

MAYOR MATTHEW J. DOHERTY
601 Main Street
Belmar, NJ 07719



PHONE: 732-681-3700
FAX: 732-681-3434

We're thrilled you are interested in having your event in Belmar. We love Taylor Pavilion and the rules exist to keep our facility in excellent shape. Attached you will find our application for Taylor Pavilion. If you are using the Bonfire/Wedding package please fill out the entire Taylor Pavilion Application as well as the Bonfire Application.

All applications must be completed in full prior to handing them in. In addition to a completed application and insurance certificate all payments must be made in full. We will need two separate checks both made payable to the Borough of Belmar, one for the Facility Fee and Application Fee, and one for the Security Deposit.

Bartenders must be approved and registered with the Borough of Belmar under Borough Ordinance 17, specifically sections 5 and 8.3. Bartenders are needed for ANY event which will be serving beer, wine or spirits. Events with approved alcohol privileges shall comply with all terms and conditions of the permit granting alcohol privileges including the cost of posting of a Belmar Police Officer(s) during the time of the event.

If you have any questions please feel free to call our office at 732-681-3700.

**BOROUGH OF BELMAR
TAYLOR PAVILION RENTAL APPLICATION**

Applicant Information

Name: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

Cell Phone: _____ Website (if applicable): _____

Non-Profit? Yes No If Yes, provide Tax ID# _____

Name and Cell Phone of Individual Responsible the day of the event, keys will only be released to this person.

Name: _____ Cell Phone: _____

Event Information

Type of Event: _____ Number of People: _____

Name of Event: _____

Date & Time of
Event(including
setup &
breakdown): _____

Description of
Event: _____

Are you requesting a Bonfire? Yes No

\$500.00 Fee + Additional Application

Is the event open to the public? Yes No

Is there a fee for attending this event? Yes No
Fee: \$ _____

Will food and beverages be served? Yes No
If yes, describe: _____

Are you bringing decorations? Yes No
If yes, describe: _____

Are you requesting alcohol privileges to be considered for this event? Yes No

Are there rented tables/chairs/equipment at this event? Yes No

If yes, provide name of company and items rented: _____

Rental contract must be supplied to the Business Administrator within 48 hours of the event.

Insurance Information

Insurance is required for events with food, decorations or alcohol privileges and with attendees over 75 people. The Borough of Belmar must be named as an additional insured in the amount of \$1,000,000.00.

Insurance Company: _____

Insurance Policy Number: _____

Application Fee

All applications must be accompanied with a \$100.00 application fee. Check # _____

Acknowledgement & Submission

The information provided in this application is an accurate representation of the event.

I have reviewed and acknowledge the attached Rules and Regulations for the Rental of the Taylor Pavilion.

I understand that the Borough of Belmar reserves the right to cancel any event due to circumstances beyond its control, including but not limited to emergencies, natural disasters and storms.

Signature of Applicant: _____

Date: _____

Upon complete submission of this application, including page 3 if alcohol privileges are requested, you will be notified in writing of the decision of the Borough and any fees required pursuant to Schedule A as attached.

REQUEST FOR ALCOHOL PRIVLIGES

Complete this page only if requesting to serve alcoholic beverages at this event.

Proposed Bar Selection:

Beer(s) Yes No
 Type: Bottles Cans Kegs
 Cup/Glass Size: _____

Wines Yes No Cup/Glass Size: _____

Champagne Yes No Cup/Glass Size: _____

Spirits Yes No Cup/Glass Size: _____
 Type(s): _____

Proposed Bar Hours: _____

Proposed Bar Location: (sketch)



Information of Proposed Liquor Provider

Both liquor supplier and bartenders must be approved and registered with the Borough of Belmar under Borough Ordinance 17, specifically sections 5 and 8.3.

