

# 2023 PARK/RECREATION AREA USE PERMIT APPLICATION PROCEDURE

To inquire about park or recreation area availability, please e-mail [pgriffin@montvillenj.org](mailto:pgriffin@montvillenj.org) or call 973-331-3358. To reserve a park or recreation area, please return a signed permit application, Certificate of Insurance and a check for the appropriate fee made payable to:

Montville Recreation Department  
195 Changebridge Road  
Montville, NJ 07045

For individual and/or group use of public facilities, the sponsor must provide a Certificate of Insurance (sample attached) showing limits of \$1,000,000.00 per loss for general liability.

Under **DESCRIPTION OF OPERATIONS**, the certificate **MUST** include the group name, facility or field being used, date(s) of use and contain the following wording:

"The township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are named as an additional insured, on a primary and non-contributory basis, for any claims resulting from the use of Montville Township property."

Under **CERTIFICATE HOLDER** (box in bottom left corner), certificate should state:

Township of Montville  
195 Changebridge Road  
Montville, NJ 07045

Page 2 of the **HOLD HARMLESS** section on the application **MUST** be completed and signed by the responsible party and/or organization responsible for the rental.

**\*\*Please note that if you are hiring entertainment or food vendors, the vendors must also provide a Certificate of Insurance (sample attached) which includes the same limits and requirements listed above or else a permit will not be issued. If using a food vendor for your event, the vendor must also obtain an approved zoning permit which must be attached to your park permit for consideration. The Mobile Retail Food Establishment Permit can be downloaded by clicking this link <http://montvillenj.org/DocumentCenter/View/9104/Zoning-Permit---Mobile-Retail-Food-Establishments---Municipal-Properties---FINAL>. A park permit will not be approved until all Certificates of Insurance and applicable permits have been obtained. \*\***

Once approved, the signed and paid permit will be validated and emailed back to you. You are required to post your permit on the permit clip board at the facility you are using. The permit will discourage the general public from using the facility during your scheduled time. **If you should experience a conflict during your event, please first contact the Recreation Director (cell # is listed on top page of permit) or the Police Dept. 2<sup>nd</sup> if necessary.**

**CANCELLATIONS: If you decide not to use your scheduled dates, please contact the Recreation Department immediately so that we may make the date(s) available to other groups. You will NOT receive a refund or credit unless you email a cancellation request 24 hours in advance of your scheduled date(s).**

Any questions? Please call the Recreation Director at 973-331-3344 or e-mail [ldent@montvillenj.org](mailto:ldent@montvillenj.org).

2023

Office Use Only: Google \_\_\_\_\_ Ins. Cert. \_\_\_\_\_ Food Permit \_\_\_\_\_ Payment \_\_\_\_\_ Permit Dist'd \_\_\_\_\_

**MONTVILLE TOWNSHIP PARK/RECREATION AREA USE PERMIT APPLICATION**

*Township facilities are drug and alcohol free!*

**Township Ordinance prohibits consumption of alcoholic beverages on Township property!**

**Montville Township Parks and Recreation Department**

195 Changebridge Road, Montville, NJ 07045

Phone: 973-331-3344 Fax: 973-402-0787 Police: 973-257-4300

Lori Dent, Recreation Director – cell: 973-583-7932, e-mail: [ldent@montvillenj.org](mailto:ldent@montvillenj.org)

**APPLICATION PROCEDURE:**

1. Completed application should be submitted at least four weeks prior to scheduled facility use date.
2. Sponsor must provide a Certificate of Insurance showing limits of \$1,000,000.00 per loss for general liability. This certificate must have the following wording: "The Township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are named as an additional insured, on a primary and non-contributory basis, for any claims resulting from the use of Montville Township property".
3. Sponsor must also sign a "Hold Harmless" agreement which protects the municipality from any liability, which may occur during the time the facility is being used.
4. Completed application, insurance certificate and appropriate fee must be submitted to the Montville Township Parks and Recreation Department at the above address prior to use of the facility.

