



<b>For Official Use Only</b>	
Time _____ to _____ hrs	
Deposit _____	Due _____
Fee _____	Due _____

# TOWNSHIP OF BLOOMFIELD

Department of Parks, Recreation & Cultural Affairs

**Michael L. Scurman**  
*Director*

**Thomas DeSiervo**  
*Recreation Leader*

**Gabriela Guida**  
*Recreation Leader*

**Dana Morton**  
*Recreation Leader*

Committee Members

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*Chairman*

**John Marek**  
*Vice-Chairman*

**Michael Cantalupo**  
*Member*

**Luis Felix**  
*Member*

**Barbara Francisco**  
*Member*

**Thomas Gamble**  
*Member*

**Tracey Hann**  
*Member*

**Jenica Jesena**  
*Member*

**Roy Yokelson**  
*Member*

**Councilwoman Jenny Mundell**  
*Township Council Liaison*

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**BLOOMFIELD**  
Parks • Recreation • Cultural Affairs

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84 Broad S.t, Bloomfield, NJ 07003  
Office: 973-743-9074  
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Weather Update: 973-743-7593  
www.bloomfieldrecreation.org

## SPECIAL EVENT REQUEST FORM

Resident Hourly Rate: \$55 | Non-Resident Hourly Rate: \$75  
Rental space is 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:** \_\_\_\_\_ 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 DJ's | No Bands | No Smoking | No Alcohol | No Glitter | No Confetti**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_