

**TOWN OF DOVER
RECREATION DEPARTMENT**

37 N. Sussex Street, Dover, NJ 07801
973-366-2200 x1169



FACILITY USE APPLICATION

(All applicants must show 2 forms of Identification)

Print Name: _____ Address: _____

Organization Name: _____ Phone: _____

Date(s) _____ Day of Week – S M T W TH F S Time: _____ AM PM

Type of Event: _____ Email: _____

****A practice/game/tournament schedule must be attached to the application at time of submission. ****

Will alcoholic beverages be served? _____ Yes _____ No Will sound system be used? _____ Yes _____ No

Will contribution/admission fee be charged? _____ Yes _____ No

Approximate # of attendees _____ Are all attendees Dover Residents? _____ Yes _____ No

FACILITIES

_____ **Water Works Park** – Princeton Avenue -Picnic Area ☐

_____ **Crescent Field** – Second Street (Small Soccer Field ☐ Multi-purpose Field ☐)

_____ **Crescent Field** - (Basketball Court ☐ Volleyball Court ☐)

_____ **King Field** – Roswell Street - (King I ☐ King II ☐ King III ☐ King IV ☐ Snack Stand ☐)
(Majors) (T-Ball) (JV Softball) (Varsity Softball-50/70)

_____ **JFK Park** – W. Clinton Street & Route 46

(For Facility Use Fees see attached Fee Schedule)

_____ **Portable Light Tower Fees** - \$125.00 each per season - Number of Light Towers **1 2 3 4 5 6**
(Circle number of light towers)

RECREATION FIELD USE FEES

Water Works Park Picnic Area

(Includes the Pavilion Area, Rest Room, Electric & Water Connections)

Town Resident - \$150 ☐ Town Non-Profit - \$200 ☐ Town Industrial - \$250 ☐

Out-of-Town Organization/Residents - \$275 ☐ Out-of-Town Industrial \$300 ☐

Artificial Turf Field

Resident Soccer League – Traveling Soccer Program (2 nights' practice & 1 game per week) \$175 per Dover Team
(See attached Resolution No. 2017-75 for further details)

Security Fee - \$200 Check or Cash made payable to “**Dover Recreation**” must accompany application.

Applicant is responsible for damages exceeding security fee. Billing provided by Department of Public Works.

Special Police – Police Chief to determine if applicable. Fees set and payable directly to the Dover Police Department.

Fire Permit – A permit must be obtained from the Fire Prevention Official for any use of an open flame, grill, sterno or charcoal.

Alcohol & Sound Permits – A One-Day ABC permit or Sound Permit can be obtained by the application at the Town Clerk's office located in Town Hall at 37 N. Sussex Street.

Dumpsters – Additional refuse containers will be charged to applicant.

Additional Port-A-Johns – May be required for large groups at applicant's expense.

THE RECREATION DEPARTMENT RESERVES THE RIGHT TO CANCEL PERMIT AND/OR MAKE REVISIONS AS DEEMED NECESSRY.

In the event that the Town of Dover Recreation Department grants permission to use the required facilities, it is understood that all rules and regulations must be adhered to.

IMPORTANT: This form must be completed in its entirety prior to submission. All necessary requirements, including liability insurance and/or alcoholic consumption permit must be obtained prior to this form being returned for approval.

AGREEMENT

In consideration of permission being granted by the Town of Dover, the

(Name of individual or group)

Agrees to the stipulation to oversee the clean-up of the facility to its original condition at the end of the event. Failure to clean facility will result in the forfeit of the \$200 security deposit.

Signature _____

Date: ____/____/____

OFFICIAL USE ONLY

APPLICATION APPROVED: <input type="radio"/>	APPLICATION DENIED: <input type="radio"/>
--	--

Lisa Newkirk, Recreation Leader

____/____/____
Date

John O. Bennett, Town Administrator

____/____/____
Date

Application is denied for the following reason:

Additional Requirements: Police ____ Fire ____ ABC Permit ____ Sound Permit ____ Dumpsters ____

Revised Schedule

**TOWN OF DOVER
RECREATION DEPARTMENT**
37 N. Sussex Street, Dover, NJ 07801
973-366-2200 x1169



FACILITY REGULATIONS

PARK HOURS – 8:00 AM to DUSK except in designated areas.

SPEED LIMIT – 5 mph limit in park/field areas – observe speed bumps.

PARKING – In authorized areas ONLY – not along roadway entry at Water Works Park – assign committee to enforce.

