DENVILLE TOWNSHIP FACILITY REQUEST,
ACKNOWLEDGMENT AND HOLD HARMLESS AGREEMENT
1 St. Mary’s Place, Denville, NJ 07834
Telephone: 973-625-8300

FACILITY REQUEST FORM –
USE THIS FORM FOR EVENTS EXPECTING LESS THAN 50 PEOPLE TO ATTEND

PLEASE PRINT

Name/Organization

Date

Address

Contact Person

Phone:

Cell

Work

Home

Email:

Date of Event:

Description of Event:

Times: Start

End

# of Participants: Min.

Max.

Facility Requested: Please check all that apply

RECREATION

ADMINISTRATION

Veterans Field

Picnic Pavilion

Municipal Building

Gardner Field

Refreshment Stand

Union Hill Schoolhouse

Other

Pavilion Lawn Area

Meeting Room

Conference Room

Other

Meeting Room

Other

Beach Area

Other

Beverages to be Served:

☐ Check here if applying for beverage permit

Alcoholic Beverages are not permitted at Cook’s Pond, the Municipal Building and Union Hill Schoolhouse. If you intend to serve alcohol in any other park/facility, you must apply to the Municipal Clerk for a Special Affairs Permit. The Mayor of Denville must grant permission to any person or group intending to consume alcohol on any property of the Township.

If yes, type of alcohol:

Type of container(s):

Will there be a charge assessed for this event: Yes

No

FOR OFFICE USE ONLY

Permission to hold non-alcohol related event:

Granted

Denied

Certificate of Insurance:

Received? Yes

No

Expires:

Permission to hold event with alcohol:

Granted

Denied

Certificate of Insurance:

Received? Yes

No

Expires:

Special Affairs Permit

Received? Yes

No

Total Fee:

Special Instructions / Conditions: Liability Insurance MUST name the Township of Denville as an additional insured in the amount of $1,000,000.00 per occasion. Garbage MUST be bagged and removed from the location. Recycling is mandatory. All facilities MUST be returned to their original condition, this includes the hallways, restrooms and any Township equipment. Smoking is prohibited. Alcohol by permit only (see above)

I/We ______________________________ agree to the conditions required of the permit holder and agree to indemnify and hold harmless the Township of Denville and assume the risks of all conditions existing in the area covered by this permit, and shall assume liability for loss, damage or injury sustained by any person whatsoever by reason of negligence of the person. We also agree to be responsible for any damage to the building, which is above and beyond normal wear and tear and we agree that the use of said premises identified above shall be used exclusively for the sole purpose stated above.

Signature: ______________________________ Date: ____________

Township Official Approval Signature: ______________________________ Date: ____________