



## FORT BILLINGS PARK APPLICATION

Fee to use the Park: Resident - \$50.00 Non-refundable  
Non-Resident - \$250.00\*

\*\$200.00 will be refunded within 30 days following the event provided the park facilities are left clean and in the same condition as they existed before the event.

Minimum amount in attendance – 10 or more individuals

Submit application 14 days prior to the event.

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Applicant's Name

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Address

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Phone #

**AUTHORIZED REPRESENTATIVE TO BE RESPONSIBLE:**

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Name

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Address

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Phone #

Individual    Corporate    Association    Organization    Other

Nature, Activity or Purpose of Use Intended \_\_\_\_\_

Will Fundraising be involved in purpose?    Yes    No

If yes, please explain \_\_\_\_\_

Estimated Number of Persons Attending \_\_\_\_\_

Dates of requested use: \_\_\_\_\_  
Hours of use: From \_\_\_\_\_ To \_\_\_\_\_  
Rain Date: \_\_\_\_\_

If a repeat applicant, please specify last date of use: \_\_\_\_\_

\_\_\_\_ (Please check) Applicant intends to provide security, clean-up and maintenance. (May be cause for denial if not checked.)

Has Applicant examined the list of Schedule A Regulations? \_\_\_\_Yes \_\_\_\_No

Would the applicant wish to make any variances to these regulations? \_\_Yes \_\_No

If yes, please explain: \_\_\_\_\_

#### **INSURANCE REQUIREMENTS:**

- Individual applicants must include proof of personal/general liability insurance not less than \$500,000 per occurrence.
- Organizations/Businesses must include proof of general liability insurance not less than \$1,000,000 per occurrence.

Proof of insurance is to be a certificate of insurance. The Borough of Paulsboro is to be included as an additional insured.

*In the event, the renter does not have sufficient insurance in place, they can either contact an insurance agent of their choice for coverage or they can purchase a one-day event policy through the Borough's Tenant Users Liability Insurance Program (TULIP). The application and payment must be done on line at <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>." For the Borough of Paulsboro, the venue you want is 4990/405 for Fort Billings Park. When requested if an additional insured is to be included, please enter the Borough of Paulsboro. This one day policy meets the above requirements.*

***Please note that the Borough does not receive any compensation for use of this program and only offers it as an accommodation for a renter in the event they cannot secure coverage on their own.***

#### **PLEASE NOTE:**

- If inflatables will be at the event, the certificate of insurance must specifically state the inflatable(s) are not excluded from coverage.
  - The TULIP program does not provide coverage for inflatables.
- If renter is hosting an organized sporting event, the certificate of insurance must specifically state that coverage is afforded to participants.

Additional Comments of Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

I, the Applicant, being at least 18 years old, by applying to the Borough of Paulsboro for the use of Fort Billings Park, hereby give my approval to participate within the boundaries of the rules. I observe that the Park is to be used in the time allotted as per designated hours; and failure to comply might risk my eviction from the Park.

In the event of an injury due to accidents beyond their control, I do hereby waive, release, absolve, indemnify and agree to hold harmless the Borough of Paulsboro, its Supervisors, Employees, and all program volunteers, as well as, other persons connected with the Borough of Paulsboro from all liability and all claims relating to personal injury or property damage that I or my child may sustain by reason of my/our safe participation in these facilities.

The undersigned certifies as material fact that he/she is authorized to execute for the applicant that he/she has examined Schedule A Regulations, and penalty provisions and the he/she understands their content on behalf of his/her group or association and that all conditions or terms of approval will be met.

Date \_\_\_\_\_

\_\_\_\_\_  
(Authorized person to be responsible)

### INSTRUCTIONS

- Call the Borough Hall at 856-423-1500 to tentatively reserve the date.
- Upon receipt of the application, examine Schedule A Regulations thoroughly.
- Complete application in its entirety and return within 14 days of date of use.
- Obtain insurance coverage and present copy of the Certificate of Insurance to the Borough Hall
- Reservations cannot be issued for holiday weekends due to the wide use of the areas by the public. Holiday weekends are on a first come, first serve basis only.
- Cost to use the park to be paid in cash, check, or money order.
- Any inquiries or comments should be directed to Kathy A. VanScoy.