



## BOROUGH OF OCEANPORT PUBLIC BUILDING RENTAL APPLICATION

PO Box 370 910 Oceanport Way Oceanport, NJ 07757  
Phone: (732) 222-8221 Fax: (732) 222-0904  
Website: [www.oceanportboro.com](http://www.oceanportboro.com)

### APPLICANT INFORMATION

Name of Individual/Organization: \_\_\_\_\_

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

Home/Cell Phone#: \_\_\_\_\_ Email Address#: \_\_\_\_\_

### EVENT/MEETING INFORMATION

Facility Requested	Maximum Occupancy	Resident Rate (ID may be required)	Non-Resident Rate	Damage Deposit (Returnable)	Gatherguard Venue ID
___ Blackberry Bay Pavilion, 440 Port Au Peck Ave	65 persons	\$50/hr	\$75/hr	\$300	4990-394
___ Old Wharf House, 315 E. Main Street	70 persons	\$75/hr	\$100/hr	\$300	4990-253

DATE of Event \_\_\_\_\_ Approximate # of Attendees \_\_\_\_\_

TIME of Use (START) \_\_\_\_\_ AM/PM (END) \_\_\_\_\_ AM/PM

FACILITY will be used by: \_\_\_ Not for Profit \_\_\_ For Profit \_\_\_ Admission Fee? If yes, amount \_\_\_\_\_

Purpose of Affair \_\_\_ Borough Committee \_\_\_ Birthday Party \_\_\_ Baby Shower \_\_\_ Bridal Shower

\_\_\_ Other, Describe: \_\_\_\_\_

### APPLICATION INSTRUCTIONS

Submit this completed application to the Borough Clerk's Office in person or via email to: [kburrough@oceanportboro.com](mailto:kburrough@oceanportboro.com). Once this form is received a staff member will review date(s) requested and reserve the event date if available (no deposit required at this time). Preference is given to Borough committees/organizations/residents on weekdays and some weekend blackout dates will apply.

### INSURANCE REQUIREMENTS:

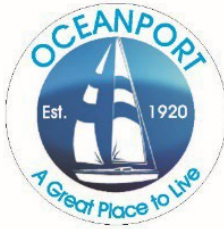
Proof of liability insurance is required with certain facility use applications. Upon confirmation of date reserved, Submit Proof of Insurance via a Certificate of Insurance naming Borough of Oceanport, 910 Oceanport Way, Oceanport, NJ 07757 as the "Additional Insured".

Insurance coverage is also available through the Borough's Tenant Use Liability Insurance Program (TULIP) by visiting [www.gatherguard.com](http://www.gatherguard.com) and use VENUE ID Code referenced above.

### PAYMENT / DAMAGE DEPOSITS

Rental Fee & Damage Deposit are accepted and DUE the DATE of EVENT (no earlier) along with notarized Hold Harmless & Indemnity Waiver Statement and proof of insurance if not previously submitted. If event is on a Saturday/Sunday, payment may be made not sooner than the Thursday prior and not later than 12:00pm on Friday immediately prior.

All Individual/Group/Organization(s) are responsible for compliance with Borough Ordinances regarding Rules & Regulations for the use of the facility.



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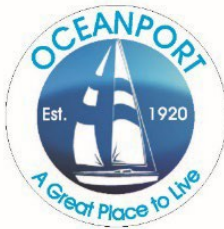
### RULES FOR USE OF FACILITIES

1. Only persons 21 years of age or older may reserve an Oceanport facility. Proof of age will be required if there is a doubt as to the age of the applicant.
2. Smoking is prohibited in all Borough buildings.
3. Use of a facility will require a charge based on the schedule found on the application.
4. A damage deposit of \$300.00 in the form of a check, cash or money order is required. The deposit will be available to the applicant, assuming facilities are left in a condition deemed satisfactory by the Borough, no earlier than Wednesday, 8:30 a.m. following the weekend or holiday it was used. **The key will be made available and should be returned immediately after use to the Borough Clerk's office at 910 Oceanport Way during business hours or use the secure drop box in the outside foyer.**
5. Persons requesting use of a facility will be responsible for the conduct of all persons attending the event. No drinking or intoxicants will be permitted, nor persons under the influence of liquor admitted. Alcoholic beverages are *not* permitted at any time per Borough ordinance. **NO EXCEPTIONS!** Failure to comply may result in forfeiture of use.
6. Facilities may be rented Friday, Saturday, Sunday and holidays. All events must be concluded with rooms cleaned by 11:30 p.m. Departure from the facility shall be no later than 12:00 midnight. Since this is a residential area, please request that guests leave with a minimum of noise and commotion. No horn blowing, please.
7. All decorations must be attached using masking tape ONLY... No Tacks.
8. Bring cleaning products and towels as needed.
9. PLEASE **WASH DOWN TABLE TOPS**. All tables and chairs **MUST** be returned to the position they were in when you entered the building.
10. Restrooms must be "picked up" and baskets emptied into plastic bags.
11. All Garbage must be removed from the facility (in plastic bags) and placed in the containers located outside the building. Do not remove cans from the kitchen.
12. Recyclables must be placed in the recyclable receptacles.
13. Sweep all floors in each room. Do not wash floors unless to remove sticky substances or to mop up a spill.
14. Upon leaving building, turn off all lights, air conditioning unit(s) and set thermostat to 55 degrees before leaving.
15. Before leaving, check to see that all doors are locked. Lock door behind you upon exiting.
16. PLEASE leave the facility cleaner, if possible, than how you found it.