CLEAN-UP – Keep areas clean and free of debris, including RESTROOMS. No dumpsters are provided by the Town of Dover. *All garbage is to be removed by applicant upon departing the facility.* Failure to comply will result in the forfeiture of the security deposit.

DUMPSTERS & PORT-A-JOHNS – May be required for large events – must be secured by applicant at applicant's expense.

PROHIBITED – (a) **GAMBLING**

(b) **ALCOHOLIC BEVERAGES** – except by special permit and prior written approval of the Mayor and Board of Aldermen. NJ State laws require permit & fees (applicant's expense). Violators will be prosecuted. See the Town Clerk for permit application. *No GLASS beverage containers!*

(c) **SOUND SYTEM** – except by special permit and written approval of the Mayor and Board of Aldermen.

POLICE – May be required. Contact the Police Chief prior to your scheduled event. Fees are set by and payable to the Dover Police Dept. at applicant's expense.

FIRE PERMIT – Required for open flame or flame producing devices (grills, sterno, etc.) at any public gathering or place of assembly. Application is attached and submitted to the Dover Fire Prevention Bureau.

SECURITY FEE – is **\$200**. The security fee is required to cover minimal damage and littering – the security fee is held at the Recreation Office and returned pending inspection. APPLICANT is responsible for ALL damages. Also, fee will not be returned if the number attending exceeds the applicant's request. Security fee is payable by cash or check made out to "**Dover Recreation**".

KEYS – To open restrooms and electrical boxes, keys must be picked up at the Dover Police Dept. Headquarters ON THE DAY of the event and returned IMMEDIATELY following the event.

Applicant must secure area before leaving park/field.

WATER WORKS PARK – Reservation allows exclusive use of picnic grove, ball field and volleyball court. The playground equipment remains open to the general public.

WATER SOURCE – Located near the restrooms at Water Works Park.

POWER – At *Water Works Park*, the power box is located near pavilion and circuit breaker is located inside men's restroom. At *JFK Commons Park*, the power box is located near the gazebo.

Applicant agrees to abide by these facility regulations set by the Recreation Department.

(Applicant Signature)

(Date)

**TOWN OF DOVER
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973-366-2200 x1169



PARK AND FIELD USE REGULATIONS

FIELD USE "BY PERMIT ONLY" – Original sealed permit must be in possession during field use. Violators will be prosecuted subject to Ordinance #8-1999.

"FIELD CLOSED" Signs – Must be obeyed. Failure to do so will result in loss of permit. Violators will be prosecuted subject to Ordinance #8-1999.

Applicant accepts responsibility of playing on fields ONLY when weather conditions are favorable and such play will not result in field damage (either immediate or long term).

At game time and during game, umpires, referees and coaches MUST evaluate field conditions to determine if field is "playable" or "not playable". Failure will result in loss of permit and security deposit.

APPLICATIONS – are available at the Recreation Office (Town Hall-37 N. Sussex Street). Applications must be submitted for approval to the Recreation Office thirty (30) days PRIOR to use of the facility. Incomplete applications may be denied. A complete roster of all players and coaches' names and addresses is required before permit will be issued. One-million-dollar insurance certificate naming the Town of Dover and the Recreation Department, 37 N. Sussex Street, Dover, NJ 07801, must be submitted with application PRIOR to approval.

FEES – determined by the Recreation Department – non-refundable if permit is violated.

NO UNAUTHORIZED VEHICLES – are permitted on fields or surrounding complex areas (no bikes, motorcycles or four wheelers, etc.) Violators will be prosecuted subject to Ordinance #8-1999.

POLICE – are to be contacted when a discrepancy concerning permitted use arises. Duplicate copies of all permits and applications are on file at police headquarters.

ENFORCEMENT – Chapter 265-9, Ordinance #8-1999 – Officials (Public Safety Director, Police, Director of Recreation, DPW Superintendent, Park Attendants and Administrative Staff) have the authority to eject and seize any prohibited property such as, alcohol, fireworks and may be confiscated by police.

VIOLATIONS & PENALTIES – Chapter 265-10, Ordinance #8-1999 – Subject to one or more of the following: Fine not exceeding \$1,000, imprisonment/community service not exceeding ninety (90) days. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

I have read and understand the above listed Park and Field Use Regulations.

