

**Hampton Township**  
**Facility Use Application**

1. Facility to be used:  
 Pavilion Rental       Community Center       Field Use  
If Pavilion Rental, please see Pavilion Usage section below.
2. Submission Date: \_\_\_\_\_
3. Individual making request: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Email: \_\_\_\_\_
4. Information:
  - a) Date (s): \_\_\_\_\_
  - b) Event & Activities Planned: \_\_\_\_\_
  - c) Hours of use: \_\_\_\_\_ to \_\_\_\_\_
  - d) Please include Summary of events and any promotional documents with this application.

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability insurance, in an amount not less than \$1,000,000 per occurrence. Hampton Township must be named as an additional insured on this policy. A certificate of insurance as described must be provided before the facility is used. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the District against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorney's fees) to the fullest extent permitted by law. At the discretion of the Township Administrator and or Township Committee, the insurance certificate may be waived and replaced in total with the hold harmless and indemnity agreement included in this paragraph.

I have received a copy of the Township policy for use and care of the premises and agree to follow all rules and regulations as written. Failure to follow rules and regulations may cause loss of security deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAVILION USAGE:**      **Pavilion available for Hampton Township residents only.**

- Request date with Township (973) 383-5570
- A \$100 deposit for Hampton Township residents & non-profit organizations. A \$500 deposit for corporations & commercial organizations needed to secure date.
- Must pick-up & sign for restroom key the day prior if on weekend or day of during the week.
- Parties are responsible for the disposal of all trash into the proper receptacles.
- If restrooms are left unlocked and as a result vandalized, the cost of repairs associated with damages will be your responsibility & deducted from deposit.
- **MOST IMPORTANTLY, TURN OFF LIGHTS & LOCK RESTROOM DOORS.**
- Return key to Township either by placing it in the drop box located in the front of the municipal building or deliver it in person on the first business day following your event.
- The bathrooms are cleaned prior to each event. They must be left in the same condition so we can promptly return your deposit to you.
- **SPORTING ORGANIZATIONS WILL ALWAYS TAKE PRECEDENCE OVER ANY PRIVATE PARTIES. IF THERE ARE ANY CONFLICTS YOU WILL BE CONTACTED.**
- **PARTIES OF 100 OR MORE PEOPLE MUST PROVIDE PORT-A-JOHNS AT THEIR OWN EXPENSE.**

I have read and agree to fully comply with the rules regarding parties in the Hampton Township Pavilion.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Township Use Only:**

Conflict       No Conflict

Needs to be rescheduled

Approved       Disapproved

**DEPOSIT RECEIVED** \_\_\_\_\_

**Waiver of certificate of insurance in lieu of hold**

**harmless/Indemnification:**    Approved \_\_\_\_\_    Disapproved \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED TOWNSHIP SIGNATURE

\_\_\_\_\_  
DATE