



Borough of Keyport
70 West Front Street
Keyport NJ 07735

Clerks Office: 732-739-5124
Fax Number: 732-739-8738
mclark@keyportonline.com

**APPLICATION & PERMIT FOR
USE OF BOROUGH PROPERTY**

Date Received _____ Date of Response _____

Property requested _____

Organization Name/Purpose _____

Name _____

Address _____

Telephone Number: _____ Fax Number _____

Email Address: _____

Type of Event _____

Date of Event _____ Time of Event _____

No of People Attending _____

Fee Schedule Attached

Mail Check or Money Order Payable to:
Borough of Keyport, PO BOX 60, Keyport, NJ 07735

PLEASE READ THE FOLLOWING REGULATIONS PERTAINING TO EVENTS

- Event: Maximum of 100 people.
- Bring permit with you on the date of event. Police or park personnel may ask you to present permit.
- Amplification for music or other purposes is not permitted.
- Rules and directives of park personnel must be strictly adhered to.
- Chairs, tents, rugs and/or runners are not permitted
- For Wedding Photography: Maximum of 25 people limited to bridal party and parents.
- Throwing of rice, birdseed, flowers and confetti are not permitted.
- A Permit does not include the use of equipment unless by separate agreement approved by Council.
- A staff member must be on duty and/or call during times that groups are using facilities.
- A permit does not grant the right to establish concessions or sell items on borough property.
- Groups using Borough Property shall exercise all safety precautions.
- At the discretion of the Business Administrator, any permit for the use of Borough property may be revoked at any time. Applications for borough property must be signed by a responsible citizen who is 21 years of age or older.
- Permits will not be issued for purposes prohibited by ordinance, statute or law of any kind.
- Smoking, alcoholic beverages and/or illicit drugs are not permitted on Borough Property.
- The Borough Clerk shall be responsible for the assessment and collection of fees for the use of Borough property. Payment may be made in advance and cancellation penalty may be assessed for expenses incurred.
- Cancellations of approved applications must be made through the Borough Clerks Office at least 24 hours prior to the event (if the event is on a weekend, cancellation must be made by 10 a.m. the prior business day).
- Organization should provide certificate of insurance naming the Borough as an added insured.

I, the undersigned, agree to floor rules and regulations stated above. I understand that the public has access to any public Borough Park. The Public can only be requested to stay clear of the immediate area of the event.

Signature

Date

Please return completed application/permit to:

Borough of Keyport
Borough Clerk's Office
70 W. Front Street
Keyport, NJ 07735

ATTACHMENT A

Use of Borough Property Fee Schedule

The Municipal Clerk shall review all Use of Borough Property requests. The clerk will determine which of the following need to provide additional review to determine if any Borough staffing is necessary for the requested event: Keyport Police Department, the Borough's Recreation Department and Department of Public Works. **If so, additional staffing costs will be required and billed accordingly.**

Priority for Borough property use will be given to Borough entities, Borough Recreation programs/events, and Keyport Board of Education activities/events, followed by Keyport resident/business/non-profit groups, in scheduling fields and properties/facilities

Borough entities, including but not limited to the Keyport School district and any events co-sponsored by the Borough, are exempt from these fees. 501(c)(3) non-profit organizations shall be eligible for a fifty percent (50%) discount of these fees- provided, however, that documentation evidencing 501(c)(3) compliant "good standing" status and insurance documentation must be submitted.

Tide charts must be detailed for all outdoor events including six (6) hours before and six (6) hours after the event, except for Kearney Street, Main Street, and Therese Street Parks.

Prohibited activities include, but are not limited to, balloon releases, fire lanterns with flames, and rice throwing. **All rentals are subject to immediate cancellation should the Borough staff or the Keyport Police Department identify any violations of Borough policies (deposits may be forfeited).**

Please contact the Borough Clerk for additional information about availability and application process.

PUBLIC EVENTS OR ACTIVITIES

Public Events - Outdoor	RESIDENT	NON-RESIDENT
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1-4 hours (including setup & cleanup times)

Rental (exclusive use)	\$200	\$400
Security deposit - separate check required	\$250	\$500

4-6 hours (including setup and cleanup times)

Rental (exclusive use)	\$300	\$600
Security Deposit - separate check required	\$250	\$500

Public Events - Indoor	RESIDENT	NON-RESIDENT
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1-4 hours (including setup & cleanup times)

Rental (exclusive use)	\$400	\$800
Security deposit - separate check required	\$250	\$500

4-6 hours (including setup and cleanup times)

Rental (exclusive use)	\$600	\$1,200
Security Deposit - separate check required	\$250	\$500

FIELD USE

One (1) game per week during the established season (Insurance required)

- \$400 rental fee with no lights (\$500 with lights)
 - \$250 damage deposit - separate check required
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Two (2) or more games per week during the established season for the same group (Insurance required)

- Two games- \$700 with no lights (\$900 with lights)
- Three games- \$1,000 with no lights (\$1,300 with lights)
- Four games- \$1,300 with no lights (\$1,700 with lights)
- Five games \$1,600 with no lights (\$2,100 with lights)
- Damage deposit - \$250 per game- separate check required

BOROUGH PARKS, FIELDS, BUILDINGS

The list that follows is a non-comprehensive list of Borough parks and recreational facilities subject to this Fee Schedule. Please contact the Borough's Administrative Office regarding these locations and any other Borough properties that may not be listed here.

Note: All permit requests require completion of the Borough's Special Event Form. Applications should be submitted at least sixty (60) days before event to allow enough time for review and approval.

PARKS

- **Beach Park & Boat Ramp**
 - Boat House
 - Concession License
 - Rectangular Gazebo
 - Playground
 - Beach & Volleyball
- **Benjamin Terry Park**
 - Beach
- **Cedar Street Park**
 - Ball Field
 - Basketball Court
 - Tennis Courts
 - Playground
 - Beach
- **Fireman's Park**
 - Firemen Memorial
 - Parking Lot
- **Kearney Street Park (Jack Conway Park)**
 - Picnic tables
 - Play area
- **Main Street Park (Marie Cottrell)**
 - Ball Field
 - Playground
 - Skate Park

- **Mini Park**
 - Outdoor Stage
 - Multi-Level Seating
 - West Front to American Legion
- **Therese Avenue Park**
 - Playground
 - Basketball
- **Veterans Park**
 - Kayak Lockers
 - Beach
- **Waterfront Park**
 - Fishing Pier
 - Boat Concession
 - Promenade
 - Gazebo

BUILDINGS

- **Borough Hall**
 - Small Conference Room
 - Council Chambers