

**TOWNSHIP OF OCEAN RECREATION OFFICE**  
**601 Deal Rd., Ocean, NJ 07712 (732) 531-2600**

**PICNIC AREA REQUEST PROCEDURE**

1. Picnic area, if available, will be reserved upon receipt of completed Request Form and rental fee (if applicable). Specific rental fees may be obtained by contacting the Recreation Office. Checks are payable to: **“TOWNSHIP OF OCEAN”**
2. Information provided on this form may not be altered without prior approval through the Recreation Office. Requests for changes must be made in writing and received at least four (4) weeks prior to the scheduled function.
3. The Township of Ocean reserves the right to reject usage of facilities or picnic areas by any organization or person.
4. It is understood that the below noted applicant will be in attendance at the scheduled event and is fully responsible for the behaviors/actions of visitors to the area. It is further understood that the reserved Township of Ocean premises is an extension of the user's home or organization's facility and is expected to be treated with respect.
5. The Township of Ocean is not responsible for loss or damages resulting in activities related to event hosted by an individual or organization at a municipal facility. The Township of Ocean reserves the right to require a Certificate of Insurance naming the Township of Ocean as certificate holder and additional insured.

*I HAVE READ, UNDERSTOOD AND WILL COMPLY WITH THE REGULATIONS STATED ABOVE AND ON THE REVERSE SIDE OF THIS FORM.*

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**I. APPLICANT**

CONTACT PERSON (PLEASE PRINT): \_\_\_\_\_ (D.O.B) \_\_\_\_\_

ORGANIZATION: (if applicable) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

E-MAIL \_\_\_\_\_ DAY PHONE (\_\_\_\_) \_\_\_\_\_

**II. EVENT SPECIFICS**

TYPE OF FUNCTION: \_\_\_\_\_

DATE: \_\_\_\_\_

DAY: MN-TU-WD-TH-FR-ST-SN

TIME OF SET UP: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_

CLEAN UP COMPLETE: \_\_\_\_\_

TOTAL NUMBER OF PARTICIPANTS: \_\_\_\_\_ RESIDENTS: \_\_\_\_\_ NON-RESIDENTS: \_\_\_\_\_

NUMBER OF PARTICIPANTS BETWEEN THE AGES OF 12 & 18: \_\_\_\_\_

WILL THERE BE ALCOHOL ON SITE? \_\_\_\_\_ (Alcohol must remain in picnic areas; it is not permitted in other areas of the park.)

CHARCOAL GRILLS ARE AVAILABLE ON SITE.

PROPANE GRILLS ARE NOT ALLOWED ON SITE UNLESS A SPECIAL PERMIT IS RECEIVED THROUGH THE CORRESPONDING FIRE DISTRICT. Contact numbers are indicated on the back of the form.

**III. FACILITY REQUESTED (CIRCLE APPROPRIATE FACILITY)**

**PICNIC AREAS:**

OAKHURST PAVILION

WAYSIDE PARK PAVILION

DAVE DAHROUGE PARK

**PICNIC AREA RATES:**

Resident Rate \$40.00 (Mon-Tue-Wed-Thur)  
\$50.00 (Fri.-Sat.- Sun.)

Non-Resident \$80.00(Mon-Tue-Wed-Thur)  
\$100.00(Fri.-Sat.- Sun.)

Commercial Rate \$110.00

**FOR ADMINISTRATIVE USE ONLY**

REQUEST APPROVED (STAFF): \_\_\_\_\_ DATE: \_\_\_\_\_ CP CALENDAR: \_\_\_\_\_ BALLFIELD TOO? \_\_\_\_\_

RENTAL FEE: \_\_\_\_\_ CK#: \_\_\_\_\_ CASH: \_\_\_\_\_ PERMIT#: \_\_\_\_\_ FAMILY ID#: \_\_\_\_\_

FEE WAIVED: \_\_\_\_\_

**TO BE SIGNED UPON KEY PICK-UP:**

As a representative of the group noted above, all regulations concerning facility usage are understood and compliance will be assured.

SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_

KEY #: \_\_\_\_\_

SECURITY AMT: \$100 CK#: \_\_\_\_\_ CASH: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOLLOWING EVENT:**

SECURITY RETURNED: BY MAIL / IN PERSON STAFF: \_\_\_\_\_ DATE: \_\_\_\_\_

## PICNIC AREA USE REGULATIONS

1. The Township of Ocean is not responsible for loss or damages resulting in activities related to event hosted by an individual or organization at a municipal facility. The Township of Ocean reserves the right to require a Certificate of Insurance naming the Township of Ocean as certificate holder and additional insured.
2. **FACILITY SPECIFICS: PICNIC AREAS & PARKS**
  - A. All parks shall be open for use between the hours of 7:00 am and sunset.
  - B. Field use is not guaranteed when picnic site is rented.
  - C. Field use must be reserved separately.
  - D. All areas must be cleaned and vacated by stated closings.
  - E. No glass containers allowed at picnic facilities.
  - F. Alcohol permitted for adults only in the picnic area specified.
3. **KEY PICK-UP/RETURN:**
  - A. Facility keys are available for the bathroom and water spigot on site.
  - B. Keys are obtained between the hours of 9:00 a.m. – 4:00 p.m. Mondays thru Fridays, at the Recreation Office (unless office is closed for holiday).
  - C. Keys must be returned to Township of Ocean Police Department immediately following the event.
  - D. PLEASE NOTE THAT USERS CANNOT ENTER RENTED PICNIC AREA UNTIL TIME AND DAY APPROVED ON THEIR APPLICATION.
4. **SECURITY DEPOSIT:**

