



READINGTON RECREATION FACILITY USE REQUEST FORM

Contact person _____ Cell phone _____

Address _____

Organization _____ Email _____

PARK	AREA TO BE USE
Cornhuskers	_____
Pickell Park Gazebo	_____
[Two charcoal grills next to Pickell Gazebo]	
Pickell Park	_____
East Whitehouse	_____
Hillcrest Park	_____
Summer Road Park	_____
OTHER: _____	
Age Group _____	
Use _____	
Date(s) _____	
Time _____ (set up) (departure)	
Number of people attending _____	
Please indicate:	
League	Tournament

Additional insurance certificate naming Readington Recreation is required for the following:

- ___ Rental Tent
- ___ Amplified or Live Music
- ___ Use of rental equipment
- ___ Use of caterer
- ___ Use of contracted entertainment
- ___ Use of contracted recreational equipment
- ___ *Beer/wine

For any of these above items contractor is required to provide The Recreation Office with a certificate of insurance in the amount of \$1,000,000 (one million dollars) naming NJ department of Environmental Protection and The Township of Readington as additionally insured.

***USE OF ALCOHOLIC BEVERAGES REQUIRES A SEPARATE PERMIT AND FEE**

CANCELLATION POLICY:
All fees are non-refundable unless Readington Recreation cancels the event due to weather conditions.

Total fee \$ _____
 Check payable to Readington Recreation
 Received by _____ Date _____
 Notes: _____

FEES ARE NON-REFUNDABLE

It is understood that the undersigned will assume responsibility for the preservation of the Readington Township Recreation Facility and liability for any damage that may occur. It is also understood that all regulations of the park will be adhered to including cleaning up of area used.
 There is no park staff on weekends. I understand that I am responsible for full clean up of the park area.
 I have received a copy of the Readington Township Rules and Regulations for facility usage. I understand all conditions of use of the parks and facilities requested above.
 Signature _____ Date _____

RULES AND REGULATIONS FOR USE OF READINGTON TOWNSHIP FIELDS AND PICNIC AREAS

1. Availability of athletic fields and Pickell Park pavilion shall be governed by Township use and physical condition of the playing field or picnic area. The group using the facility is responsible for clean up of the area. Other picnic groves are not available for reservation.
2. The use of alcoholic beverages, other foreign substances or foul language is prohibited. Permits for beer and wine are available for picnics in the Pickell Park pavilion only. Permits are available from the Recreation department and must be approved by the Township Administrator.
3. In case of inclement weather or poor field conditions prior permission may be withdrawn. If you have reserved the facilities, Readington staff members will contact you regarding any closures. If you are running a league or tournament it will be your responsibility to contact your members. Readington Recreation staff are authorized to ask you to leave the premises if found on the field under these conditions. For Pavilion rentals Readington Recreation will not cancel for rain. It is up to you whether to hold your event.
4. Termination of said contract may occur if and when renovation or maintenance of the fields or picnic area is needed.
5. All food concession monies and fees will be deposited in the Readington Township Recreation Trust Account unless otherwise authorized by the Director of Recreation.
6. Whenever the facility is to be used the following regulations apply:
 - Usage hours are dawn to dusk for the following parks: Cornhuskers, Hillcrest, Pickell and Summer Road. Evening hours under the lights at Pickell are by prior agreement only.
 - The supervisor in charge of the activity must be present before the activity is due to begin and remain with the group until all have left.
 - Parking is permitted only in legally designated areas of the parking lot. Entrances to fields and concession area must not be blocked by a parked vehicle.
 - All fees must be made in advance to the Readington Recreation Director. Fees are non-refundable unless Readington Recreation cancels due to weather.
 - It is understood that in all cases Readington Recreation activities have first priority in scheduling of facilities.
 - All national and state laws, local ordinances and rules of the police and fire departments regarding public assemblies must be strictly complied with.
 - A certificate of liability insurance in the amount of \$1,000,000 and naming Readington Township and Readington Recreation as additional insured is required before use of the facility by caterers, businesses or athletic teams.
 - The lights for Pickell Park Field #1 are turned on and off manually. If you have rented Pickell Field #1 you are responsible for turning them on and off. Lights must be turned off by 10:00 pm.