### REGULATIONS FOR TEENAGE PARTIES

In addition to the above Rules, the following additional rules apply to teenage parties:

17. **Teenage parties consisting of 18 year olds and under require one adult chaperone for each 15 invited guests.** The names of the chaperones must be on the application.
18. Chaperones shall not permit anyone other than invited guests to enter premises. An invitation list should be provided to the chaperones.
19. At teenage affairs, once inside the building, no one is permitted to leave and return to the party.
20. Any drinking of alcoholic beverages by underage persons is justification to close the party and order everyone to leave.
21. Adult chaperones are to be informed that they are responsible for no one entering or leaving through the side doors.
22. Chaperones should do a periodic check of the outside area.
23. The adult representative requesting use of the building is required to be on the premises for the duration of the affair.
24. **ANY DISCREPANCIES REGARDING THE RULES AND REGULATIONS MAY RESULT IN THE FORFEITURE OF SOME OR ALL OF THE \$300.00 DEPOSIT. LIABILITY DOES NOT END AT \$300.00. ANY THEFTS OR DAMAGE ARE THE RESPONSIBILITY OF THE PERSON WHO RESERVED THE CENTER.**



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**INSURANCE / USE OF PREMISES AGREEMENT/ INDEMNITY (HOLD HARMLESS) STATEMENT**

A hold harmless statement is required for all events indemnifying the Borough of Oceanport. A certificate of insurance for certain type of events and facilities, is required. Questions regarding insurance contact the Borough Clerk at 732-222-8221, x4.

I/WE, THE ABOVE LISTED APPLICANT(S) indemnify and hold harmless the Borough of Oceanport and assume the risks of all conditions existing in the area covered by this permit and shall assume liability for loss, damage or injury sustained by any person in attendance by reason of negligence of the person. I/We agree and understand that as applicants, we may not apply for the use of these premises on behalf of another person or organization, or sublet Borough premises to another person or organization. We agree to abide by the rules and regulations attached hereto, and by the ordinances of the Borough of Oceanport. We also agree that while we use the facilities made available by the Borough of Oceanport, that we will not discriminate on the basis of race, color, religion, sex, natural origin, age, marital or veteran status, medical condition or disability. In consideration granted by the Borough of Oceanport for the use of premises on this permit, the applicant does hereby covenant and agree to save and hold harmless the Borough of Oceanport, its elected and appointed officials, as well as all employees while acting within the scope of their duties, from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons. It is agreed that the use of the facilities on the requested day and date(s) will be used for the named purpose and no other. Applicant acknowledges that the permission to use the above listed facilities is limited to those premises described and only for the activity listed. Notwithstanding the foregoing, however, this agreement shall be applicable to any claim or claims asserted against the Borough of Oceanport or any loss incurred arising out of the applicant's use thereof, whether or not said activity extends beyond the permitted type or locale, or occurs on a different date than specified. Applicant agrees that this indemnification and hold harmless agreement shall include the responsibility to provide legal defense for the Borough of Oceanport for any suit arising out of the applicant's use of the premises, and that should the applicant or applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough of Oceanport for any and all costs incurred by it for any person or organization acting on its behalf.

I, have read and understand the regulations outlined in this application package and the attached ordinance and agree to the conditions set forth in the Indemnity/Hold Harmless Statement and am submitting this application to the Borough of Clerk for consideration.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Sworn and Subscribed on this Date: \_\_\_\_\_

NOTARY: \_\_\_\_\_

SEAL