Name: _____

ABC Lic #: _____

Phone # _____

Information on Bartenders:

Name of Company: _____

Phone # _____

Number of Bartenders: _____

SCHEDULE A

JOHN A. TAYLOR PAVILION:

LESS THAN 75 PERSONS:

| | No Food or Decorations | Food, Decorations or Alcohol Priv. |
|---------------------------------------|--|--|
| Application Fee | \$100.00 | \$100.00 |
| Facility Fee | \$30.00 per hour | \$40.00 per hour |
| Nonprofit/Not-for-profit organization | No Charge – Under 2 hours \$15.00 per hour over 2 hours | \$40.00 per hour |
| Security deposit + | \$250.00 | \$500.00 |
| Cleaning Requirement | Broom Clean | Broom & Moped Clean + Cleaning Company if required by Business Administrator |
| Insurance++ | Not Required | Required |
| Police | Not Required | Required as specified in approval. |

MORE THAN 75 PERSONS:

| | No Food or Decorations | Food, Decorations or Alcohol Priv. |
|---------------------------------------|--|--|
| Application Fee | \$100.00 | \$100.00 |
| Facility Fee | \$30.00 per hour | \$40.00 per hour |
| Nonprofit/Not-for-profit organization | No Charge – Under 2 hours \$15.00 per hour over 2 hours | \$40.00 per hour |
| Security deposit+ | \$500.00 | \$500.00 |
| Cleaning Requirement | Broom Clean + Cleaning Company if required by Business Administrator | Broom & Moped Clean + Cleaning Company if required by Business Administrator |
| Insurance++ | Required | Required |
| Police | Not Required | Required as specified in approval. |

WEDDING/EVENT PACKAGE: RECEPTION & BONFIRE:

| | Full Taylor Rental with Bonfire | Stand Alone Bonfire |
|-------------------|---|----------------------------|
| Application Fee | \$100.00 | \$500.00 |
| Facility Fee | \$1,500 (includes fire permits and eight hours of facility usage) | N/A |
| Security deposit+ | \$500.00(Money Order or Certified Check Payable to Cash Only) | N/A |

| | | |
|----------------------|--|----------|
| Cleaning Requirement | Broom & Moped Clean + Cleaning Company if required by Business Administrator | N/A |
| Insurance++ | Required | Required |
| Police | Required as specified in approval. | N/A |

+ Security Deposit: The failure to leave the Pavilion clean and in the same condition as before the event, violation of any rules or regulation for the rental of Taylor Pavilion, loss of the key to Taylor Pavilion, the failure to abide by any conditions of a special event permit, if required, shall result in the forfeiture of the security deposit required by this section. The forfeiture of a security deposit does not relieve the person or organization renting the Pavilion for the cost of any damage to the Pavilion.

++ Insurance: Insurance shall be obtained for the event in the minimum amount of one million (\$1,000,000.00) dollars and the policy of insurance shall name the Borough of Belmar as an additional insured and a hold harmless and indemnification agreement in favor of the Borough shall also be required on a form provided by the Borough.

Rules and Regulations for the Rental of Taylor Pavilion

- _____ Initial
1. The Pavilion may be rented and reserved by submitting an application to the Business Administrator at 601 Main Street, Belmar NJ 07719. The associated application fee, facility fee, security deposit (if any) and insurance (if any) must be supplied at the time of application.
- _____ Initial
2. The Pavilion is rented as is; available tables and chairs may be used inside the pavilion only.
- _____ Initial
3. The Pavilion must be left clean and in the condition found. Any damages or mess requiring clean-up will result in the Borough keeping the security deposit and if necessary leveraging claims against the users insurance. Please see the attached check list to help insure the return of your deposit.
- _____ Initial
4. The key for the Pavilion shall be picked up at the Police Department, 601 Main Street, Belmar. A valid ID must be left and will be returned upon your event's conclusion and the return of the Pavilion key.
- _____ Initial
5. The level of sound emanating from your event must be kept so as not to bother the neighbors. The person in charge of the event is responsible to ensure the level sound is appropriate. Events with either live bands or D.J.; all interior and exterior doors along Ocean Avenue must be closed so as to limit the sound heard on Ocean Avenue and the neighborhoods.
- _____ Initial
6. The Pavilion is equipped with cameras, the inside and outside of Taylor pavilion may be recorded for safety reasons.
- _____ Initial
7. When leaving the Pavilion after the event, windows and doors must be closed and locked. Lights shall be turned off. Garbage shall be double bagged in at minimum 3mm plastic bags and placed out front of the Pavilion in the white picket fence area on Ocean Avenue for pick up by DPW.
- _____ Initial
8. The Pavilion shall be left broom and moped clean by the parties renting the pavilion. Kitchen is to be left clean, countertops and appliances to be wiped down. The stove is to be used for reheating prepared dishes only. Bathrooms are to be left clean, toilets, and sinks must be cleaned and bathroom garbage is to be emptied. Cleaning supplies are NOT provided by Belmar, please bring what you need to leave the pavilion clean and secure to ensure the return of your deposit.
- _____ Initial
9. Large events (typically over 75 people) may be required to supply a cleaning company to be approved by the Business Administrator and the cleaning company shall clean up the Pavilion after the event.
- _____ Initial
10. Users may arrange for additional/different tables and chairs from a rental company provided the company is insured and a copy of the contract is provided to the Business Administrator 48 hours prior to the event.
- _____ Initial
11. No holes may be placed in walls by staples, tacks, nails etc. No tape, Velcro, etc., may be used for decorations. Banners, balloons, etc., may be used and tied. All decorations shall be removed upon the event's conclusion to secure the return of your deposit.

