

BOROUGH OF BEACHWOOD MAYO PARK RENTAL APPLICATION

Picnic Area _____ Kitchen _____ Field Use is APPROVED by REC. COMMISSION _____

Applicant: _____

Address: _____ Tel.#: _____

City: _____ Zip: _____ EMERG. #: _____

ATTENTION ORGANIZATIONAL APPLICANTS: When selling tickets for functions that include Alcohol Consumption, you are required to obtain from NJ Div. ABC a one day liquor license and attach a copy of a One (1) Day Liquor License with this application.

DEPOSIT/SECURITY: Applicant is responsible for any and all damages incurred, and will forfeit deposit should any damage be noted. Applicant is solely responsible for cost of damages in excess of deposit posted.

Applicant will forfeit deposit for failure to clean area.

**CANCELLATION POLICY – Must be received in writing.
Less than 60 days notice \$75 Penalty**

RENTAL DATE: _____ **HOLD HARMLESS AGREEMENT FILED:** _____

PICNIC AREA	RENTAL FEE	DEPOSIT	AMOUNT PAID
Non-Resident	\$150.00	\$ 75.00	_____
Resident	\$ 75.00	\$ 75.00	_____
Fee Waived			_____
KITCHEN FACILITY	RENTAL FEE	DEPOSIT	AMOUNT PAID
Non – Resident	\$100.00	\$100.00	_____
Resident:	\$ 50.00	\$100.00	_____

KEYS MUST BE PICKED UP THE FRIDAY PRECEDING RENTAL

REFUND OF DEPOSIT: Refund of any deposit will be made to the **APPLICANT ONLY**.
CHECKS received for application **MUST BE IN THE NAME OF THE APPLICANT. UPON RETURN OF KEY** applicant will be required to sign the appropriate voucher, which will start the refunding process.
REFUND IS APPROVED by RESOLUTION of the GOVERNING BODY at a **REGULARLY SCHEDULED MEETING**, following the use of the facility, and signing the voucher. This can take several weeks, should there be a meeting cancellation.

Applicant's Signature: _____ Date: _____

APPLICATION APPROVED UNDER RESOLUTION # _____ Date: _____

Vendor Number: _____ Appropriation Number: _____

Amount of Deposit Refunded: _____

YOU ARE REQUIRED TO PROVIDE INSURANCE DOCUMENTS OR SIGN THE HOLD HARMLESS AGREEMENT AVAILABLE AT THE MUNICIPAL COMPLEX, WHICH MUST ACCOMPANY YOUR APPLICATION. ADDITIONALLY A DRIVERS LICENSE IS REQUIRED.