

BOROUGH OF BRADLEY BEACH

PHONE: 732-776-2999
FAX: 732-775-1782
WWW.BRADLEYBEACHNJ.GOV

701 MAIN STREET
BRADLEY BEACH NJ
07720-1089

LARRY FOX, MAYOR
MEREDITH DEMARCO
ACTING BOROUGH ADMINISTRATOR

Facility Rental Information Packet & Rental Agreement **Please keep pages 1-3 for your records and return pages 4-7**

PHILOSOPHY

Through the rules, regulations and ordinances adopted by the Borough Council states its intention to make available and permit the use of the Bradley Beach Recreation Department and other park facilities on a fee use basis. Activities may include those that are educational, cultural, civic, social, recreational, and governmental in nature. Such activities shall be sponsored by responsible persons, organizations, agencies or institutions that meet the requirements set herein or by the Borough of Bradley Beach. Use of facilities may be granted in so far as the activities do not infringe upon or interfere with conducting the Business of the Borough of Bradley Beach, its Boards or Commissions. Approved applicants will be bound by the rules, regulations, and fees governing the use of any facility requested.

PRIORITIES GOVERNING THE USE OF FACILITIES

The following are the prioritized uses as defined by the Borough of Bradley Beach:

1. All activities that are conducted by the Borough of Bradley Beach.
2. All activities that are conducted through a co-sponsorship or program agreement signed and approved by the Borough of Bradley Beach or its designee, the Bradley Beach Recreation Department.
3. All non-profit groups or organizations that provide activities, events or educational programs that are of benefit to the residents of Bradley Beach.
4. Community or business groups who may be in need of meeting/activity space.
5. Residents of Bradley Beach as per availability.
6. Non-resident use as per availability.

Please note: The Borough reserves the right to cancel the use of any facility or activity, (rental or otherwise), due to weather or impending conditions that would require such action. Rescheduling will be done through the Recreation Department office based on available timeframes.

TYPES OF ACTIVITIES WHICH ARE NOT PERMITTED

1. Use of the facility as permitted may not be transferred, assigned, or sub-let to any organization or individual.
2. Activities which are discriminating, as defined by local, County, State or Federal mandates.
3. Uses which are contrary to the laws of the United States or any political subdivision thereof.
4. Uses in which insufficient provisions are made by the applicant to ensure the safe conduct of the event or gathering, including but not limited to: supervision, fire protection, police protection code enforcement, permits, inspections, etc., as required by the local, state, or federal government.
5. Uses that would exceed the permitted occupancy or attendance as set by the Division of Fire Prevention, regulatory agency, or the Police Department.
6. Uses where the applicant does not assume full responsibility for the preservation of order, supervision of the vent/activity, and liability for any damage for or loss of Borough property or for personal injury to any attendee.
7. The Borough of Bradley Beach, NJ reserves the right, without prejudice, to prohibit use of the facilities by any person or group if deemed not in full compliance with the provisions of the agreement, or if false or misleading information is provided to the Borough when the request is made.

INSURANCE

The Borough shall, in all instances, require a certificate of insurance to be filed with the application for facility use. Coverage should include liability and personal property damage insurance in the amount of at least \$1,000,000.00 each occurrence and \$2,000,000 annual aggregate for bodily injury, property damage, personal injury and products/completed operations. The Borough of Bradley Beach shall be named as "additional insured" on all certificates of insurance. Although a facility may be reserved, the certificate of insurance must be provided at least seven (7) days prior to the actual use or the use agreement may be terminated. If you need assistance in obtaining a certificate of insurance, the Bradley Beach Recreation Department can provide you with the information for a Tenant Users Liability Insurance Policy that may assist you with your needs.