- _____ Initial 12. Tables and chairs are to be placed back in the racks after being wiped down and returned to the closet that they came from. Tables are 6 ft rectangular folding tables. There are 24 tables and 100 chairs for you to use.
- _____ Initial 13. All damage must be reported to the Business Administrator's office at 732-681-3700 extension 218. Belmar Public Works will perform a walk thru of the facility after your event. Any and all damages identified will result in forfeiture of any security deposit and claims against insurance held by users.
- _____ Initial 14. Events with alcohol privileges as approved by the Business Administrator shall supply a cleaning company to be approved by the Business Administrator and the cleaning company shall clean up the Pavilion after the event.
- _____ Initial 15. Events with approved alcohol privileges shall comply with all terms and conditions of the permit granting alcohol privileges including paying for the posting of a Belmar Police Officer(s) during the time of the event. Police cost for the event will be \$30.00 per hour per Police Officer required by the Borough Administrator.
- _____ Initial 16. Alcohol privileges are not permitted for any event regardless of the number of people that are attending if the event is open to the public. The person or organization hosting an event at the Taylor Pavilion is responsible to ensure that only individuals who have been invited and responded are permitted into the event at the Pavilion and shall have such a list at the event and which list shall be provided to any Police Officer or Borough Official to ensure compliance with this condition.
- _____ Initial 17. Prohibited events include: Sweet Sixteen Parties, bachelor or bachelorette parties or similar events.
- _____ Initial 18. Any violation(s) of these Rules and Regulations shall result in the forfeiture of any security deposit, claims against insurance held by users and prohibition of future rental/use of the John A. Taylor Pavilion or any other public space in the Borough of Belmar.
- _____ Initial 19. All laws, ordinances rules and regulations shall be complied with including but not limited to Belmar Code Sections 4.4(e) and Schedule A, and Section 17.
- _____ Initial 20. The person or organization hosting the event shall permit any Police Officer or Borough Official to enter the Pavilion at any time to ensure compliance with the conditions in this Belmar Code Section 4.4(e) and Schedule A, Section 17, and, any terms and conditions of the Permit and other laws, rules, regulations and/or ordinances. If there is any violation of the foregoing, the event may be immediately canceled and no refunds of any kind shall be issued and the person or organization will not be permitted to rent the Pavilion in the future.

FOR ANY EMERGENCIES CONTACT THE POLICE AT 732-681-1700

Taylor Pavilion Check List

1. Sweep & mop all floors in the main building, kitchen and bathrooms.
 2. Wipe down all kitchen counter tops, sink, stove and refrigerator.
 3. Wipe down bathroom sinks and toilets as well as emptying the trash.
 4. Return all chairs and tables to the storage closet.
 5. Empty all garbage cans and put in new bags. All garbage should be brought out to the white picketed fence area in front of Taylor Pavilion.
 6. Secure all doors both inside and outside doors. Please pull to check all doors are locked.
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