



For Official Use Only

Time _____ to _____ hrs

Deposit _____ Due _____

Fee _____ Due _____

TOWNSHIP OF BLOOMFIELD

Department of Parks, Recreation & Cultural Affairs

Michael L. Scurman
Director

Neyden Kinch-Sousa
Recreation Leader

Dana Morton
Recreation Leader

Frank Volante
Recreation Leader

Committee Members

Michael Cantalupo
Chairman

Barbara Francisco
Vice-Chairwoman

Rey Arvelo
Member

Maria Estrela
Member

Luis Felix
Member

Tracey Hann
Member

Steve Jenkins
Member

John Marek
Member

Papa Tall
Member

Councilman Ted Gamble
Township Council Liaison

SPECIAL EVENT REQUEST FORM

Resident Hourly Rate: \$55 | Non-Resident Hourly Rate: \$75 (minimum 3hrs)

Rental space is potentially available on Saturdays from 2:00pm – 10:00pm

Rental space is potentially available on SUNDAYS from 1:00pm – 10:00pm

DEPOSIT:

There will be an additional \$150 (cash) deposit to reserve the room and held as a cleaning deposit. The deposit is separate from the room rental fee. If the room and equipment are left in the same condition they were presented, the full deposit will be refunded the following business day after 10:00am.

Date requested: _____ Facility used for: _____

Time requested: *(We include 1 complimentary hour for free.)*

Free Hour: _____ pm - _____ pm Party/Event: _____ pm - _____ pm

Approximate number of persons attending *(max 70)* : _____

Special equipment (free to use): Speaker Microphone TV

Contact information for responsible adult: **(please print clearly)**

Photo ID is required with deposit and must match contact information.

Name: _____ Phone: _____

Address: _____

Email: _____

CANCELLATION POLICY:

You must give at least 2 weeks notice to cancel your event. If you cancel after that time a \$25 administrative fee will be deducted from the deposit. If you do not show for your event and no notice was given, you will forfeit your full deposit. The Civic Center is a municipality and must adhere to Federal and State of Emergencies. In the instance of a mandated state of emergency, or an act of god beyond the control of the Civic Center, a full refund of the deposit and payment will be returned if a mutually agreed upon date can't be reached. However, no restitution will be given for prior costs incurred by the renter. (lost vendor deposits, wages, etc.)

AFFIDAVIT:

The person filling out this form agrees to comply with the policies and regulations of the Township of Bloomfield Recreation Commission for the use of the building and/or grounds of the Civic Center and agrees to be responsible for any negligence or damages:

No Loud DJ's | No Bands | No Smoking | No Alcohol | No Glitter | No Confetti

Applicant: _____ Date: _____

Approved: _____ Date: _____

BLOOMFIELD
Parks • Recreation • Cultural Affairs

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