

Stafford Township Recreation Department
260 East Bay Avenue Manahawkin, NJ 08050

MILL CREEK PARK USE APPLICATION
(10 to 60 PARTICIPANTS)

Name of Responsible Person/Party: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Type of Event: _____ # of Attendees: _____

Date/Time Of Event: _____ BEGIN: _____ END: _____ (4 hour maximum)

Fees: Residents: \$125.00 (4-hour max) Non-Residents: \$250.00 (4-hour max)

Checks should be made payable to **STAFFORD RECREATION**

Contact Deb Budesas: **(609)597-1000 ex. 8583** / email dbudesas@staffordnj.gov

I have reviewed the accompanying list of rules and regulations and agree to observe these and other rules governing the use of public property and understand that submission of this form does not constitute approval.

Signature of Responsible Person/Party: _____

Date: _____

Approved by: _____ **/Stafford Recreation Department**

Date: _____

Stafford Township Recreation Department

260 East Bay Avenue Manahawkin, NJ 08050

Rules and Regulations

- Events exceeding **60** participants require a **Special Event Permit**.
- All applicable fees must be paid in order to receive a permit for use.
- Submit application at least **30** days before the event.
- No fee for Non-profit organizations, Civic Associations, and Recreation Programs
- **Use of parks** shall be limited to the **activity, date and time slot designated on the Permit Application. Permit is not transferable or assignable.**
- Application must be accompanied by a **Certificate of Insurance/Hold Harmless Agreement** naming **Stafford Township, 260 East Bay Avenue, Manahawkin, NJ 08050** as Additionally Insured. **Minimum amount of liability insurance coverage required is \$2,000,000.**
- Private citizen applications must be made by a responsible person whose name **must** be listed on the Certificate of Insurance as **Certificate Holder**. The person listed as responsible **must** be in attendance at the event at **all times**.
- Please bring completed permit application, Certificate of Liability Insurance and check payable to **Stafford Recreation** to the **Pine Street Recreation Building** office, 25 Pine Street, Manahawkin, **Monday through Friday, 9am-4pm**.
- **No** alcoholic beverages, illegal substances, firearms/fireworks are allowed in parks or facilities.
- **No** tents, structures, equipment, e.g. bounce houses, are allowed in the park.
- On-site charcoal grills are available for use; no additional cooking equipment may be used; no propane or wood-fired cooking is allowed. **A fire extinguisher must be on hand if using charcoal grills.**
- The applicant must receive specific permission in advance from the Recreation Department for the playing of live or recorded music. **No amplified music.**
- **No** motor vehicles are permitted in the Park area, including on path systems.
- Permit will be issued for a specific 4-hour period between the hours of **9:00 AM** and **½ hour prior to dusk**.
- Commercial use of park or selling of any services or products is prohibited.
- The park use permit shall be kept at the activity/event and must be shown to any authorized representative of Stafford Township or any law enforcement officer upon demand.
- Permittee is responsible to pay all costs associated with emergency response and medical services.
- Permittee agrees to have the event site returned to pre-activity/pre event condition by the conclusion of the permitted use, or as determined by recreation staff.

Fees: Residents: \$125.00 4-hour max Non-Residents: \$250.00 4-hour max

**Jason Hazelton
Stafford Township Recreation Director
260 East Bay Avenue, Manahawkin, NJ 08050
609-597-1000 ext. 8578**