

Railroad Park Rental Application

736 E Railroad Ave

INFORMATION OF RESPONSIBLE PARTY (must be 21 years of age of older)

Name: _____

Address: _____

Phone: _____ Email: _____

ORGANIZATION INFORMATION (if applicable)

Organization: _____

Organization type: Corporate/Company _____ Non-Profit _____

Organization Address: _____

Organization website: _____

Name of Alternate Contact (required): _____

Alternate's Phone: _____ Alternate's Email: _____

EVENT INFORMATION (required for all rentals)

Title of Event (could be as simple as "birthday party" or more specific if it is a sports tournament, for example):

Usage requested: (check all that apply)

- Pavilion
- Gazebo
- Restrooms (in Borough Building)
- Grassy areas

Will there be food vendors? Yes No

Will you need electricity? Yes No

Will you need water? Yes No

Will you have tents? Yes No

Will you need additional trash receptacles? Yes No

Is the event:

- a private event (i.e., birthday party, family picnic, etc.) - liability insurance not needed
- reserved for your organization's members - **liability insurance may be needed; call the Borough**
- open to the public - **liability insurance needed (attached a copy)**

Is the event recurring? Yes No

If no, list the date and times the park is requested. Include set-up and clean-up time in your request. Your request cannot be longer than eight hours.

Date: _____ Time: _____

If yes, complete the following section.

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EVENT INFORMATION FOR RECURRING EVENTS (if applicable)

This section provides details for recurring events. If it is easier, you may attach a calendar instead of completing this section of the form. Note that events cannot be longer than eight hours per day.

Month/Day Beginning _____ Month/Day Ending _____

Days of use: Mon ___ Tues ___ Wed ___ Thurs ___ Fri ___ Sat ___ Sun ___

Scheduled Time of Event. Include set-up and clean-up time:

From _____ AM / PM to _____ AM / PM

FEES AND DEPOSIT

There is a required refundable deposit of \$50 for all park rentals. Checks can be made payable to Verona Borough.

There is a rental fee of \$50 per event date for all rentals. The fee is waived for the following parties: Verona Borough residents, Verona Chamber of Commerce, non-profit organizations based in Verona Borough or Oakmont Borough.

SIGNATURE

It is understood that approval of this application holds the 'RESPONSIBLE PARTY' responsible for the conduct of the attendees and the condition of the park and the amenities therein. By signing this application, it is understood and agreed that the policies set forth by the Borough of Verona shall be followed. A copy of the policies can be found at www.veronaborough.org. It is further understood that any such violation of these policies may result in the immediate cancellation of this permit once issued. It is also agreed that by accepting the terms of this agreement, that any financial cost or fees that the Borough may incur because of this event shall be the responsibility of the 'Responsible Party', who shall save indemnify and hold the Borough harmless on same. It must be noted that it is the responsibility of the Borough is to balance the interests of the park users along with including the interests of the abutting property owners and the surrounding Verona residents. For all those concerned, please act responsibly and in the consideration of others. Thank you.

Signature of the named responsible party

Signature: _____ Date: _____

Printed Name: _____

Check #: _____ Date: _____ Amount: _____