



## 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 Township**

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.

***It is understood that the undersigned will follow all guidelines for public health relating to events according to current guidelines.***

There is no park staff on weekends. I understand that I am responsible for full cleanup 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 \_\_\_\_\_