A security deposit in the amount of \$100.00 for park facilities shall be left upon receipt of the key. All security deposits will be collected in cash only.
5. **FACILITY CLEANING PROCEDURE:**

Facility must be left in appropriate condition for the next user.

  - A. Be sure that the bathroom lights are off and the doors are locked. Also be sure water spigot is turned off and locked.
  - B. Oakhurst Pavilion – Empty all garbage and recyclables into appropriate dumpster/container in facility parking lot and replace liners in trash cans
    1. Users must supply their own 55-gallon trash can liners
    2. State of NJ mandates recycling. Groups not separating recyclables into containers provided may forfeit deposit and/or be fined.
    3. Trash can liners (recyclables and garbage) must have facility users name on it.
  - C. Dave Dahrouge Park – Trash and recycling will be emptied by Twp. Of Ocean employees.
  - D. At the conclusion of the event, all items brought in by the facility user must be removed from the facility. Items left in the facility beyond the reserved date/time will become the property of the Township.
6. **EXPECTED BEHAVIOR/USE:**
  - A. Family oriented functions are encouraged.
  - B. Picnic area reservation authorizes use of picnic area only (use of fields or parks not permitted unless specific arrangements are made).
  - C. It is understood that consideration and care will be given to area during use.
  - D. Behaviors/actions deemed inappropriate will not be tolerated.
  - E. Alcoholic beverages, if on site, shall remain in the picnic area.
  - F. Animals are not permitted in the picnic area.
7. **SECURITY DEPOSIT RETURN:**
  - A. Security deposit will be refunded in full by the Township, if the picnic area is found to be left in a condition deemed satisfactory by the Township. If the picnic area is left in an unsatisfactory condition, (area not cleaned properly, damage, etc.) the Township will refund only that portion of the deposit that is not used to return the area to a satisfactory condition. A minimum of \$25.00 will be held. If fees to restore area to appropriate condition are in excess of security deposit, area user will be charged accordingly.
  - B. Inappropriate behaviors/actions will warrant the termination of the event and forfeit of the entire security deposit.
  - C. If Township of Ocean Police is contacted for assistance for any reason during a scheduled event, \$25.00 - \$100.00 of the security deposit will be forfeited and the event may be terminated.
8. **RENTAL REFUND:**

Refund requests must be submitted in writing at least 4 weeks prior to the scheduled event. A \$10.00 processing fee will be deducted from granted refunds.
9. **GRILL USE:**
  - A. Charcoal grills are provided on site
  - B. Propane grills are not allowed unless a Special Permit is obtained through the Fire Department. Users of the Oakhurst Park Picnic Pavilion must contact the Bureau of Fire Prevention – District 1 @ 732-222-2624. Users of the Dave Dahrouge Park Picnic Area must contact District 2 @ 732-988-0880.
10. **ADDITIONAL INFORMATION:**
  1. Any disorderly conduct, vandalism or failure to comply with regulations will result in termination of the event and forfeiture of security deposit.
  2. The laws of the State of New Jersey prohibit anyone under the age of 21 to order, be served, consume or be in possession of any alcoholic beverage.
11. **ANY DISCREPANCY IN REGARD TO RULES AND REGULATION MAY RESULT IN IMMEDIATE TERMINATION OF THE EVENT AND/OR FORFEITURE OF THE SECURITY DEPOSIT.**

Pick up key on \_\_\_\_\_ by 4:00pm and leave Security deposit.

**TOWNSHIP OF OCEAN  
HOLD HARMLESS AGREEMENT**

FACILITY USER: \_\_\_\_\_

TYPE OF USE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DATE(S) OF USE: \_\_\_\_\_

The facility user agrees that it shall indemnify the Township of Ocean and hold harmless the Township of Ocean against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid suffered or incurred as a result of the acts, activities, or omissions of the facility user, its agents, servants or employees, due to the use of the facility. It is further agreed that the facility user shall in addition to holding the Township of Ocean harmless for any and all liability damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend the Township of Ocean at facility users' expense against any and all claims, suits, demands or whatsoever nature or kind.

Witness: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Facility User (printed name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Contact Number

**Return to:**  
Township of Ocean Dept. of Human Services  
601 Deal Rd.  
Ocean, NJ 07712