USE OF FACILITIES

Organizations or individuals desiring to use any facility within the Borough of Bradley Beach will first check the availability of the facilities for the date being requested by contacting the Bradley Beach Recreation Department at recreation@bradleybeachnj.gov or **(732) 776-2999 X3210**. The designated Recreation Department staff will advise the applicant if the facility is available, and the Facility Request Form and all paperwork will be emailed to the applicant, Hold Harmless Agreement, Facility Use Policy and any other pertinent information. The facility will not be considered "reserved" until the Facility Request Form has been properly completed and submitted.

Applicants should make requests at least 2 months in advance if possible. Please note that facility use will be made available on a first-come, first served basis. Uses may also be subjected to cancellation due to weather, or other conditions that would be deemed unsafe. **Facility set up may not be available until the day of event / activity.** We ask that you plan accordingly in advance as other requests may be granted for open dates.

USE OF EQUIPMENT

Should you wish to use any of our equipment, please make a note in your application.

1. All furniture or equipment that is used must be cleaned and properly maintained
2. All furniture or equipment that is moved shall be placed back in its original location
3. All garbage must be bagged and placed in designated receptacles as directed
4. If any equipment is damaged during rental period, it is the responsibility of the renter to pay for repair or replacement of the equipment

HOLIDAY AND OFFICIAL CLOSINGS:

The following is a list of dates when facilities may not be available.

Special requests/additional costs for use during these dates must be approved and scheduled in advance:

New Year's Day	Labor Day	Day after Thanksgiving
Good Friday	Veterans Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day
4th of July		New Year's Eve

Other holidays, Borough scheduled events/ activities, or official closings due to weather, etc. may also have an impact on availability for use of certain facilities.

PROCESS & APPROVALS

In addition to the completed application items as noted below, various Borough departments may be required to sign off or may request additional information pertaining to the event or activity that is planned. We will contact you should further information or clarification is required. All paperwork and requests should be emailed to: recreation@bradleybeachnj.gov. Please contact **(732) 776-2999 x3210** should you require additional assistance.

1. Contact Bradley Beach Recreation Department to confirm availability of location and dates.
2. Complete & return facility rental application. Should additional time be needed to obtain certificate of insurance, please make note in your application.
3. Should the applicant require an alcohol waiver, a letter to the Mayor and Council will be required at the time of the application submission.

4. Application reviewed by all pertinent Borough entities.
5. Notice of approval, denial or request for change in paperwork will be sent via email to the applicant by the Bradley Beach Recreation Department.
6. Applicant receives an electronic permit via email once approved.
7. After the event has been completed, the applicant will send an email to **recreation@bradleybeachnj.gov** requesting the return of their security deposit. After 30 days of the event, the deposit will be nonrefundable.
8. The Bradley Beach Recreation Department will confirm that the deposit may be returned and the payment will be placed on the next payment of bills.

RULES GOVERNING YOUTH ACTIVITIES

1. There must be adequate adult supervision of activities that involve persons under 18 years old of age
2. Supervision by adults extends to the entire building (exterior and interior) or park/ facility areas being requested on the application
3. Children are not permitted outside the approved leased / rented area on the application
4. Control must be exercised at pre-assembly and dismissal periods
5. All entrances and exits shall be controlled
6. Individuals identified on the application: The main contact shall be on site and ensure that supervision is provided with this agreement
7. Any youth-serving organization requesting the use of any of our facilities shall ensure that all of its own rules, regulations, training, and safety precautions are in effect for those individuals that are designated as being in charge of such activities on your premises

PLEASE NOTE:

