

**TOWNSHIP OF GREEN BROOK
PARK USE PERMIT**

Date of Application:_____ **Facility:**_____

Name of Applicant: _____ **ID:** _____

Applicant Address: _____

Applicant Telephone: _____ (home) (Work) (cell)

Date Requested:_____ **Time Period:**_____ **Number attending:**_____

Type of Event:_____

Facilities to be used: Pavilion - Picnic Area – Ball field

Will alcohol be served? Yes No If yes, permit applied for? Yes No
Attach copy.

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- **Attach Certificate of Insurance if resident is applying on behalf of a Business or Corporation.**
 - **Attach photocopy of Declaration Page of current Homeowner's Insurance Policy if applicant is a resident applying on his/her own behalf**
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Park Use Fee: \$_____ **Refundable Security Deposit: \$250**

Alcohol Permit Fee: \$_____

Police Presence Fee: \$71 per hour(s) of event _____

(Police presence required for all events over 100 people unless waived by Police Chief.)

Applicant signature _____ **Staff signature** _____

Police Chief Waiver _____ **if applicable**

Permit issue date:_____ **By:** _____

Resolution # 2007-04-06
2007 Fee Schedule for Park and Recreation Facilities

BE IT RESOLVED by the Township Committee of the Township of Green Brook, in the County of Somerset, State of New Jersey, that the following Parks and Recreation Facility Use Fees for 2007 be approved:

Pavilion at Top of the World Park	(1-4 hours)	\$100
	(4-8 hours)	\$200

Park behind Municipal Building	(1-4 hours)	\$50
	(4-8 hours)	\$100

Trust Farmstead Park	(1 - 4 hours)	\$50
	(4-8 hours)	\$100

(Refundable security deposit)	\$250
(For all facilities)	

Police Presence Fee	\$71 per officer per hour of event
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Police presence is required for all events over 100 persons unless requirement is waived by Police Chief or his designee.

Top of the World Park Pavilion Guidelines

- **The Pavilion is limited to a maximum group of 100**
- **All vehicles are to remain in the parking lot. No vehicles are allowed on the paths. This includes catering vehicles**
- **All trash generated by your event will be placed in trash bags and removed at the end of your event. “Carry in, carry out!” You should bring a supply of large trash bags for any garbage generated by your group.**
- **The Pavilion has twelve picnic tables, please keep the tables within the footprint of the Pavilion**
- **Grilling is permitted only in the four stationary grills adjacent to the Pavilion. No other fires are permitted in Top of the World Park. When you have finished cooking, leave the ash and spent charcoal in the grills to cool.**
- **Wipe down the picnic tables, removing any drips or spills that may have occurred during your event.**
- **Report any breakage or uncleanness of the facility to the office of the Municipal Clerk the next working day. The shelter will be checked and your deposit will be returned if the area was left clean and undamaged.**

TOWNSHIP OF GREEN BROOK
Park Reservation Policy
2007 Insurance Requirements for All Reservations

Private- All private rentals must provide proof of residency (driver's license or voter's registration) and must produce evidence of *their* homeowner's/renter's insurance policy AND furnish a certificate of insurance showing Green Brook Township as additional named insured, which will be covering the date of stated event, and the policy must have the following limits:

- \$1,000,000 minimum liability
homeowner's/renter's insurance
- "Green Brook Township" is named as *additional insured*
- Park, Date and Time of event reservation is clearly stated on the Certificate

Example: "Green Brook Township" is hereby named as "Additional Insured" for a Group Picnic to be held at Top of the World Park on June 30, 2007, 3-9 pm.

Corporate/Group- If a reservation is booked for a Business, Corporation, Group or Organization, the resident making application on the group's behalf must provide the group's insurance policy AND furnish a certificate of insurance showing Green Brook Township as additional named insured, which will be covering the date of stated event, and the policy must have the following limits:

- \$3 Million Dollar minimum liability insurance
- "Green Brook Township" is named as *additional insured*
- Park, Date and Time of event reservation is clearly stated on the Certificate

Example: "Green Brook Township" is hereby named as "Additional Insured" for a Group Picnic to be held at Top of the World Park on June 30, 2007, 3-9 pm.

TOWNSHIP OF GREEN BROOK
County of Somerset, State of New Jersey

ORDINANCE 2007-723

**An Ordinance Concerning Alcoholic Beverages in Township Parks
and the Issuance of Permits Therefor.**

Be it ordained by the Township Committee of the Township of Green Brook, Somerset County, that the Revised General Ordinances of the Township of Green Brook are hereby amended by repealing Chapter 3-17.13 and replacing it as follows:

3-17.13 Alcoholic Beverages

No alcoholic beverages of any kind are permitted in any park or recreation land without a permit.

Permit Procedure

The applicant shall make application to the Municipal Clerk on forms provided (Park Permits) and shall provide requested information as to their name (Township Resident) as the responsible individual; the nature of the proposed activity; expected number of participants; time period of proposed activity; and such other information as requested.

Alcoholic Beverage Permit Fee

Township Committee is authorized to adopt annually a resolution setting a schedule of alcoholic beverage permit fees for Green Brook Township Parks. The permit fee requirements as listed in such resolution will be charged to individuals or organizations obtaining an alcoholic beverage permit during the year for which the resolution applies.

Requirements and Fees:

Private: If a Green Brook Township resident wishes to have beer, wine or alcohol at an event in the Township Parks, they must apply for an Alcohol Permit through the office of the Municipal Clerk. *Fee for this permit is \$100.* (per date). The *resident*, who can provide proof of residency (driver's license or voter's registration), must produce evidence of *their* homeowner's/renter's

insurance policy, which will be covering the date of stated event, and the policy must state:

- \$1,000,000 minimum liability homeowner's/renter's insurance with
- "Green Brook Township" named as additional insured for the purpose of the park reservation and the issuance of an Alcohol Permit
- Park, Date and Time of event reservation is clearly stated on the Certificate

Example: "Green Brook Township" is hereby named as "Additional Insured" for a Group Picnic to be held at Top of the World Park on June 30, 2007, 3-9 pm. Alcoholic beverages will be served.

Corporate/Group: If a Business, Corporation, Group or Organization wishes to have beer, wine or alcohol at an event in the Township Parks, they must have a **RESIDENT** individual who can provide proof of residency (driver's license or voter's registration) apply for the permit for them through the office of the Municipal Clerk. Fee for this permit is \$200 (per date). Resident must supply the Municipal Clerk with the original Corporate/Group Insurance Certificate stating the following information:

- \$3 Million Dollar minimum liability insurance with
- "Green Brook Township" is named as additional insured for the purpose of the park reservation and the issuance of an Alcohol Permit
- Park, Date and Time of event reservation is clearly stated on the Certificate

Example: "Green Brook Township" is hereby named as "Additional Insured" for a Group Picnic to be held at Top of the World Park on June 30, 2007, 3-9 pm. Alcoholic beverages will be served.

BE IT FURTHER ORDAINED that this Ordinance shall be effective after publication following final adoption as provided by law.

Kathryn R. Kitchener, MPA, RMC
Administrator/Clerk

Introduction: 4/23/07

Public Hearing and Adoption: 5/14/07