

Jeffrey S. Martin
Mayor



Kathleen Fitzgerald, Director
Nicole Zoller, Recreation Supervisor

Hamilton Township Department of Health, Recreation, Senior and Veteran Services

Division of Recreation - 2388 Kuser Road Hamilton, NJ 08690 • Phone: 609-890-4028 Fax: 609-890-4032

FIELD / COURT USAGE REQUEST

TYPE OF EVENT: ☐ 5k ☐ TOURNAMENT ☐ GAME ☐ PRACTICE ☐ INDIVIDUAL

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ EMAIL: _____

(ADDRESS) (CITY, STATE, ZIP CODE) () (TELEPHONE)

- Is the organization based within Hamilton Township? ☐ YES ☐ NO
- What percentage of your participants are Hamilton Residents? _____
- Is the event for: ☐ CHILDREN ☐ ADULTS ☐ BOTH
- Will a fee be charged for admission? ☐ YES ☐ NO

Proceeds to be used for: _____
(i.e., fundraising, profit, etc.)

REQUESTED FIELDS/COURTS:

Do you need Field/Court with Lights: ☐ YES ☐ NO

☐ Cornell Heights (Softball) ☐ McGlone (Softball) ☐ Warwick (2) (Softball)
☐ DeMeo (Baseball) ☐ New Field (1) (Soccer) ☐ Warwick (1) (Softball)
☐ Kater (Soccer) ☐ New Field (2) Soccer ☐ Pavilion (5ks)
☐ Kurlander (Soccer) ☐ Pickleball/Tennis Courts - How many? _____
☐ Other Township Field: _____

DATE & TIMES: (please provide a copy of schedule, if applicable)

DATE(s): _____

DAYS OF WEEK: ☐ MON. ☐ TUES. ☐ WED. ☐ THURS. ☐ FRI. ☐ SAT. ☐ SUN

WEEKDAY Start Time: _____ End Time: _____ Set Up Time (if different than start time): _____

WEEKEND Start Time: _____ End Time: _____ Set Up Time (if different than start time): _____

DURATION OF REQUEST: ☐ One time use ☐ Weekly: _____ how many weeks

EXPECTED ATTENDANCE: _____ (see additional notes for events >150 participants)

VENDORS:

Will you be providing food & beverages: ____YES ____NO

If yes: ____Pre Packaged Goods ____Private Catering ____Food Truck: _____(name)

Food Trucks: food trucks must be licensed with the Township Health and Fire Divisions, in order to serve food on Township Property. Please contact the **Health Department at 609-890-3828** **AND Fire Department at 609-890-6927** for inquiries on food licenses/permits. Fees will be paid directly to the Health and Fire Departments.

ADDITIONAL REQUESTS:

Please list any additional requests or notes about your event:

FEES:

5ks

Hamilton Based Organization	\$250 per event
Non-Hamilton Based Organization	\$300 per event

Athletic Field Fees

Athletic Field Light Rental:	\$200.00 per usage
Athletic Fields:	\$150.00 per usage
Athletic Field Tournament Prep:	\$350.00 (applies to weekend field rentals that require lining/prepping)

Tennis/Pickleball Court Fees

Tennis/Pickleball Courts (Non-Profit):	\$30.00 per court(s)/per day
Tennis Pickleball Courts (For Profit):	\$35.00 per court(s)/per day
Tennis or Pickleball Tournament (Non-Profit):	\$400.00 per tournament
Tennis or Pickleball Tournament (For Profit):	\$500.00 per tournament
Tennis/Pickleball Court Light Rental:	\$25.00 per 1.5hr

Food Trucks

Food Retail License	\$75.00 per event/ \$125 yearly (obtained and paid directly through the Health Dept)
Food Fire Permit	\$55 per event (obtained and paid directly through the Fire Division)

For events with greater than **150 participants per day/event**, the following may be required:

Public Work Fees: If your event requires assistance from public work personnel (additional garbage cans, janitorial services, etc.), additional fees may apply and will be included in your invoice from Hamilton Township.

Police Services: Please contact Hamilton Police Special Services to schedule and obtain more information on traffic and security requirements at events >150 people: 609-581-4135

Emergency Medical Services: please arrange EMS services with local providers of your choosing (RWJ, Capital Health, Nottingham EMS, etc.)

It is the Organization/Individual's responsibility to arrange for Police and EMS services.

The Organization/Individual is also responsible to provide payment directly to these entities for any costs associated with these services.

REQUIRED FORMS:

Hold Harmless & Indemnification Form:

An electronic link will be provided to the Organization/Individual after the date of the reservation is approved.

Certificate of Liability Insurance:

The Township of Hamilton carries insurance covering its legal liability. The Township of Hamilton assumes no liability as to the licensee or user organization. The Township of Hamilton requires that the licensee or user organization complete and provide a Certificate of Insurance, naming the Township of Hamilton as additionally insured. ***Please state as follows: Township of Hamilton, Division of Recreation, 2388 Kuser Road, Hamilton, NJ 08690.*** The minimum amount of insurance coverage for personal injury required shall be \$1,000,000 and as to property damage shall be \$1,000,000. The General Liability policy shall not contain a Designated Location limitation.

To expedite approval, please provide the Certificate of Liability with the application.

Please Note, this is just a request and does not guarantee a permit will be issued.

The application should be returned to the Division of Recreation, no less then 30 days, before the scheduled event. Failure to do so may result in denial of the request.

Applications can be returned to:

Recreation at 2388 Kuser Road Hamilton, NJ 08690 or via email at
recreation@hamiltonnj.com.

Please contact Recreation at 609-890-4028 with any questions or concerns

By signing below you agree to all terms and conditions described above.

Signature of Applicant: _____

Print Name: _____

Date: _____

OFFICE USE ONLY

_____ APPROVED

_____ PENDING/CONDITIONAL: _____

_____ NOT APPROVED: _____

Recreation Personnel Initial/Date: _____