Washington Lake Park
AMPHITHEATER USAGE Application

Township Of Washington
Dept of Municipal Services
P.O. Box 1106, Turnersville, NJ 08012
Washington Lake Park: 856-589-6427
Park and Recreation: 856-589-3227

Date of Application:	Date of Event:	Day of Event:	Time of Event:
Number of people attending function:	Name of Organization:		
Contact Person:	Main contact Number:	Alternate Number:	
Address:	City:	State:	Zip Code:
Email Address:			
Purpose of Event:			
Insurance Requirement: To host a walk/run or any amphitheater event you must provide a certificate of insurance naming the Township of Washington, 523 Egg Harbor Road, Sewell, NJ 08080 as the certificate holder and named as additional insured. All Non-profit groups must provide a copy of IRS 501(c)(3) form.			

WALK / RUN FEES

25 - 100 Participants	$ 350.00 + $200 maintenance fee
101 - 400 Participants	$ 600.00 + $200 maintenance fee
401 - 700 Participants	$ 800.00 + $200 maintenance fee
701- 1500 Participants	$1,500.00 + $400 maintenance fee
1501 or more participants	$2,500.00 + $400 maintenance fee
Non-refundable deposit required to reserve date	$ 250.00
Amphitheater audio equipment fee (minimum of 4 hours)	$65.00 per hour
*Additional fees may apply for porta-pots and dumpsters	

OTHER AMPHITHEATER EVENT FEES

Non-Profit Charitable Events	
Available Time Slots: 8 am - 12 pm / 12 pm - 4 pm / 4 pm - 8 pm Maximum of two 4-hour time slots may be reserved for a single event.	$1,200.00 per 4-hour time slot
Non-refundable deposit required to reserve date	$ 250.00
Amphitheater audio equipment fee (minimum of 4 hours)	$65.00 per hour
*Additional fees may apply for porta-pots and dumpsters	

For Township Use Only

Approved by: _____

Deposit Due: _____ Rental Fee Due: _____ Maintenance Fee Due: _____

Other Fees: _____ Total Due: _____

Deposit Fee Paid: _____ Date Paid: _____ Check #_____ Cash _____

Rental Fee Paid: _____ Date Paid: _____ Check #_____ Cash _____

PARK RENTAL AGREEMENT

The Township of Washington reserves the right to cancel or deny the use agreement of any person, group, organization or association if the Township Council, Mayor, or his/or her duly authorized designee determines that the proposed use of the park or facility will not be in the best interest of the township. Any park user who does not comply with the rules and regulations contained herein may have their use privileges suspended and all fees and deposits paid may be forfeited. Future use of the Township parks and facilities may also be denied.

REFUNDS AND CREDITS: Park permit and fees are non-refundable; except for cancellations due to extreme inclement weather. In the event of applicant illness or unexpected absence, or accidental overbooking by the Township, applicants are eligible for a credit for a future rental up to the amount paid, provided a date is available or a full refund will be issued. It is the responsibility of the applicant to contact the scheduling department to cancel the reservation and request a credit/refund before the rental date. Failure to do so will negate any consideration for a credit or rescheduling. After inspection of premises, the refund of your security deposit will be processed if condition of property is left the way it was found.

RESPONSIBILITY FOR DAMAGES TO THE FACILITY AND EQUIPMENT: The use of nails, staples, screws, tape, adhesives etc. on park structures, railings, trees, shrubs, equipment, walls, lights, or other facilities is not permitted. It is prohibited to damage or deface any park property. If the facility or any portion thereof, or any equipment shall be damaged, marred or defaced by the act, default or negligence of the renting party, his/her employee or employees, patrons, guest or any person admitted to the event by the renting party, the renting party will pay to the Township such sums as the Township shall determine to be necessary to restore the facility or such equipment to its condition prior to such damage. Payment will be required within thirty (30) calendar days.

TERMS OF THE RENTAL: Permits are immediately revocable and non-refundable if any individual or group willfully violates the terms of this facility reservation application or the Township of Washington Municipal Code, Ordinance Number 55-1991, Park Rules and Regulations. The renting party, his/her employees, patrons, guests or any individual admitted to the event is responsible for complying with all applicable provisions of the Washington Township Municipal Code, including but not limited to those governing park use and the Amphitheater Rules and Regulations.

I hereby certify that I have read and agree to abide by the rules and regulations set forth by the Township of Washington ("Twp.") Municipal Code, Amphitheater Rules and Regulations and Park Facility Reservation Application. I understand that failure to comply may result in the non-refundable cancellation of use. As a representative of the group or organization, I agree to hold the Twp. harmless and to indemnify and defend the Twp., its officers, employees, servants, and agents serving as independent contractors in the role of the Twp. Engineer, Building Official, Building Inspector, or Twp. Attorney from any claim, demand, damage, liability, loss, cost, or expense, arising from any damage whatsoever, including but not limited to death, personal injury or property damage, resulting from misconduct or negligent acts of myself, my organization, or any of its officers, employees or agents in connection with this agreement, except for damage caused by the sole negligence of the Twp. or its officers, employees, servants, or agents.

