicant's/Lessee's Responsibility at Own Expense or as Additional Rent
Basic recycled toilet paper and hand soap are provided inside Chapel Restrooms. Additional supplies are available for replenishing. Restrooms are fitted with electrical hand dryers	All equipment rentals including but not limited to: tables*, chairs*, tents, lighting, dance floor, cooking equipment or cook trailer, public address systems, IT equipment, are at the expense of the Lessee.
Emergency cleaning supplies, mop and broom are available for use by Lessee. trash receptacles are available for use.	Traffic and parking assistance may be required and provided by NPS Law Enforcement Park Ranger, the cost of which may be considered <u>additional rent</u> . Each event is different and will be evaluated on a case by case basis. Requirement will be determined by NPS.
Fire & Safety Inspection is conducted by NPS Fire Chief or Designee.	Onsite Supervision may be required depending on the nature of the event to ensure safety, the cost of which may be considered <u>additional rent</u> . Each event is different and will be evaluated on a case by case basis. Any event going past 10:00PM will require onsite Supervision, the cost of which may be considered <u>additional rent</u> . Requirement will be determined by NPS.
The adjacent grounds are mowed prior to event	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. Lessee is to place collected trash in trash bins provided by NPS. Chapel and grounds will be left in the conditions they were found in with no damage. The Lessee must comply with trash collection procedures identified below.
A routine Chapel sweep is done prior to event	
Any Maintenance issues necessitating immediate attention to include pumping, electrical, or other concerns will be addressed by NPS Designee prior to or on day of event.	
<p>*Chairs can be rented from the NPS at an additional cost of \$3/chair. Chairs are brown wooden garden chairs. The NPS has a limit of 120 chairs.</p> <p>* Tables can be rented from the NPS at an additional cost of \$8/table. Tables are gray, rectangle 60" x 30" tables. Two tables together is 60" x 60" rectangle table. NPS has a limit of 30 tables.</p>	<p>If Lessee rents NPS chairs and/or tables, all chairs and/or tables must be accounted for and left broken down up against the right wall of the Chapel. Lessee is responsible for any loss or damaged chairs/tables. Any of which would be taken from the security deposit or billed if necessary.</p> <div style="display: flex; justify-content: space-around;">   </div>

INTERIOR AND EXTERIOR CAPACITY:



Chapel Seated Capacity:

Maximum number of individuals with tables is 130.

Maximum number of individuals with chairs ONLY is 219.

Draft Floor Plan are required with application.

All capacities and "Other Size" Tents are subject to floor plan approval by Sandy Hook Fire Chief.

Adjacent Grounds Capacity:

Varies by Tent Size and Floor Plan

Please contact your Tent Vendor for more information.

Approx. Tent Size Capacities (Seated with Tables & Chairs):

20'x30'= 100 40'x100'= 266 60'x30'= 120

60'x80'= 320 80'x100'= 499 Other Size= TBD



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.

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 Planers: 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 10 (below) to NPS.



Short –Term Lease Application Sandy Hook Chapel

Revised for Jan. 2016

	Rental Period <i>Please circle one option below.</i>	Rental Rate	Booking Deposit	Security Deposit
A	Fri, Sat, Sun, or Holiday Full Day: With Set up and Breakdown	\$2800.00	\$ 280.00	\$700.00
B	Fri, Sat, Sun, or Holiday Full Day: with JUST Breakdown.	\$2100.00	\$210.00	\$525.00
C	Fri, Sat., Sun or Holiday Half Day: <4 hours	\$1000.00	\$100.00	\$250.00
D	*Mon-Thu, excludes Holidays, <6 hrs	\$1000.00	\$100.00	\$250.00
E	*Mon-Thu, excludes Holidays, <4 hrs	\$500.00	\$50.00	\$125.00

Date: _____
Event: _____
Rental Rate: \$ _____
Booking Deposit: \$ _____
Security Deposit \$ _____
To be completed by NPS

The terms contained in this Application are informational. Use of the Chapel/grounds in connection with a proposed event will be finalized under the terms of the short term LEASE between the applicant/s and NPS. Applicants are required to submit a **non-refundable application fee** in the amount of \$50.00 which shall be applied towards rent due under the LEASE between the applicant and the NPS. The terms of LEASE will govern the conditions agreed upon between the applicant/s and the NPS.

