

BOROUGH OF TENAFLY
BERGEN COUNTY NEW JERSEY

Application for Use of Aliene S. D. Johnson Garden Room

Applicant's Information

Name _____ Telephone No.: _____ Email: _____
Address: _____ Town: _____ State: _____ Zip: _____
Name of Organization: _____ Type: For Profit Non-Profit Other
Address: _____ Town: _____ State: _____ Zip: _____
If "Other" checked above, describe: _____

Event Information

Date of Event: _____ Starting & Ending Time: From _____ P.M. To _____ P.M. [Circle A.M. or P.M.]
A.M. A.M.
Alternate Date: _____ Total number of hours of use: _____ HOURS
[Complete in case Event Date is not available]
Purpose of Event: _____
Attendance: _____ Persons standing only Use of kitchen area YES NO
_____ Persons seated in chairs Use of rest rooms YES NO
_____ Persons seated in chairs at tables
_____ TOTAL

Applicant Classification [Check Classification That Applies]

- Class A.** Groups or organizations under the sole jurisdiction of Borough of Tenafly and activities co-sponsored by the Borough of Tenafly.
- Class B.** Official business meetings of the Borough municipal government agencies, boards, commissions and committees.
- Class C.** Official use by Tenafly Board of Education. **See insurance requirements.**
- Class D.** Tenafly branches of clubs and groups, both charitable and/or civic in nature. **See insurance requirements.**
- Class E.** Tenafly residents for private use. **See insurance requirements.**
- Class F.** Any person or group with a valid permit for use of the park wishing to use the rest rooms only.

Fees

- Use of kitchen. [Class D and Class E] **\$25.00 fee plus refundable cash security deposit in amount of \$ 100.00**
- Use of rest room only. [Class F] **\$ 50.00 fee plus refundable cash security deposit in amount of \$ 200.00**
- Use of facility after 4:00 p.m. [Class C and Class D] **\$ 20.00 per hour or any portion thereof (2 hour minimum)**
- Use of facility weekends & holidays. [Class C and Class D] **\$ 50.00 per hour or any portion thereof (3 hour minimum)**
- Use of facility by Tenafly residents only. [Class E] **\$ 50.00 fee for first two hours weekdays plus \$ 30.00 per hour each additional hour \$ 50.00 fee plus \$ 50.00 per hour for use of facility on weekends and holidays**

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Insurance Requirements

Certificate of Insurance. For Class C, Class D, and Class E use, a Certificate of Insurance will be required. The Certificate of Insurance must list the name of the individual, group or organization as the insured and in addition list the Borough of Tenafly as the additional named insured. The liability limit for bodily injury and property damage must not be less than \$ 1 million dollars (\$1,000,000) per occurrence. Certificate of Insurance must be submitted prior to the issuance of a permit for use of the facility.

Hold Harmless Agreement. For Class C, Class D, and Class E use, a Hold Harmless Agreement will be required indemnifying the Borough of Tenafly from any losses or damages resulting from the use of the facility. The properly executed Hold Harmless Agreement must be submitted prior to the issuance of a permit for use of the facility.

Borough Use Only

Date of Event: _____ Hours of Facility Use: _____

Total Number of Persons: _____ Check: Tables required Chairs required

Kitchen use: Yes No Rest room use: Yes No

Application reviewed by Supervisor of Building Maintenance

Signature: _____ **Date:** _____

Application approved by Director of Public Works

Signature: _____ **Date:** _____

Application approved by Borough Administrator

Signature: _____ **Date:** _____

Insurance Requirements Certificate of Insurance Attached
 Hold Harmless Agreement Attached

<u>Fee Calculation:</u>	<u>Fee</u>	<u>Deposit</u>
Weekdays after 4 pm to 9 pm [2 hour minimum] No. hours____ x \$ 20.00 hour	\$ _____	
Weekends & holidays 9 am to 9 pm [3 hour minimum] No. hours____ x \$ 50.00 hour	\$ _____	
Class E use weekdays 9 am to 9 pm First 2 hours - \$ 50.00 fee	\$ _____	
Class E use weekdays extra hours No. hours____ x \$ 30.00 hour	\$ _____	
Class E use weekends & holidays No. hours____ x \$ 50.00 hour	\$ _____	
Use of kitchen - \$ 25.00 fee plus \$ 100.00 cash deposit	\$ _____	\$ _____
Class F use of rest rooms only \$ 50.00 fee plus \$ 200.00 cash deposit	\$ _____	\$ _____
TOTAL FEES	\$ _____	\$ _____

Application must be submitted to Department of Public Works no less than five (5) business days prior to proposed event date.

Separate checks required for fees and refundable deposit made payable to "Borough of Tenafly"

BOROUGH OF TENAFLY
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**HOLD HARMLESS AGREEMENT
FOR USE OF ALLIENE S. D. JOHNSON GARDEN ROOM**

Name of Person (Applicant) or Organization using the facility

Address (Not Post Office Box) Town State Zip Code

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Telephone Number

Email Address

Specify Individual, Partnership, Corporation, Non-Profit Corporation, Public Entity

In consideration of the use of the *Alliene S. D. Johnson Garden Room* on the following dates:

[Fill in dates of use of the facility]

The undersigned agrees to indemnify and hold the BOROUGH OF TENAFLY and its officers, agents 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 requires that the BOROUGH OF TENAFLY 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 BOROUGH OF TENAFLY I agree to furnish a Certificate of Insurance specifically naming the BOROUGH OF TENAFLY as additional insured providing general liability coverage including bodily injury and property damage with minimum limits of liability not less than \$1,000,000. In order to induce the BOROUGH OF TENAFLY to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a) Intended use _____
- b) Alcoholic beverages will not be served or consumed on the premises
- c) Live entertainment (will) (will not) be provided [cross out one]
- d) Total number of persons will not exceed _____

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated above.

The BOROUGH OF TENAFLY reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if the BOROUGH OF TENAFLY determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20__ as the binding act in deed of:

Name of Individual or Organization

Signature of Witness

Authorized Signature

Printed Name and Title

Printed Name and Title