The Township of Washington reserves the right to approve all applications. Park rentals are not confirmed until the application has been approved in writing by an authorized agent of the Township of Washington. Permits are immediately revocable if false statements are made during the reservation process or if any individual or group willfully violates any Township ordinance or Park Rules and Regulations. In such cases, all fees paid will be retained if the activity is terminated due to violations or falsification of the application.

☐ **I hereby acknowledge that I have received and agree to comply with the Amphitheater Rules and Regulations.**

Signature_____ Date: _____

AMPHITHEATER RULES & REGULATIONS

To ensure the safety, enjoyment, and preservation of Washington Lake Park for all visitors, the following rules apply to all use of the Washington Lake Park Amphitheater.

Washington Lake Park was established primarily to support Washington Township Youth Sports Programs, which shall take precedence over all non-Township-sponsored amphitheater rentals, events, and other activities. The Amphitheater shall not be available for use during any scheduled sports programs, practices, games, tournaments, or related activities conducted within the park.

General Use

- The amphitheater is available for rental to non-profit organizations only during official park hours and only when sports programs are not in session.
- Organized events require advance approval from Park Administration and may also require approval from the Clerk's Office and Police Department
- The Chief of the Washington Township Police Department has the discretion to require additional Police Officers for an event and all associated costs shall be the sole responsibility of the organization.
- Public Works employees required for sound or other services, as well as any additional Park Rangers assigned to the event, shall be provided by the Township, and all associated costs will be billed to the organization.
- Additional portable restrooms may be required based on the number of participants and shall be provided at the organization's expense. Any required portable restrooms must be rented through the Township's septic vendor.
- Users must follow all park rules and instructions from park staff at all times.
- All visitors must comply with posted park hours.
- Parking within the park is limited. Parking spaces and parking lots cannot be reserved or restricted for event use.

Protection of Facilities

- Park property must be treated with care at all times. Do not move, remove, alter, or damage any Township property, including but not limited to seating, stage structures, lighting, landscaping, signage, or equipment.
- Decorations may not be attached to structures, railings, trees, bushes, or equipment using nails, staples, tape, or adhesives.
- The use of loose confetti, glitter, powder devices, rice, balloons releases, and similar materials are prohibited.
- Runs and Walks may not use paint of any kind to mark race routes. Only approved temporary markers (e.g., signs, cones, flags, chalk, or other removable markers) may be used, subject to approval.

Noise & Conduct

- Amplified sound is prohibited unless specifically approved by park staff. Any approved sound system must be maintained at a reasonable volume.
- All sound must conclude by the contracted end time.
- No person shall engage in any disorderly conduct, harassment, or behavior that disturbs the peace or interferes with the enjoyment of other persons in the park.

Safety & Prohibited Activities

- Drones, weapons, fireworks, sparklers, bottle rockets, smoke effects or pyrotechnics are prohibited.
- No open flames, including bonfires, fire pits, candles, or propane/gas grills or the use or release of fire lanterns, etc.
- No water activities such as water balloons, water guns, water slides, pools, dunk tanks, buckets of water or dumping any liquids on the stage or grass area.
- No alcohol, illegal substances, or smoking/vaping including marijuana within Washington Lake Park. Approved festivals require a special ruling from the New Jersey Division of Alcoholic Beverage Control.
- No person or organization shall arrange or operate attractions, including but not limited to, pony rides, dunk tanks etc. Bounce houses and inflatables, air slides of any kind are prohibited on Township property unless expressly approved by park management with proof of proper licenses and insurance.
- No person or organization shall sell or vend any food, merchandise, or product within the park without prior approval from park management and proof of proper licenses and insurances.
- No dogs or other animals are permitted within Washington Lake Park or at the Amphitheater, except for service animals as defined by law.
- No throwing objects to and from the stage or seating areas.
- No motorized vehicles including scooters, skateboards, hoverboards, rollerblades, roller skates, bicycles, or e-bikes on the amphitheater stage.
- The operation or driving of any motorized vehicle on park pathways is prohibited with the exception of emergency response, maintenance or official park purposes.
- Solicitation of any kind is prohibited within the park.

Cleanliness

- All organizations are responsible for removing trash and restoring the amphitheater area to its original condition immediately following the event.
- The Township will provide trash receptacles for general use; however, organizations remain responsible for the proper cleanup of all waste generated by their event.
- Littering is strictly prohibited. Food waste and trash must be collected and properly disposed of in designated receptacles at the conclusion of the event.
- Should an excessive amount of debris be left behind a cleanup fee will be charged at a rate no less than the Township's direct cost.

Liability

- Organizations using the amphitheater are responsible for the conduct of their participants, volunteers, vendors and guests.
- The park reserves the right to terminate any event or activity that violates park rules or poses a safety concern.
- Organizations must execute the Township's Amphitheater Rental Agreement, provide a Certificate of Insurance and sign a Hold Harmless Agreement prior to the event.
- Amphitheater rentals are not considered confirmed or secured until all required documentation has been submitted and all applicable fees have been received by the Township.

Thank you for your cooperation in helping to maintain a safe, clean and enjoyable environment for all visitors!