Applicant Name (must be the same as insurance certificate holder):
Street/Address:
City/State/Zip Code:
Telephone #:
Cell phone #:
Fax #:
E-mail:
Type of Event and Description of Chapel & Adjacent Grounds Uses: (Example: Outside Ceremony, Tented Reception, Cocktail hour inside Chapel. Chapel Ceremony Plan B.)

Requested Location: Chapel only Grounds only Chapel and Grounds

Rental Date (s): _____ Start Time: _____ End Time: _____

Requested set-up & break-down DATE & TIME (this does not guarantee hours requested, it is subject to availability):

Event set-up will begin:	Event will begin:	Event will end:	Removal will be done:

Number of Attendees _____ (Please provide best estimate)

Maximum Number of Vehicles _____ (Please provide best estimate)

Will you be serving alcohol? Yes No

List support Equipment (P.A. system, DJ and/or Musician equipment, IT, chairs, tables, stage, **tent & sizes**, etc.)

NPS Chair Rental Yes No **How Many?** _____

NPS Table Rental Yes No **How Many?** _____

List Vendors (for ex., who will provide flowers, music, food, rentals, cook trailer, etc.):

Vendor <u>Company</u> Name:	Vendor <u>Contact</u> Name:	Vendor <u>Phone</u> <u>Number</u> :	What type of service and/or product will Vendor provide?	Scheduled Delivery Date and Time:

CATERERS and EVENT PLANNERS: Caterers and event planners unfamiliar with the Premises must visit the Premises prior to the event, and arrival time must be coordinated with the NPS. Caterers and event planners must be identified (below):

CATERER/EVENT PLANNER:
ADDRESS:
E-MAIL:
TELEPHONE NUMBER :
FAX NUMBER:
AUTHORIZED REPRESENTATIVE:

Attach a rough floor plan sketch with your application as indicated on page 4 in the "Floor Plans" section. A floor plan should include positioning of tents, tables, chairs, DJ set-up, musician set-up, dance floor, and any object occupying space. Include estimated guests per seated table and tent sizes on all floor plans. Provide multiple pages for different set-ups and identify location of set-up (interior vs. exterior). Floor plans are required to calculate total occupancy. **Incomplete applications will not be processed.**

Please supply all information requested in this application in full. **Attach additional sheets, if necessary, to provide required information.** You will be notified of the disposition of the application and the necessary steps to secure your event and short-term lease.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given and that the Applicant/s has read the information contained in this packet addressing rules and regulations governing special events at the Sandy Hook Unit of Gateway National Recreation Area.

Signature _____ **Date** _____

PAYMENT INFORMATION:

Provide credit card information or mail in a check in the amount of \$50.00 made payable to the National Park Service.

Personal Checks are not accepted, you must send a certified or other bank check.

Cardholder Complete Name:	
Credit Card Type (MC, VISA, AMEX):	
Card Number:	
V-Code (3 or 4 digit code on back of card):	
Expiration Date:	
Complete Credit Card Billing Address:	
Authorized Amount:	\$50.00

By signing, cardholder authorizes payment in the amount noted above.