Applicant Signature

____/____/____
Date

**TOWN OF DOVER
RECREATION DEPARTMENT**

37 N. Sussex Street, Dover, NJ 07801
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HOLD HARMLESS AGREEMENT

1. **DEFINITIONS I/WE _____ ME/MY SHALL MEAN:**
INDIVIDUAL _____ ORGANIZATION _____ CORPORATION _____

Name: _____

Address: _____
(Street)

(City) (State) (Zip Code)

Phone: _____
(Home) (Mobile) (Work)

Title: _____

You/Yours – Shall mean the Municipal Corporation known as: Town of Dover, New Jersey – Recreation Department, its agents, servants, employees or contractors:

2. General Information

Date of Event: _____ / _____ / _____ Time (Hours): _____ AM / PM TO _____ AM / PM

Facility Site: _____

Activity/Event Description _____

3. I sign this Hold Harmless as my voluntary act and by this act agree to hold YOU harmless and indemnify YOU from any claims, suits or other actions/arising from, caused by or which are the result of any omission or act of:

(a) YOU: (applicable only if the user of the site is a Corporation)

(b) Any quest, invitee, licensee, visitor above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described above)

4. I state that the activity listed above will not include the consumption of alcoholic beverages, but should any person in paragraph 3(b) consume alcohol or permit others to consume alcohol, I agree to be bound by the terms of paragraph 5 below.

5. I state that the activity listed above will include the consumption of alcoholic beverages and that because of such consumption, I have the following additional duties to YOU related to the use of the site listed:

(a) That I am solely responsible for the dispensing and consumption of alcohol including the prudent responsible dispensing and consumption of alcohol by all persons involved in the activity described in paragraph 3 (b) above;

(b) To acknowledge by the signing of this Hold Harmless that YOU have no authority, control or participation in the dispensation or consumption of alcohol on the site and date listed above, and that I will take no step, action or measure to convey the idea that YOU in any way have promoted, assisted or participated in the dispensing and consumption of alcoholic beverages on the site and date listed above;

(c) That I will not allow persons under the age of twenty-one (21) to dispense or consume alcohol at the site during the activity to be held on YOUR property;

(d) To comply with ALL Municipal Ordinances relating to the consumption of alcoholic beverages, including, but not limited to, obtaining any necessary permits.

6. I also agree that where the "MUNICIPAL OFFICER" signing this Hold Harmless on YOUR behalf feels I should provide to YOU a Certificate of Liability Insurance and proof of existing "Special Events Insurance", that I shall provide same to that municipal officer as soon as practicable and not less than two (2) business days prior to the date of the planned activity. The Municipal Officer shall check below if this Paragraph is applicable/not applicable to the activity listed.

☐

Applicable

☐

Not Applicable

7. I also agree that I am obligated to reimburse YOU for all reasonable attorney's fees incurred by YOU to enforce the terms of the Hold Harmless or to defend YOURSELF against any claim, suit or demand for subrogation or any other action which a court of competent jurisdiction later determines by final order or judgement should have been defended by ME at MY sole cost or expense pursuant to this Hold Harmless:

8. Legal Signature

(a) Individual/applicant _____
(Print Name) (Signature)

On behalf of _____
Title _____
Corporation _____

(b) **REVIEWED FOR COMPLETION AND APPROVED BY:** Lisa Newkirk, Recreation Leader

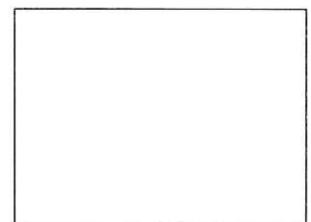
Lisa Newkirk, Recreation Leader

____/____/____
Date

(c) **APPROVED BY:** John O. Bennett, Town Administrator

John O. Bennett, Town Administrator

____/____/____
Date



TOWN OF DOVER SEAL

**TOWN OF DOVER
RECREATION DEPARTMENT**

37 N. Sussex Street, Dover, NJ 07801
973-366-2200 x1169



CORPORATE ACKNOWLEDGEMENT:

State of New Jersey, County of Morris

I certify that on ____/____/____, _____ personally came before
(Date) (Applicant's Name)

Me and this person acknowledged under oath to my satisfaction,

(a) this person is the _____ of _____ the corporation named in
the attached document;

(b) this person is attesting witness to the signing of this document by the proper corporate officer who is
_____ the _____ of the corporation;

(c) this document was signed and delivered by the corporation as it's voluntary act duly authorized by a
proper resolution of its Board of Directors;

(d) this person knows the proper corporation seal which was affixed to this document;

(e) this person signed this proof to attest to the truth of these facts.

