

**Park & Field Use Application**

Willingboro Township Recreation Department

Kennedy Center, 429 John F. Kennedy Way, Willingboro, NJ 08046

(609) 877-2200 Fax (609) 871-6990

[www.willingboronj.gov](http://www.willingboronj.gov) or [www.willingbororec.com](http://www.willingbororec.com)

APPLICATION MUST BE FILLED OUT COMPLETELY AND SIGNED IN ORDER TO BE ACCEPTED AND PROCESSED

1. Vehicles must park in designated areas only.
2. All motorized vehicles will adhere to the 15 mile-per-hour speed limit.
3. Park hours are dawn to dusk, with the exception of the Tennis Courts, which close at 9:00 p.m.
4. All groups wanting to reserve the use of the Park for a specific activity must have a signed permit form the Willingboro Township as “Named Insured”.
5. Groups may bring charcoal grills for their convenience (Charcoal grills only; Gas/Propane grills NOT allowed)
6. Alcoholic beverages may not be consumed within the Park.
7. Place all trash in proper trash receptacles.
8. Do not damage trees, shrubs, plantings or facilities.
9. No camp fires on grounds.
10. Dogs are not permitted in the Park, with the exception of Township-sponsored rabies clinics and official Dog Shows.
11. No amplification or words or music by electrical means will be permitted.
12. There is no smoking in any of the pavilion areas.
13. Picnic tables and trash receptacles are limited; you may use what is on site and/or bring additional items needed.
14. All inflatables are required to have a permit.
15. Tents are allowed to be put up on the grass areas.
16. Vending/Fund Raising will not be allowed without a Township permit.
17. Activities that take place in the open field of the Park cannot be held on soccer fields that have been lined.
18. Organizations requesting use of the fields will be required to provide proof of insurance coverage, listing Willingboro Township as “Named Insured”.
19. All organizations using soccer fields for soccer must use portable goals that must be supplied by the teams.
20. All users of the soccer and ball fields (softball and baseball) are urged to inspect the field(s) prior to play and report any disrepair or any object that may cause injury to the participant, to the Willingboro Recreation Department.
21. Applicant is responsible for any damage to persons or property caused by renter and/or guest, including Township personnel and property and shall hold the Township harmless for the same.
22. Applicant agrees to be personally responsible for their party and guarantees orderly behavior and agrees to pay for any damage due to their use of the facility.
23. We are not responsible for inclement weather.
24. PRIOR to scheduled time if raining on site day of event (full refund). Must call day of event and leave a message at 609-877-2200 extensions 1112 and 1115. NO EXCEPTIONS.
25. AFTER event has started (no refund). NO EXCEPTIONS.
26. Refunds and Cancelations: 2 weeks before event (full refund) minus $10 Processing fee. 1 week before event (1/2 refund) minus $10 Processing fee. NO EXCEPTIONS.
27. There is a refundable security deposit of $500 required for all applications.
28. Township events take precedence over any other events.

**VIOLATORS ARE SUBJECT TO FINE AND/OR IMPRISONMENT IN CONFORMITY WITH THE PROVISIONS OF 2-14.5 OF THE TOWNSHIP CODIFIED ORDINANCES.**

If you need additional information, please contact the Willingboro Recreation Department at 609-877-2200 ext. 1112/1115

Office hours are 9:00 a.m. to 5:00 pm Monday – Friday.

I have read and agree to follow to above Park & Field Use Rules and Regulations.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day(s) & Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person(s) in Charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 BBQ Inflatables

 Climbing Walls Carnival Games

 Caterers Professional Entertainment

 Soccer Field Baseball/Softball Fields

Other rental equipment  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Event: (i.e. Wedding, Reunion, Family Picnic, Birthday, Teen Party, Dog Show, Ballgames or Soccer/Tournaments, etc.)

Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate size of group \_\_\_\_\_\_\_\_ Youth Adult Group/Team (circle one)

 *(If necessary attach additional pages)*

Area/Field Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Start Time: \_\_\_\_\_\_\_\_ Event End Time: \_\_\_\_\_\_\_\_\_

*Areas Available: Millcreek Park Area B, C or D; Millcreek Soccer Fields, Sportsman Field or Broido Park Set-up & break-down are included in allotted time.*

\*\*\*At your event is: \*\*\*At your event will you be bringing/using:

\*\*\*All events are subject to approval and/or additional insurance may be required

 Food sold?

 Admission//Fee charged?

 Money Being Raised (fundraiser)?

 Field/Area Preparation Requested?

 Any Special Equipment Needed?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reservation Fees |  | Residents | Non-Residents | Organization  |
| Areas/Pavilions: (parties, reunions, picnics, etc.) | 1 – 150 people | $100/4 hours | $300/4 hours | $300/4 hours |
|  | 151 – 250 people | $200/4 hours | $500/4 hours | $600/4 hours |

\*\*251+ people requires special events permission & additional fees may apply\*\*

**All reservations require a refundable deposit of $500.**

For 150 people or less, there shall be a fee of $75.00 for each additional hour. For 151 people or more there shall be a fee of $150.00 for each additional hour.

*Call the Recreation Department to find out Seasonal use fees and/or fees for use of Sportsman Field Lights.*

Please read and sign the back of this form for park/field rules and regulations.

Application Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ADMINISTRATVE USE ONLY**:

Total Amount Due: \_\_\_\_\_\_\_\_\_\_\_ Certificate of Insurance Required? Yes No Rec’d

Total Amount Paid: \_\_\_\_\_\_\_\_\_\_\_ Other Requirements? \_\_\_\_\_\_\_\_\_ Yes No Rec’d

 Cash Visa/MasterCard Check#: \_\_\_\_\_\_\_\_\_\_

Reservation Taken by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_