**INFORMATION ON GROUP SPONSOR:**

1. NAME OF APPLICANT OR ORGANIZATION \_\_\_\_\_
2. TYPE OF ORGANIZATION (i.e., Community/School/Municipal/Civic/Individual/Other) \_\_\_\_\_
3. CONTACT PERSON \_\_\_\_\_
4. ADDRESS \_\_\_\_\_
5. CITY/STATE/ZIP \_\_\_\_\_
6. PRIMARY TELEPHONE # \_\_\_\_\_ CELL # \_\_\_\_\_
7. EMAIL ADDRESS \_\_\_\_\_

**PARK/RECREATION AREA REQUEST OPTIONS:**

1. LOCATION DESIRED (PLEASE CHECK ALL THAT APPLY)

**Community Park Pavilion (max 100 people) 130 Changebridge Rd., Montville (Playground/Playground Gazebo CANNOT be reserved)**

\_\_\_ CP Pavilion \_\_\_ w/Electric \_\_\_ Bocce Area \_\_\_ Horseshoe Pits \_\_\_ Volleyball Court \_\_\_ Basketball Courts 1, 2 or 3 \_\_\_

**Amphitheater and/or Amphitheater Pavilion (enter at 90 Horseneck Road, Montville, uphill behind library)**

\_\_\_ Amphitheater Pavilion \_\_\_ w/Electric \_\_\_ Amphitheater & Pavilion Combo (max 200 people) \_\_\_ w/Electric

**Camp Dawson Gazebo, 80 Jacksonville Road, Towaco (no electric available)**

\_\_\_ Camp Dawson Gazebo

2. DATE(S) \_\_\_\_\_ \*RAIN DATE \_\_\_\_\_ HOURS OF USE (includes set up & clean up time) FROM \_\_\_\_\_ TO \_\_\_\_\_  
**\*Additional \$50 fee to hold a rain date**

3. PURPOSE OF USE \_\_\_\_\_

4. NUMBER OF PARTICIPANTS \_\_\_\_\_

5. WILL YOU BE HAVING FOOD TRUCKS/CATERERS/ENTERTAINMENT VENDORS? \_\_\_\_\_ IF YES, HOW MANY? \_\_\_\_\_

PLEASE LIST ALL VENDORS ATTENDING EVENT \_\_\_\_\_

**\*\* Park permits will NOT be issued until ALL insurance certificates are received and a Mobile Retail Food Zoning Permit is obtained by the vendor, if applicable. The above should be completed and submitted at least one month prior to your event to provide enough time for review and approval. \*\***

**\*\*\*\*\*DUE TO THE 4<sup>TH</sup> OF JULY CELEBRATION NO PICNIC TABLES WILL BE AVAILABLE TO PAVILION RENTERS BETWEEN 6/26-7/4.**

**Once the permit is validated, the sponsor needs to do the following:**

1. Sponsor of this permit **MUST** have it available as proof of authorized facility use. This permit **MUST** be produced on demand by any Township Official (Police Officer, Municipal Employee, etc.) to verify authorized use of a facility. Failure to do this may result in removal of the group from the facility and/or denial of future use of Township facilities.
2. After the scheduled activity please police the area for garbage which should be bagged and placed in or near the appropriate container.
3. Please police area for articles of clothing and/or personal items left behind by the activity participants.
4. Please contact the Recreation Dept. after the activity to report any damage or facility conditions that need attention.
5. **Montville Twp. Endorsed Event – please complete the “Township Endorsed Events Services Request Form A”.**

**HOLD HARMLESS AGREEMENT**

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

a. List group name \_\_\_\_\_

Any guest, invitee, licensee, visitor, or other person present on the premises listed above in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described on the permit) on the scheduled date.

**I state that the activity listed above WILL NOT include the consumption of alcoholic beverages.**

“I/we agree to indemnify, defend, and hold harmless the Township of Montville, its departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees, from and against any and all liability arising out of the use of Township property, whether such liability is direct or vicarious, resulting in injury, death or property damage to any person or entity. This provision shall be construed as broadly in favor of indemnification as permitted by New Jersey law.”

**\*\*LEGAL SIGNATURE**

SPONSOR/ADULT USER'S NAME \_\_\_\_\_

on behalf of \_\_\_\_\_  
(Organization's name)

Active email address (for person requesting this facility) \_\_\_\_\_

**For Official Use Only (to be signed by Montville Township official)**

Authorized by \_\_\_\_\_ Title: Director Date: \_\_\_\_\_

**CONDITIONS:**

This permit will become null and void if the conditions listed on this application are not met and/or are in violation of the rules and regulations as set forth by Montville Township's ordinances and/or Recreation Department's Park policy.

\*\*\*\*\*

**OFFICE USE ONLY:**

**PARK/RECREATION AREA USE PERMIT 2023**

**Must be validated by an authorized signature and imprinted with Montville Township Parks and Recreation Department stamp**

Department Stamp Permit Approval Date: \_\_\_\_\_

Park Use Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Certificate of Insurance Enclosed: Yes \_\_\_\_\_ No \_\_\_\_\_



Authorized Signature \_\_\_\_\_ Date: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Your Insurance Company's Name Here	CONTACT NAME: PHONE (A/C No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A :														
INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
<b>INSURED</b>  Your Name/Company Name Here														

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBM INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Personal Liability</b> GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____					EACH OCCURRENCE \$ <b>1,000,000.00</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED: _____ RETENTION \$: _____					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**Indicate what your company is doing, ie. Company Softball Game, in addition to the following wording MUST be included:**

"The Township of Montville, it's departments, agencies, boards, commissions, officers, officials, agents, servants, administrators, and employees are names as an additional insured, on a primary and non-contributory basis, for any claims resulting from the use of Montville Township property."