Signed and sworn to before me on:

_____/_____/_____
Date

Signature

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INSURANCE REQUIREMENTS

The Morris County Joint Insurance Fund sets the following minimum limits of Liability insurance for outside organizations, groups, agencies, etc. requesting use of Town of Dover facilities (parks, playgrounds, buildings, ball fields, parking lots, etc.):

Alcoholic Beverages – Served or Sold

Minimum \$1 million liability coverage. Liquor Liability insurance if alcohol is sold and Host Liquor Liability Insurance if alcohol is served but not sold.

Attendance Under 200

Minimum \$1 million liability coverage.

Attendance Over 200

Minimum \$1 million liability coverage.

Athletic Events

Minimum \$1 million liability coverage.

All other special activities not covered by those mentioned above or by the Joint Insurance Fund Policy will be dealt with on an individual basis, after discussion with the Town Administrator, Town Attorney, and Town Risk Manager, and/or its representatives.

PERMIT REQUIREMENTS

Permits for use of town facilities will not be issued unless a Certificate of Liability Insurance listing sufficient coverage and naming the **TOWN OF DOVER** and **DOVER RECREATION DEPARTMENT** as Additional Insured is submitted (by the applicant's insurance company) to the Town of Dover. Also, every application requires a signed Hold Harmless Agreement from properly authorized applicant.

NOTE: Town ordinance prohibits consumption of alcoholic beverages in parks, playgrounds or ball fields without special permit and prior written approval of the Mayor and Board of Aldermen.

All offenders will be prosecuted to the full extent of the law.

(See attached Certificate of Insurance Sample)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER BROKER NAME & ADDRESS	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED USER NAME & ADDRESS	INSURER A:	INSURANCE COMPANY
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR/INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is included as an additional insured in reference to:

LOCATION OF EVENT, DATE(S) AND PURPOSE
INDICATE IF ALCOHOL WILL BE SERVED

CERTIFICATE HOLDER

CANCELLATION

TOWN OF DOVER &
TOWN OF DOVER RECREATION DEPT.
37 N. SUSSEX STREET
DOVER, NJ 07801

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

**TOWN OF DOVER
RECREATION DEPARTMENT**
37 N. Sussex Street, Dover, NJ 07801
973-366-2200 x1169



FIELD USE POLICY

TEAM LIABILITY INSURANCE
Minimum \$1 million liability coverage.

*****DOVER TEAM MUST BE ON FIELD*****

HOLD HARMLESS
Must be completed and signed by properly authorized applicant.

SEASON RATE
Available when a schedule of reserved dates (games & practices) is submitted.
No changes thereafter or the standard per game fee will prevail.
Fees determined by Recreation Department.

*Two visiting teams are not eligible to use the fields EXCEPT in PLAYOFF situations or UNLESS:

- (a) They have provided proof of the proper insurance coverage;
- (b) They pay the recommended fee for use of the facility;
- (c) They provide the Recreation Department with a Certificate of Insurance naming The Town of Dover and Recreation Department as Additional Insured.

*****Applications must be submitted to the Recreation Office at least 30 days prior to anticipated use of facility.***

***NOTE: Recreation sponsored programs and authorized town leagues
have preference for field reservations.***

***Fees for use of facilities as determined by Recreation Department for use of Recreation
Facilities and for programs within the Town of Dover by Resolution.***

**TOWN OF DOVER
RECREATION DEPARTMENT**

37 N. Sussex Street, Dover, NJ 07801
973-366-2200 x1169



**WATER WORKS PARK
SIGN OUT SHEET**

Applicant's Name: _____

Date: _____

CHECKLIST

(Please Initial)

- _____ 1) I have checked the rest rooms to ensure that no water was left running, all debris removed and stalls are unoccupied before locking them up.
- _____ 2) I have picked up all trash and will make certain to remove it from the premises.
- _____ 3) I made sure to **TURN OFF, CLOSE & LOCK** anything I used or opened, (this includes rest room doors, electrical boxes, circuit breakers inside men's rest room, water source (steel drum with lid must be secure).
- 4) I have made sure any charcoal grill/fire has been safely extinguished.
- 5) I have read the facility regulations and have made sure the park is clean and secure before turning the keys in to the Police Department.
- 6) I understand my security deposit will be forfeited if I do not complete this form and **return keys to the Police Department.**

(Print Name of Permit Holder)

(Signature of Permit Holder)

(Phone # of Permit Holder)

