



USE OF FACILITY APPLICATION

100 Central Ave. • Hammonton, N.J. 08037 • 609-567-4300 • www.townofhammonton.org/parks-recreation

Town of Hammonton Municipally Owned Property/Facility Permit

If you wish to reserve one of Hammonton's outdoor park facilities or properties, please return completed Use of Facility (UOF) application to the Parks and Recreation Director **21 days prior** to the date of your event. All requests are reviewed monthly at the Parks and Recreation Commission meeting at Town Hall on the 3rd Tuesday of each month, 7:00 p.m.

Email UOF to: **Adam Monacelli** at amonacelli@townofhammonton.org. Form can also be dropped off at the Municipal Clerk's office, 3rd floor, Town Hall. Phone: 609-567-4300.

Requested Facility/Property Name: _____

Applicant's Name: _____

Name of Organization: _____

Applicant's Address: _____
(Street/City/State/Zip)


Applicant's Email: _____

Applicant's Phone #: _____

Date & Time of Event: _____ From: _____ a.m. to _____ a.m.
p.m. to _____ p.m.

Applicant's Signature:  _____ Date: _____ / _____ / _____

★ **Event Description:** *Additional dates, number of attendees, special requirements, reserved parking, etc.* _____

 **Certificate of Insurance (COI):** I acknowledge that I may be required to provide **proof of insurance** for certain events, uses and organized sports activities and this requirement is at the discretion of the Parks and Recreation Director, Municipal Clerk and Risk Management Consultant.

By signing this application, the applicant has agreed to comply with all Town rules and regulations and to leave the facility in the condition in which it was found. The Town reserves the right to revoke any permit as set forth in Hammonton Code 200-3(F). Alcoholic beverages are not permitted nor is anyone permitted to be under the influence of alcohol on municipally owned property per Hammonton Code 200-4B(1). No fireworks or similar explosive devices are permitted on municipally owned property per Hammonton Code 200-4 B(2). Pets are not permitted on municipally owned property per Hammonton Code 200-4B(3).

PERMIT APPROVAL	
UOF #: _____	
Parks & Recreation Director:	
<input type="checkbox"/>	<input type="checkbox"/>
APPROVED	DENIED
X _____	
Parks & Recreation Commission:	
<input type="checkbox"/>	<input type="checkbox"/>
APPROVED	DENIED
Date: _____ / _____ / _____	
<p> If event requires a road closure and or police detail, please contact the following:</p> <ul style="list-style-type: none"> • Municipal Clerk Frank Zuber fzuber@townofhammonton.org • Police Chief Kevin Friel kfriel@townofhammonton.org • Public Works Mgr. Scott Rivera srivera@townofhammonton.org 	