- Recreation Department and Borough of Bradley Beach Activities are prioritized
- Must have insurance by MEL/JIF (T.U.L.I.P Program), or homeowners' policy if adequate.
- No Alcohol Permitted, unless a waiver has been approved by the Governing Body
- Dates of availability are limited, based on scheduling.
- Applicant must not block any entry/ egress areas or routes of travel for exiting the facilities in the event of an emergency
- Parking for the Main Street Recreation Center available adjacent to Tennis Court. All other locations must adhere to applicable Borough parking regulations.
- All Borough policies & ordinances regarding use, timeframes, noise, permits, inspections, etc. shall be enforced and adhered to by the applicant
- During private rentals of the Recreation Center, it shall be required that a designated staff person will be present to enforce the Recreational Department rules and regulations. Applicants will heed the requests of the designated person for the enforcement of regulations. Other facility uses may be monitored for compliance of the provisions contained in the Facility Request Form/ Hold Harmless/ Agreement
- The applicant shall be responsible to the Borough of Bradley Beach for all property damage
- All applicants are responsible for the clean-up of all approved rental/ used areas. A clean-up fee is required for the Recreation Center and applicants must ensure that trash, recycling, and other garbage is removed as directed
- Smoking is not permitted at the Recreation Center. Users of any facility should ensure the proper disposal of any cigarette butts (outdoor trash cans, ashtrays, etc.)
- Firearms, explosives, or flammable materials are not permitted without the expressed written approval or permit being authorized by the local Police Department or fire officials

Facility Rental Application and Agreement

Applicant Name: _____

Contact Phone: _____ Email Address: _____

Applicant Address: _____

Organization Name: _____

Contact Phone: _____ Email Address: _____

Organization Address: _____

501c3 with certification attached

Non-Profit with certification attached

Name and phone number of the responsible person who will be on-site during the event:

Date(s) Requested: _____

Time (Include set-up and clean-up): _____

Purpose of rental: _____ Approximate number of participants: _____

Equipment requested: _____

Please check all that apply:

Admission fee required to attend

Alcohol waiver needed

Raffle license required

Food/snack service

LOCATION REQUESTED FOR RENTAL

Indoor Facilities (Staff Assignments may be required)

_____ Bradley Beach Recreation Center

_____ Carmen Biase Center

_____ Kitchen use at any of the above facilities

Community Parks

_____ Lake Terrace Park

_____ Riley Park

_____ Recreation Center Park

_____ Second/Third Avenue Park

_____ Sylvan Lake Park

Community Sports Fields/Courts

Bradley Beach Recreation Center

Basketball Court _____ Tennis Court _____

Baseball/Soccer _____ Pickleball Nets _____

Beach Facilities

Volleyball _____

Bocce Ball _____ Third Avenue

Gazebos/Beaches

_____ Fifth Avenue Gazebo (beach)

_____ Fletcher Lake Gazebo

_____ Beach- Indicate Street _____

Road Closure

Indicate Street: _____

Fee Schedule-Please indicate type(s) and return with your application

The following entities are exempt from fees: Borough of Bradley Beach entity, Co-Sponsored Borough event, Bradley Beach Elementary School, Neptune City/Bradley Beach Little League

Private rentals: Residents – Indoor Use

(Staff Assignments will be made for all private rentals)

1–4 hours (Including set-up & clean up)

\$500.00 rental fee
\$ 50.00 clean up fee
\$ 25.00 kitchen fee – if needed
\$250.00 damage deposit – separate check required

4-6 hours (Including set-up & clean up)

\$750.00 rental fee
\$ 50.00 clean up fee
\$ 25.00 kitchen fee – if needed
\$250.00 damage deposit – separate check required

Private rentals: Non-Residents – Indoor Use

(Staff Assignments will be made for all private rentals)

1–4 hours (Including set-up & clean up)

\$1000.00 rental fee
\$ 50.00 clean up fee
\$ 25.00 kitchen fee – if needed
\$500.00 damage deposit – separate check required

4-6 hours (Including set-up & clean up)

\$1250.00 rental fee
\$ 50.00 clean up fee
\$ 25.00 kitchen fee – if needed
\$500.00 damage deposit – separate check required

Private rentals: Residents – Outdoor Use

(Staff Assignments will be made for all private rentals)

1–4 hours (Including set-up & clean up)

\$150.00 rental fee
\$ 50.00 clean up fee
\$250.00 damage deposit – separate check required

4-6 hours (Including set-up & clean up)

\$250.00 rental fee
\$ 50.00 clean up fee
\$250.00 damage deposit – separate check required