Cardholders Signature: _____ Date: _____

Return Application Via Email GATE_SAHOSpecialparkuses@nps.gov;

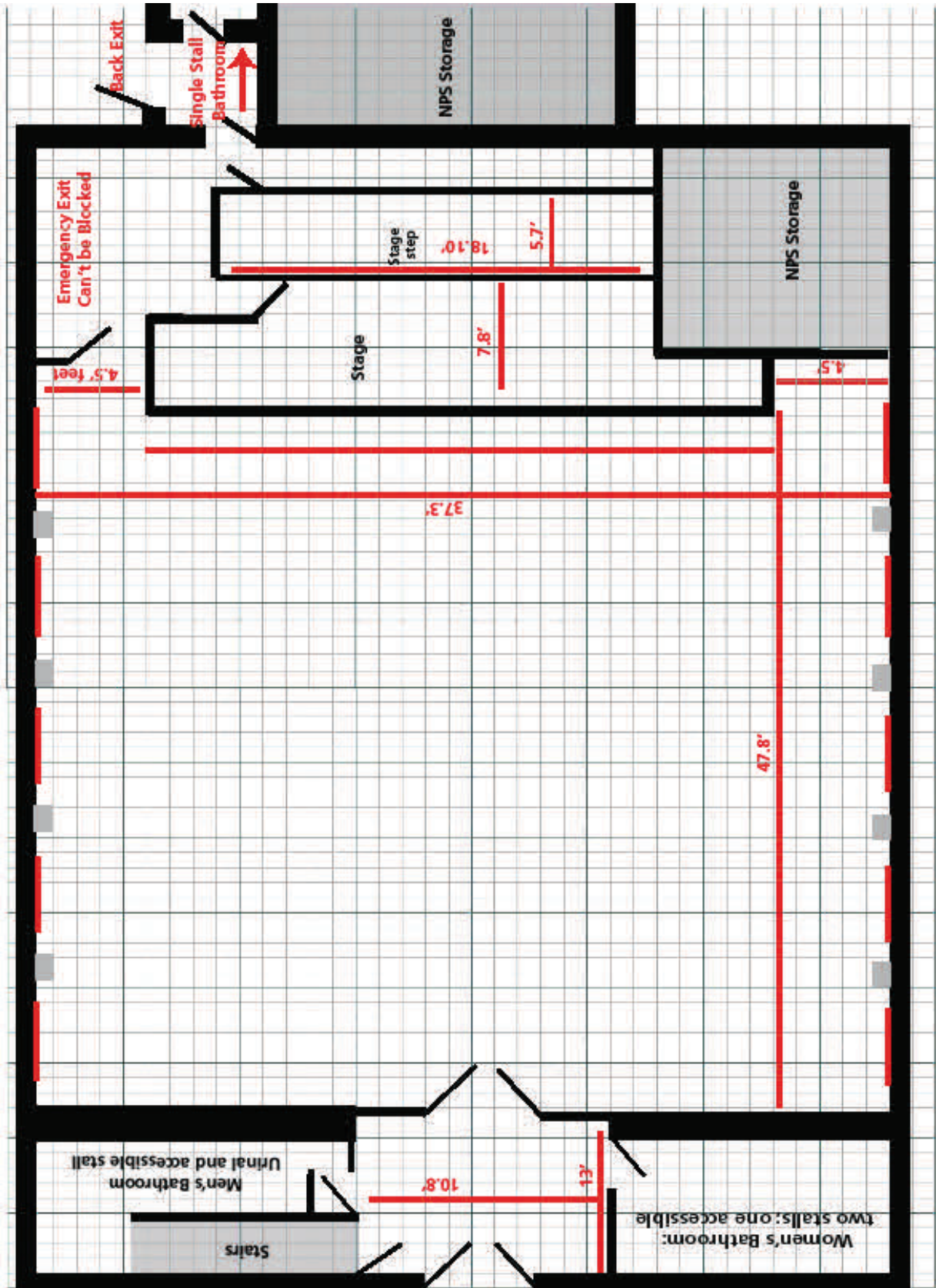
or USPS Mail or Fax 732.872.5907

Attn: Chapel Leasing Program, Sandy Hook Unit, Gateway National Recreation Area, 26 Hudson Road, Fort Hancock, NJ
07732.

Call 732.872.5910.

Chapel Interior Layout

Approx. scale: 1 box=1'



Chapel Exterior/Grounds Layout

