



**City of Beverly
446 Broad Street
Beverly, NJ 08010**

APPLICATION FOR PARK/FACILITY USE

*Use of Public Works, Playgrounds, and Recreational Areas – **Single Day Use***

All pages of the application and agreement must be completed.

Applicant Name: _____

Address: _____

Phone #: _____ Alternate Phone #: _____

Authorized Responsible Representative: _____ Position: _____

_____ Individual _____ Corporate _____ Association _____ Organization _____ Other

Facility Requested: _____

Nature or Purpose of Intended Use: _____

Please provide a narrative of the type of activity(ies) that will take place during the event. Please be as specific as possible.

Will this be a fund-raising event? _____ Yes _____ No

If yes, please explain: _____

Estimated Number of Persons Attending: _____

Will juveniles be present? _____ Yes _____ No

If juveniles will be present, the Applicant must submit the names, addresses, and telephone numbers of chaperones prior to the event.

Requested Date of Use: _____ Number of hours _____ from _____ to _____

Will the event have the following:

_____ Food Trucks _____ Tents _____ Gas Powered Appliances

_____ Propane _____ Open Flames _____ Generators

Applicant has read and understands Ordinance 2021-07 "General Park Rules." _____
(Initial here)

Applicant understands that applicant is responsible for the clean-up and removal of trash *immediately* after the event. _____
(Initial here)

Insurance Requirements

All applicants must provide proof of general liability coverage prior to the issuance of a permit to use the facility.

If the request is for organized play/sports, have all coaches and event organizers been properly trained? _____ Yes _____ No

For certain uses, the applicant may be required to provide coverage for "spectators" and/or "athletic participants" or that Sports Accident coverage be maintained by the User.

The undersigned certifies as material fact that he/she/they is authorized to execute for the applicant; that he/she/they has examined Ordinance 2021-07 "General Park Rules" and that he/she/they understands the content on behalf of his/her/their group or association, and that all conditions of terms of approval will be met. The undersigned also certifies that he/she/they, whether signing for self or on behalf of a group or association, shall indemnify and hold the City of Beverly harmless from and against any and all loss, costs, damages, claims, action or liability on account of death of or injury to any person or persons, of damage or destruction of any property, or pollution resulting from or growing out of the use of City property.

The undersigned further certifies that he/she/they is authorized to execute the Use of Facilities Agreement on behalf of the applicant.

Date: _____
Authorized Responsible Representative

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OFFICE USE ONLY

Fee: \$25.00 Cash Check

Received: _____ By: _____

Approved by: _____ Date: _____

HOW DO I OBTAIN SINGLE-DAY EVENT INSURANCE?

- Go to gatherguard.com
- Click “Get A Quote”
- Select type of event
- Answer event questions, then click “Continue”
- Click “Search for a Venue”
- In the venue, type the address of the Municipal Building, then click “Next”
 - 446 Broad Street, Beverly, NJ 08010
- Select coverage limit, then click “Next”
- Answer questions under the “About Your Event” section, then click “Next”
- Select any optional coverages if necessary, then click “Next”
- Click “Checkout”
- Complete “Insured” information, then click “Next”
- Complete “Insurance Contact, then click “Confirm Insurance Contact”
- Complete payment information, then click “Confirm Payment Information”
- Check boxes, then click “Purchase”
- Gatherguard will then email you the policy documents

WHAT IF MY EVENT IS CANCELLED?

Policy cancellation requests must be received at least 24 hours before the event begins. Insurance will not be cancelled or refunded once the coverage becomes effective. No partial refunds issued for any unused days. Coverage begins at 12:01 a.m. on the effective date.

- Go to gatherguard.com
- Scroll down and click “Refunds and Cancellations”
- Answer questions in “Cancel Your Event Insurance Policy” section
- Click “Submit”

ADDITIONAL INFORMATION

- For additional information, please visit: <https://gatherguard.com/faqs/>
- Gatherguard customer service:
 - Phone: 844-747-6240
 - Email: gatherguard@intactinsurance.com