Private rentals: Non-Residents – Outdoor Use

(Staff Assignments will be made for all private rentals)

1–4 hours (Including set-up & clean up)

\$500.00 rental fee
\$ 50.00 clean up fee
\$500.00 damage deposit – separate check required

4-6 hours (Including set-up & clean up)

\$750.00 rental fee
\$ 50.00 clean up fee
\$500.00 damage deposit – separate check required

Public Event or Activities - Resident/Bradley Beach Business

1–4 hours (Including set-up & clean up)

\$150.00 rental fee
\$ 50.00 clean up fee
\$250.00 damage deposit – separate check required

4-6 hours (Including set-up & clean up)

\$250.00 rental fee
\$ 50.00 clean up fee
\$250.00 damage deposit – separate check required

Public Event or Activities - Non-Resident/Non-Bradley Beach Business

1–4 hours (Including set-up & clean up)

\$500.00 rental fee
\$ 50.00 clean up fee
\$500.00 damage deposit – separate check required

4-6 hours (Including set-up & clean up)

\$750.00 rental fee
\$ 50.00 clean up fee
\$500.00 damage deposit – separate check required

Annual Fee (Maximum 1 rental per month*)

Non-profit, 501c3-(attach proof)
\$25.00 annually

Bradley Beach-based community groups, Human Services
\$50.00 annually

*Mayor and Council may increase limits if applicable

Adult Sports Leagues

(One game per week during established season)

\$400.00 rental fee per season
\$250.00 damage deposit – separate check required

HOLD HARMLESS AGREEMENT
BETWEEN THE
Borough of Bradley Beach, New Jersey
AND

Individual Name: _____

Organization Name: _____

Address (Not PO Box permitted): _____

Telephone Number: _____ Cell: _____

Email: _____

Organization Type: ___ Individual ___ Partnership ___ Non-Profit Corporation

 ___ Corporation ___ Public Entity

In consideration of the use of _____, on the following date(s): _____ for the purpose of (facility) _____ the undersigned agrees to indemnify and hold the Borough of Bradley Beach, NJ and its officers, agents, and employees harmless from any and all liability, claims costs, and the attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless also required that the Borough of Bradley Beach, NJ is indemnified from any losses or damages resulting from the acts or omissions from any guests, participant, visitor, or other persons attending the event herein referred to. I agree to furnish a Certificate of Insurance specifically naming the Borough of Bradley Beach, NJ as an additional insured, and coverage should include liability and personal property damage insurance in the amount of at least \$1,000,000.00 each occurrence and \$2,000,000 annual aggregate for bodily injury, property damage, personal injury and products/completed operations. In order to accept this Hold Harmless agreement, the following information concerning the intended use of the premises is understood and furnished as a condition of use:

- A. Alcohol is prohibited at the Recreation Center. (If applicable at other sites, formal written approval by the governing body is required in advance of the application being filed)
- B. Total number of persons anticipated is _____.
- C. Live entertainment ___ will or ___ will not be used.
- D. Other documents required

Signed this _____ day of _____ 20_____ as the binding act with regards to the above use.

Name of Organization: _____

Authorized Signature _____

Witness: _____

Borough of Bradley Beach: _____ Date: _____

INTERNAL USE ONLY

Department approvals: Signature: Date:

Recreation Dept. _____

Borough Admin. _____

Borough Clerk _____

Code Enf. _____

Const. Office _____

DPW Staff _____

OEM _____

Fire Dept. _____

Fire Official _____

Fire Aid _____

Govern. Body _____

Health Official _____

Police _____

Other _____

Finance _____

DOCUMENTS RECEIVED

DATE: _____

Application

Certificate of Insurance

Hold Harmless Agreement

Taken By: _____

Approval Denial

PAYMENTS RECEIVED

DATE: _____

Rental Fee

Deposit Fee

App. #: _____

DAMAGE DEPOSIT REFUND

DATE: _____

Requested

Submitted

Completed

OTHER: