WASHINGTON LAKE PARK APPLICATION

TOWNSHIP OF WASHINGTON, DEPARTMENT OF MUNICIPAL SERVICES
P.O. BOX 1106, TURNERSVILLE, NJ 08012 - PHONE: (856) 589-3227
All Reservations are scheduled through Washington Lake Park - (856) 589-6427

Date of Application:	Date of Event:	Day of Event:	Time of Event:
Number of Individuals Attending Function:		Name of Organization:	
Contact Person:		Phone Number:	Email Address:
Address	City	State	Zip Code
Purpose of Event:			
INSURANCE REQUIREMENT: ANY SCHOOL, BUSINESS OR NON-PROFIT ORGANIZATION OR LEVEL IV FIELD USAGE MUST PROVIDE CERTIFICATE OF LIABILITY NAMING THE TOWNSHIP OF WASHINGTON AS ADDITIONAL INSURED.			

LOCATION & TIME REQUESTED

Pavilion A _____ Pavilion B _____ Pavilion C _____ Picnic Grove _____

_____ 11:00 AM – 2:00 PM _____ 3:00 PM – 6:00 PM _____ 12:00 PM – 6:00 PM

Please Note: The contracted hours include setup, event time, and clean up.

_____ Gazebo _____ Basketball 1 2 _____ Futsal 1 2	_____ Tennis Court 1 2 3 4 5
_____ Athletic Field(s) 1 2 3 4 5 6 6A 7 8 9	_____ Pickleball 1 2 3 4 _____ Volleyball 1 2 3 4

CAPACITY REQUIREMENT

Pavilion A & B Rentals – Maximum capacity 60 people	Pavilion C Rentals – Maximum capacity 40 people
Picnic Grove C Rentals – 40 people	Pavilion C & Picnic Grove C (combined) – Max. capacity 80 people

FEE SCHEDULE

Pavilion/Picnic Grove: Twp. Resident:	11-2 or 3-6	$ 80.00	Gazebo	Per Hour_____	$ 35.00
Pavilion/Picnic Grove: Twp. Resident:	12 - 6	$160.00	Hockey Rink	Per Hour_____	$ 35.00
Pavilion/Picnic Grove: Non-Resident:	11-2 or 3-6	$200.00	Tennis Court(s)	Per Hour_____	$ 35.00
Pavilion/Picnic Grove: Non-Resident:	12 - 6	$400.00	Basketball Court(s)	Per Hour_____	$ 35.00
Athletic Fields	Per Session: Without Lights	$100.00	Futsal Court(s)	Per Hour_____	$ 35.00
Athletic Fields	Per Session: With Lights	$150.00	Pickleball Court(s)	Per Hour_____	$ 35.00
Maintenance Fee	For all Field Usage	$250.00	(***Court Rentals are per hour per court)***		
Tournaments	One Day (Up to 3 Fields)	$900.00	Each Additional Field for Tournament:		$200.00
Tournaments	Two Days (Up to 3 Fields)	$1,200	Each Additional Field for Tournament:		$200.00
Tournaments	Three Days (Up to 3 Fields)	$1,800	Each Additional Field for Tournament:		$200.00

FOR TOWNSHIP USE ONLY

Approved By: _____

Rental Fee Due: _____ Maintenance Fee Due: Yes_____ No_____

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 Park Management 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.

USE OF SPECIAL ATTRACTIONS: The renting party shall notify Park Management in advance of any special attractions and include such information on the rental application and obtain prior approval. Activities that create loud or distracting noise are prohibited. Bounce houses and other inflatable attractions are not permitted. Any damage to landscaping, irrigation systems, or turf shall be the responsibility of the renting party, and violators may be subject to fines. For approved special attractions, the renting party shall provide a certificate of insurance and endorsement naming the Township of Washington as an additional insured, with minimum coverage limits of $1,000,000 for bodily injury and property damage, no later than ten (10) business days prior to the event.

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 **Pavilion Rules and Regulation**s.

PAVILION USAGE HOURS/CLEANUP: The renting party shall be responsible for the removal of all decorations and debris associated with the event. In the event that excessive debris remains following the rental period, a cleanup fee shall be assessed at a rate not less than the Township's direct cost. Use of the premises shall be limited to the hours specified in the contract, inclusive of setup and breakdown. Early entry and extended use beyond the contracted time are prohibited.

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 Pavilion Rules and Regulations.**

Signature_____ Date: _____

PAVILION RULES & REGULATIONS

Please remember the park is a place where nature unfolds in its purest and most peaceful form. We ask for your consideration in helping to keep the park clean and beautiful for everyone to enjoy! Please respect the plants, trees, and wildlife that make this space so special, and be courteous to all park visitors.

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 Pavilions.

General Use

- The pavilions are available for rental during three time slots and must be vacated by the end time stated in the rental agreement Available times: 11am-2pm / 3pm-6pm / 12pm-6pm
- Renter must be present for the duration of the event and is responsible for the conduct of all guests.
- Users must follow all park rules and instructions from park staff at all times.
- All events must adhere to the maximum occupancy limits. Failure to comply may result in the immediate termination of the event.
- Parking is limited. Parking spaces and parking lots cannot be reserved or restricted for event use. Please ensure that all guests are aware and plan accordingly.
- Washington Township Youth Sports Programs, which shall take precedence over all non-Township-sponsored pavilion rentals, events, and other activities.

Safety & Prohibited Activities

- Drones, weapons, firearms, fireworks, sparklers, bottle rockets, smoke effects or pyrotechnics are prohibited.
- No open flames, fryers, smokers, propane/gas grills, bonfires, fire pits or the use or release of fire lanterns, etc.
- Charcoal grills are available; however, renter must provide their own charcoal and ensure all food is removed from the grill at the end of the event.
- Only pre-packaged meats may be grilled. Cooking of whole animals is strictly prohibited.
- Renters may bring an additional table for food. No additional tables, chairs or tents are permitted.
- No standing on or laying on tables or benches in the pavilion, picnic area or elsewhere in the park.
- Bounce houses, air slides or inflatables of any kind are prohibited.
- No water activities such as water balloons, water guns, water slides, pools, dunk tanks, buckets of water or dumping any liquids on the Pavilion or grass area.
- Alcohol, illegal substances, smoking, vaping and marijuana use are strictly prohibited.
- No dogs or other animals are permitted, except for service animals as defined by law.
- No loading or unloading on pathways. Vehicles are only permitted on designated roadways and in parking lots only.
- No person shall vend or distribute food, merchandise or other products within the park.
- Food trucks are not permitted.
- Soliciting is strictly prohibited.

Protection of Facilities

- Do not move, remove, or damage park property, seating, pavilions, stage structures, lighting, or landscaping or equipment.
- Decorations may not be attached to structures, railings, trees, bushes, or equipment using nails, staples, tape, or adhesives.
- Confetti, glitter, powder guns, rice, balloons releases, and similar materials are prohibited.

Noise & Conduct

- No DJs, microphone use or amplified loud music. Radios or speakers may be used at a low volume.
- All sound must conclude by the contracted end time.
- No person shall engage in any disorderly conduct or behavior that disturbs the peace or interferes with the enjoyment of other persons in the park.

Cleanliness

- All renters are responsible for restoring the pavilion area to its original condition immediately following their event.
- Littering is strictly prohibited throughout the park.
- Renters shall properly collect and dispose of food and trash in designated receptacles at the conclusion of 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.

Liability

- Individual using the pavilion 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.
- Individuals must execute the Township's Rental Agreement.
- Pavilion 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!