



SOMERSET COUNTY RECREATION, PARKS & TOURISM

EXCLUSIVE USE: PAVILION RENTAL AGREEMENT



Organization/Applicant: _____

Contact Person: _____

Email: _____ Phone: _____

Address: _____

Event Details

Date(s) Requested: _____ Time(s) Requested: _____

Event Type/Description: _____

Estimated # of Attendees: _____

Pavilion (select one)	Location	Cost (per day)
<input type="checkbox"/> Centralized Athletic Facility	Westover	\$100
<input type="checkbox"/> Great Hope Golf Course	Westover	\$100
<input type="checkbox"/> Raccoon Point	Westover	\$50
<input type="checkbox"/> Mt. Vernon	Mt. Vernon	\$50
<input type="checkbox"/> Upper Hill	Upper Hill	\$50

Pavilion Access:

- Rental time (including setup) must not be earlier than 10 a.m. unless granted special permission by the Department.
- Rental agreement grants you access to pavilion space and nearby space, including grills.
- The park facility, including playground and surrounding green space, will not close to the general public during pavilion rental without special permission granted by the Department.
- Somerset County citizens may use the pavilion free of charge until users who rented pavilion arrive.
- Users must park in designated parking areas, not in grass.
- All parks have portable restroom facilities, unless stated otherwise.
- Rental does not include nearby fields or courts. These may be rented for an additional fee, if available.
- Concession areas are not included in rental.

Special Conditions:

- Will you charge admission? _____ Yes _____ No
- Will stakes be used (for tents, bounce houses, etc)? _____ Yes _____ No
- Will outside vendors be present (food, craft, commercial)? _____ Yes _____ No
- Other special conditions? _____ Yes _____ No

Conditions: _____

Facility Guidelines and County Policies:

- Applicant/user is liable and holds Somerset County harmless for damage, injury and/or death by or on items they supply or have supplied at the pavilion or facility grounds.
- There is no insurance provided by the Somerset County Recreation and Parks Department for rentals. All injuries are the responsibility of the individual and/or organization renting the facility.



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- Somerset County recommends that the applicant either provide a certificate of insurance OR obtain insurance through Tulip. Documentation can be obtained from the Recreation & Parks office.
- Facility must be returned in its normal condition, with no alterations.
- All trash must be disposed of in the provided receptacles.
- The organization or user must not make any alterations, install equipment or make attempts to maintain facilities—with the exception of trash clean up.
- User must use facility for approved times stated in this agreement.
- Camping and campfires are not allowed.
- Department of Recreation and Parks has the authority to refuse or cancel this agreement for any reason.

Cancellation Policy:

Refunds in case of cancellation will be granted, if requested 14 days prior to scheduled date of event. All refunds are subject to a 10% service charge. Refunds will not be issued when an activity is cancelled due to inclement weather. In this case, the event may be rescheduled to another date, based on park availability.

Release and Indemnification:

Applicant/Organization releases County from all claims against the County and assumes all risks associated with the rental. The County must be indemnified by the Applicant/Organization against all claims arising from the use of County facilities.

Understanding and Signature:

Applicant has been provided a copy of this agreement and is responsible for the actions of its organization and users. Applicant has responsibility of ensuring members/users are aware of the above county policies, in their entirety. The applicant accepts full responsibility for the use of and damages done to County facilities during time specified in this agreement.

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY

Approval by Department:

- Approved
- Approved with the following changes/conditions:

- Not Approved

DEPARTMENT SIGNATURE: _____ **DATE:** _____

FEE PAID: \$ _____ **CHECK/CASH:** _____