

SOMERSET COUNTY PARK COMMISSION

PO Box 5327 • North Branch NJ 08876

908.722.1200 ext. 5225

NORTH BRANCH PARK TRAINING ROOM RENTAL APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Street/Address: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

\_\_\_\_\_

Alternate Contact: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

1. Date(s) requested: \_\_\_\_\_

2. Beginning time (including set-up): \_\_\_\_\_ am/pm Ending time: \_\_\_\_\_ am/pm

3. Maximum number of participants: \_\_\_\_\_

4. Purpose of event: \_\_\_\_\_

5. Type of Setup: Classroom style \_\_\_\_\_ Theater style \_\_\_\_\_ Board Table \_\_\_\_\_ U-shape \_\_\_\_\_

6. Additional needs: Head table \_\_\_\_\_ Podium \_\_\_\_\_ Table for AV \_\_\_\_\_ Table for catering \_\_\_\_\_

7. Will event be catered? \_\_\_\_\_

8. Is event open to public? \_\_\_\_\_ Will donations be requested? \_\_\_\_\_

9. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: \_\_\_\_\_

Phone #: \_\_\_\_\_

The applicant by his or her signature certifies that: 1. All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. 2. The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. 3. The individual and/or organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation 4. Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) \_\_\_\_\_ Date \_\_\_\_\_

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OFFICE USE ONLY

Table with columns for 'Up to 30 people' and '31 - 75 people', and rows for 'Weekdays 8am-5pm' and 'Evening meetings' with sub-columns for 'Gov't/Non-profit' and 'Other'.

\$25 building attendant fee per hour for opening doors prior to 8am and for daytime meetings that are not completed by 5pm.

Date received \_\_\_\_\_ Confirmation received \_\_\_\_\_ Insurance received \_\_\_\_\_ Permit fee/Clean up Bond received \_\_\_\_\_