



**BOROUGH OF FREEHOLD**

**AND**

**FREEHOLD BOROUGH RECREATION COMMISSION**

APPLICATION FOR USE OF BOROUGH PROPERTY

**APPLICATIONS MUST BE SUBMITTED 45 days PRIOR TO THE EVENT**

Submit forms to [sduckenfield@freeholdboro.org](mailto:sduckenfield@freeholdboro.org) or the Business Administration Department.



NAME OF ORGANIZATION/RESIDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ (bus./home/cell) \_\_\_\_\_ (fax/email)

**CIRCLE FIELD/PARK/PROPERTY REQUESTED:**

Court Street School    Borough Hall    Fire Department    Fire Department Annex

Lenoir Park    Liberty St. Park    Veterans Park    Musgrave Park    Vinyard Park    Wilson Field

TYPE OF EVENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE(S): \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

(including set-up start time and clean-up time)

RAIN DATE(S): \_\_\_\_\_

NUMBER OF PERSONS ATTENDING: \_\_\_\_\_

**PLEASE NOTE:**

**A certificate of insurance from your insurance company listing the**

**Borough of Freehold, its officers, agents, and employees**

**30 Mechanic Street, Freehold, NJ 07728**

**as additional named insured on your policy must accompany this application.**

**Applicants agrees to abide by the rules and regulations listed on page 2 of this application.**

**REGULATIONS FOR USE OF BOROUGH-OWNED FACILITIES**

1. ALCOHOLIC BEVERAGES ARE NOT PERMITTED.
2. FIREWORKS ARE NOT PERMITTED.
3. The following activities require a permit be issued prior to the event:
  - a. Sale of food or merchandise.
  - b. Grilling food or food trucks.
  - c. Live music/entertainment.
  - d. Raffles, or games of chance, or solicitations of funds.
4. A certificate of insurance, naming the Borough of Freehold as an additional insured, must be submitted with application.
5. Applicant may need to provide portable restroom(s) depending on type of event.
6. **Applicant is responsible for complete cleanup of the area at the end of the event.**
7. Applications for use of Borough-owned facilities must be approved by the Freehold Borough Recreation Commission, Freehold Borough Police Department, and the Borough Administrator.
8. Applicant agrees to abide by all Freehold Borough Ordinances and regulations governing the use of Borough facilities.
9. Applicant agrees to be responsible for any damages to any Borough of Freehold property, and agrees to make prompt restitution for the same.

Name of Organization/Resident: \_\_\_\_\_

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

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**Below is for Borough Use Only**

Recreation Commission Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
Sascha Duckenfield

Chief of Police Dept.: \_\_\_\_\_ Date: \_\_\_\_\_  
Chris Colaner

Borough Administrator: \_\_\_\_\_ Date: \_\_\_\_\_  
Stephen J. Gallo

FEE (IF APPLICABLE) \$ \_\_\_\_\_

cc: Chief of Freehold Borough Police Dept.  
Superintendent of Public Works  
Senior Engineering Aide