



**Township of Ocean**  
**50 Railroad Avenue**  
**Waretown, New Jersey 08758**  
**609 693-3302 EXT. 221**



**APPLICATION**  
**USE OF COMMUNITY CENTER**

Located at 239 – 11<sup>th</sup> Street, Barnegat, NJ 08005

**DATE OF APPLICATION:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**GROUP:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_ **Day** \_\_\_\_\_ **Evening** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **weekly/monthly use:** \_\_\_\_\_

**Time:** \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m.)

**Building to be opened at** \_\_\_\_\_ (a.m./p.m.) **Room to be Used** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_

**Attendance: Adults:** \_\_\_\_\_ **Children:** \_\_\_\_\_

**List of Adult Supervision:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

**General rules when leaving building:**

1. All tables & chairs are to be returned to their proper place. Leave the room the way it was when you entered. Turn off all lights. Lock all doors when leaving. Garbage is to be bagged and placed outside the back door. Chairs in the back Senior Room may not be moved to other rooms.
2. For events scheduled after 3pm Mon.-Fri. or anytime on Sat. or Sun., a key must be picked up at the Police Dept. within ½ hour before event and returned within ½ hour after event.

**Financial Provisions (other than non-profit organizations):**

1. 2017 Minimum Fee-\$100.00 for five (5) hours plus one (1) hour for set up/clean up. Any additional hours shall be \$20.00 per hour. \$100 Security Deposit required in addition to fee.
2. The Township will bill the organization for the facility for full compensation concerning damages to the building, grounds or equipment.
3. Organizations will be charged an overtime rate for fixing damages incurred by the organization.

\*\*\*\*\*

**FOR OFFICIAL USE ONLY**

**Scheduled for Meeting of:** \_\_\_\_\_

**APPROVED** by the TOWNSHIP COMMITTEE on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**SPECIAL CONDITIONS (if any):** \_\_\_\_\_

\_\_\_\_\_  
**TOWNSHIP CLERK**



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## HOLD HARMLESS AGREEMENT

BETWEEN THE TOWNSHIP OF OCEAN, MUNICIPAL CORPORATION OF THE STATE OF NEW JERSEY AND

\_\_\_\_\_  
 ORGANIZATION/INDIVIDUAL

\_\_\_\_\_  
 ADDRESS (NOT POST OFFICE BOX)

\_\_\_\_\_  
 TELEPHONE NUMBER

\_\_\_\_\_  
 ORGANIZATION TYPE (INDIVIDUAL, PARTNERSHIP, NON-PROFIT CORPORATION, CORPORATION, PUBLIC ENTITY)

In consideration of the use of Township facilities, (circle one): Lake Pavilion/Community Center; on the following dates: \_\_\_\_\_ for the purpose of \_\_\_\_\_, the undersigned agrees to indemnify and hold the Township of Ocean and its officers, agents, servants, consultants and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also provides that the Township of Ocean is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing by the Township of Ocean, I agree to furnish a Certificate of Insurance specifically naming the Township of Ocean as an additional insured, for not less than \$500,000.00.

In order to induce to the Township of Ocean to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- A. Alcoholic beverages will not be served.
- B. Total number of persons anticipated is \_\_\_\_\_.
- C. Live entertainment (will) or (will not) be provided.
- D. Other \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the binding  
 act in deed of \_\_\_\_\_  
 Name of Organization/Person

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Witness