

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

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** _____

OFFICE USE ONLY

	<u>Up to 30 people</u>		<u>31 – 75 people</u>	
	Gov't/Non-profit	Other	Gov't/Non-profit	Other
Weekdays 8am-5pm	\$50	\$100	\$70	\$150
Evening meetings	\$125	\$175	\$150	\$225

\$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 _____