<b>CERTIFICATE HOLDER</b>  <b>Montville must be listed as the certificate holder as follows:</b>  <b>Township of Montville</b> <b>195 Changebridge Road</b> <b>Montville, NJ 07045</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
--	--

## 2023 Park/Recreation Area Fees

<u>Park/Recreation Area</u>	<u>Use Hours</u>	<u>Resident</u>	<u>Non-Resident</u>
Camp Dawson Gazebo	<b>up to four hours</b>	\$ 50.00	\$ 100.00
	four or more hours	\$ 100.00	\$ 200.00
Montville Community Park Pavilion	<b>up to four hours</b>		
	12 to 50 people	\$ 150.00	\$ 250.00
	51-100 people	\$ 200.00	\$ 300.00
	<b>four or more hours</b>		
	12 to 50 people	\$ 250.00	\$ 450.00
	51-100 people	\$ 300.00	\$ 500.00
Amphitheater Pavilion	<b>up to four hours</b>		
	12 to 50 people	\$ 150.00	\$ 250.00
	51-100 people	\$ 200.00	\$ 300.00
	100-200 people	\$ 300.00	\$ 400.00
	<b>four or more hours</b>		
	12 to 50 people	\$ 250.00	\$ 450.00
	51-100 people	\$ 300.00	\$ 500.00
	100-200 people	\$ 400.00	\$ 500.00
Amphitheater & Pavilion Combo (used for a large group - max 200)	<b>up to four hours</b>	\$500.00	\$1,000.00
	four or more hours	\$800.00	\$1,600.00
Montville Community Park Basketball Courts	<b>hourly per court</b>	\$ 50.00	\$ 100.00

**Please note that there is an additional \$50 fee to hold a rain date**

**There is no fee to Montville Non-Profit Organizations who contribute volunteer community service hours annually to support Recreation to utilize a pavilion when available.**

# Montville Community Park and Pavilion

130 Changebridge Road, Montville, NJ (Block 124, Lot 12, Acres 84.01)

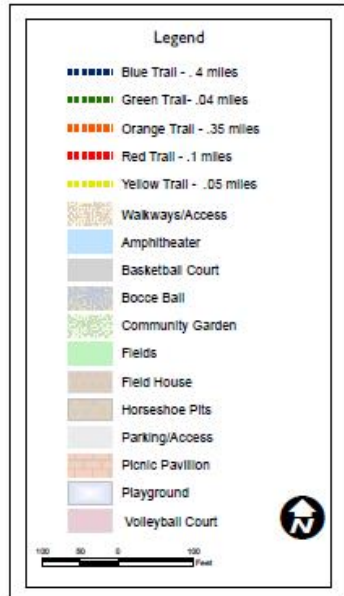
Pavilion, walking path, playground, horseshoe/bocce courts, volleyball court & basketball courts.

The park is located across the street from Lazar Middle School. At Rt. 287 North #47 exit ramp and turn left onto Route 202 North. At next traffic light (Exxon Gas Station) turn right onto Changebridge Road.

Travel about 2 miles. Park entrance is on the left.

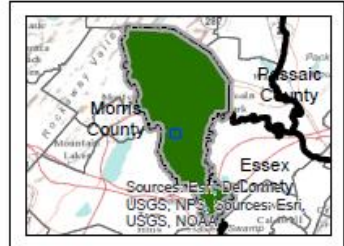


Community Park Map  
Montville Township



Data Source:  
NJGIN - Boundaries, Transportation, Parcels  
ESRI - Basemap

Prepared By:  
Ryan Conklin PPA/CP, CFM, GISP  
Montville Township Principal Planner