**TOWN OF DOVER
BUREAU OF FIRE PREVENTION**

37 N SUSSEX ST. / P.O. BOX 389

DOVER, NJ 07802-0389

MAIN: 973-366-3260 / FAX: 973-366-9033

6/08

**PERMIT APPLICATION - USE OF AN OPEN FLAME, OR FLAME PRODUCING
DEVICE AT ANY PUBLIC GATHERING OR PLACE OF ASSEMBLY.**

DATE: _____ TYPE: 1 FEE: \$60.00

PAYMENT BY CHECK OR MONEY ORDER ONLY

APPLICANT: _____

ADDRESS: _____

PHONE NO.: BUSINESS: _____ HOME: _____

USE LOCATION: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NO.: _____

USE DATES AND TIMES: _____

SET UP DATE AND TIME: _____

TYPE OF OPEN FLAME DEVICE:

☐ -- LPG STOVE/GRILL

☐ -- CHARCOAL GRILL

☐ -- CANDLE/TORCH

☐ -- OTHER (COMPLETE DESCRIPTION) _____

**SUBMIT APPLICATION AT LEAST 14 DAYS PRIOR TO THE EVENT TO ALLOW TIME
FOR REVIEW AND PROCESSING.**

I hereby acknowledge that I have read this application and that the information given is correct,
and that I am the owner, or duly authorized to act in the owners behalf, and as such agree to
comply with all applicable requirements of the N.J. Uniform Fire Code.

SIGNED: _____ TITLE: _____

TOWN OF DOVER
BUREAU OF FIRE PREVENTION
37 N SUSSEX ST. / P.O. BOX 389
DOVER, NJ 07802-0389
MAIN: 973-366-3260 / FAX: 973-366-9033

6/08

PERMIT APPLICATION - Tents and temporary tensioned membrane structures

DATE: _____ TYPE: 1 FEE: \$60.00
PAYMENT BY CHECK OR MONEY ORDER ONLY

APPLICANT: _____

ADDRESS: _____

PHONE NO.: BUSINESS: _____ HOME: _____

REASON/PURPOSE FOR TENT: _____

LOCATION FOR TENT: _____

TENT PROVIDER NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TENT (S) DIMENSIONS: _____

TYPE: OPEN SIDES -- _____ CLOSED SIDES -- _____

USE DATES AND TIMES: _____

SET UP DATE AND TIME: _____

APPLICANT MUST PROVIDE THE FOLLOWING WITH THIS APPLICATION:

1. SITE PLAN OF THE PROPERTY SHOWING THE TENT AND DISTANCES FROM PROPERTY LINES, BUILDINGS ETC. TO SCALE.
2. DIAGRAM WITH THE SEATING ARRANGEMENT, EXIT LOCATIONS, EXPECTED OCCUPANT LOAD, FIRE EXTINGUISHERS.
3. COPY OF FLAME RESISTANCE RATING CERTIFICATE FOR EACH SECTION OF TENT OR STRUCTURE.
4. ANY TEMPORARY ELECTRICAL SUPPLIES MAY REQUIRE A BUILDING DEPARTMENT ELECTRICAL PERMIT AND INSPECTION (973-366-3260).
5. INDICATE IF ANY COOKING/OPEN FLAME OR TEMPORARY HEATING DEVICES WILL BE USED. PROVIDE DETAILED INFORMATION AS TO TYPE, FUEL, ETC.

SUBMIT APPLICATION AT LEAST 14 DAYS PRIOR TO THE EVENT TO ALLOW TIME FOR REVIEW AND PROCESSING.

I hereby acknowledge that I have read this application and that the information given is correct, and that I am the owner, or duly authorized to act in the owners behalf, and as such agree to comply with all applicable requirements of the N.J. Uniform Fire Code.

SIGNED: _____ TITLE: _____

**RESOLUTION (2007 REVISED)
OF THE BOARD OF RECREATION COMMISSIONERS
OF THE TOWN OF DOVER REGULATING USE OF THE MULTI-PURPOSE ARTIFICIAL
TURF AREA AND SURROUNDING AREAS AT CRESCENT FIELD**

WHEREAS, pursuant to N.J.S.A. 40:12-6 and the Code of Dover Section 67-6, the Board of Recreation Commissioners (hereinafter, "Board") of the Town of Dover are vested with control over all playgrounds and recreation places; and

WHEREAS, the Board deems it in the best interest of the community to establish fees for the use of the artificial playing surface and the area surrounding same for special events such as festivals, concerts and other large gatherings; and

WHEREAS, the Board deems it necessary to establish policies and procedures for the rental and use of Crescent Field for events such as concerts, festivals and other large gatherings;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board as follows:

1. **FEES**

A. The use of the artificial turf playing surface at Crescent Field shall be \$100.00 per hour or \$800.00 per 8 hour day payable two weeks in advance.

B. The use of the land area surrounding the artificial turf playing surface for festivals, concerts and other large outdoor events shall require payment of the following fees two weeks in advance as applicable:

- (1) \$400.00 resident/in town registration fee up to 200 in attendance
\$1000.00 resident/in town registration fee over 200 in attendance
- (2) \$600.00 non residential/out-of-town registration fee up to 200 in attendance.
\$1500.00 non-residential/out of town registration fee over 200 in attendance.

- (3) \$500.00 fee if alcoholic beverage is being served
- (4) \$300.00 fee for amplified sound system use
- (5) \$100.00 fee per food vendor and \$100.00 per non food vendor
- (6) \$35.00 per hour event fee for residents/in town
- (7) \$60.00 per hour event fee for non residents/out-of-town
- (8) \$200.00 inspection fee for pre event and post event

*Exempted from the above fees are Board of Recreation sponsored events.

2. The following policy and procedure for the rental of Crescent Field is hereby established.

A. A facility application form must be submitted which shall include a hold harmless and indemnification agreement.

B. All solid waste and recyclable materials must be properly disposed of throughout the term of the event and immediately upon conclusion of the event. A minimum of one (1) eight (8) cubic yard dumpster per 500 people attending per day shall be provided for the event for solid waste. Recycling containers of adequate size for co-mingled aluminum cans and glass, and cardboard shall be provided. In addition, each food vendor shall have at least one solid waste container of at least 12 gallon capacity at the vendors designated area. The event organizer shall be responsible for insuring that each vendors container(s) are periodically emptied into dumpsters prior to reaching the containers capacity. The disposal of liquid or solid waste into the Town of Dover's storm water system is prohibited.

C. The fees for the use of facilities is to be made payable to the Town of Dover Recreation Commissioners and shall be presented no later than two (2) weeks prior to the event.

D. A security plan must be presented to the Town of Dover Police Department at least two (2) weeks prior to the event and approved by the Chief of Police. Security may be provided by

the Town of Dover Police Department or approved security firm. Should Dover Police Services be utilized, prepayment for the police officers' services must be made two (2) weeks prior to the event.

E. If food vendors are to be on site, permits must be obtained from the Town of Dover Health Department two (2) weeks prior to the event.

F. If any cooking is to be conducted on site, a permit will be required from the Town of Dover Fire Official at least two (2) weeks prior to the event.

G. A cash bond must be posted with the Treasurer's office in the amount of \$2,500.00 as a security deposit for any damage to the Crescent Field facilities.

H. A Certificate of Insurance must be presented in a form acceptable to the Town naming the Town of Dover & Dover Recreation Commission as additional insured for the event in an the amount not less than one million (\$1,000,000.00) for injury to person or property.

I. Portable toilets shall be provided at the rate of four (4) for the first 300 people attending, and then 1 additional toilet for each additional 200 people attending. Ten percent (10%) of all portable toilets, but not less than one (1) per event, shall be ADA accessible. Portable toilets must be cleaned and sanitized prior to the event and daily during the event.

J. If alcoholic beverages are to be served, a one-day alcoholic beverage permit must be obtained from the Mayor and Board of Aldermen of the Town of Dover.

K. Removal of dumpsters, recycling containers and portable toilets must be accomplished by 9:00 a.m. the next day following the event.

L. The entire site must be cleaned and free of all debris immediately upon the conclusion of the event.

M. A site plan of the event showing all food stands, rides, games, portable toilets, dumpsters and the like must be submitted for approval to the Town Administrator at least two (2) weeks prior to the event.

N. No food or liquids of any kind (except containerized water), tobacco products, chewing gum, or metal cleats shall be permitted to be used or brought within the confines of the synthetic turf field surface.

Be it resolved the above listed fee schedule with attached Resolution for Crescent Field Complex has been approved and adopted for the year 2014 as per the Board of Recreation Commissioners at the Town of Dover Board of Recreation Commission Meeting of February 21, 2014.

Attest:

Dated: 2/21/2014

Alice Gilbert, Secretary

Chairman Victor Rodriguez