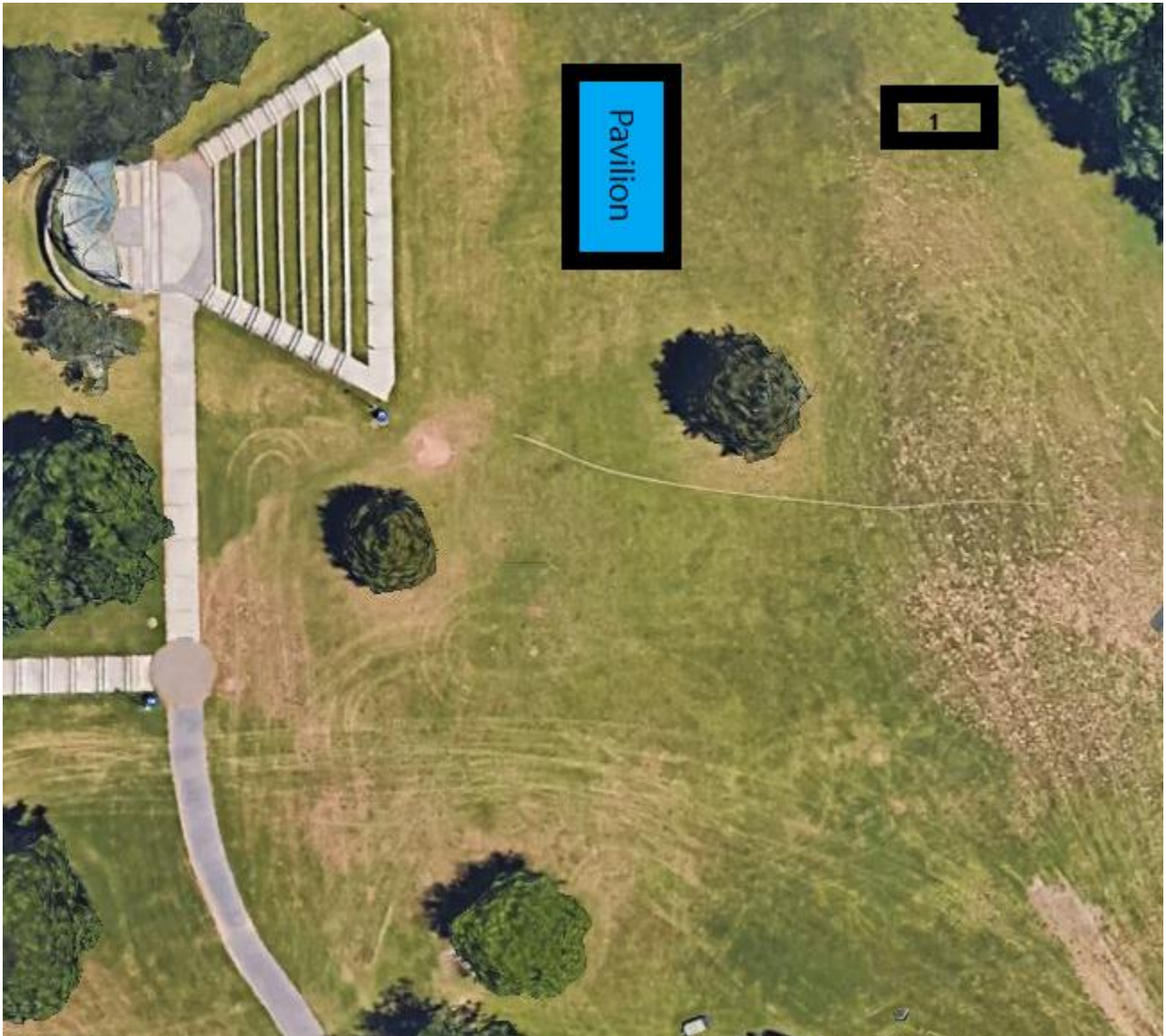
Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., GEBCO, Esri Japan, METI, Esri China (Hong Kong), Swi (the land), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community, sources: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNR/Airbus DS, USDA, USGS, AeroGRID, IGN, IGP, swisstopo, and the GIS User Community, Esri, HERE, DeLorme, MapmyIndia, © OpenStreetMap contributors

# Amphitheater/Amphitheater Pavilion

**100 Horseneck Road, Montville, NJ (enter at 90 Horseneck Road)**

**Amphitheater and pavilion.** At Rt. 287 North #47 exit ramp and turn left onto Route 202 North.

At next traffic light (Exxon Gas Station) turn right onto Changebridge Road. Travel about 2 miles and make a left onto Horseneck Road. Library is on the left, travel straight through the library parking lot and proceed on grass.



# Camp Dawson Gazebo

80 Jacksonville Road, Towaco, NJ (Block 24.2, Lot 51, Acres 23.40)

**Gazebo, access to fishing pond and walking trails.** At Rt. 287 North #47 exit ramp and turn left onto Route 202 North. Travel 2 miles to Towaco Center. Before the road dead ends, turn left onto Jacksonville Road. Travel 1 mile. Park entrance is on the left.

