



# TOWNSHIP OF HOPEWELL BANDSHELL RENTAL PERMIT AND AGREEMENT

# \_\_\_\_\_

As Per Resolution 24-237, the Township of Hopewell hereby authorizes the use of this permit for the Township bandshell/stage at Woolsey Park.

This agreement confirms the terms and conditions to which You, the Renter, agree to rent the bandshell provided by the Township of Hopewell.

Rental agreement terms must be met before form is processed.

Renter's Name: \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Location: \_\_\_\_\_

For the aforementioned services, you will meet the following conditions:

- ☐ Reserve bandshell at least 3 weeks prior to event date
- ☐ Provide certificate of insurance for event
- ☐ Pay 100% deposit on TOTAL ESTIMATED COST

Rental fees are as follows:

<b>Non-profit 501(c) (3)</b>	<b>\$250/day</b>
<b>All other entities in the Township of Hopewell</b>	<b>\$500/day</b>
<b>Entities based outside the Township of Hopewell</b>	<b>\$1000/day</b>
<b>Cost per day _____ x _____ days</b>	<b>\$ _____</b>
<b>Public Address System (Township employee to set up and operate)</b>	<b>\$50/hour</b>
<b>\$50/hour x _____ hours</b>	<b>\$ _____</b>
<b>Security Deposit, refundable after event</b>	<b>\$ 500</b>
<b><i>TOTAL ESTIMATED COST</i></b>	<b>\$ _____</b>

**\*\* FULL PAYMENT REQUIRED WITH THIS AGREEMENT \*\***

Payable by check to: Township of Hopewell

## **PLEASE READ CAREFULLY!!!**

*To confirm your reservation, please submit this completed agreement, certificate of insurance, and 100% of estimated total no later than THREE FULL WEEKS prior to the requested date of rental.*

Temporary Activities Permit or Festival Permit shall be approved.

At all times when the bandshell is in use, all Township ordinances regarding noise, traffic, parades, etc. shall be strictly obeyed by the renting organization. The Township staff has the power to stop the program for any reason if there is potential danger to the equipment or staff, i.e. inclement weather, or unruly behavior of the crowd or performers.

Unrestricted access to the public is prohibited. It is the responsibility of the renting party to restrict access to the bandshell by the general public during performance/use.

Nothing may be attached or affixed in any manner to the bandshell without prior permission of the bandshell staff on duty.

The Township of Hopewell reserves the right to refuse rental of the bandshell under any conditions deemed to be potentially hazardous to the bandshell or its operators, or any event not deemed in the best interest of the Township of Hopewell or the general public.

Bandshell occupancy is generally limited to 10 people with band and musical equipment.

It is the responsibility of the permittee to clean up after your rental. No staples, nails, or tacks may be placed on stage area.

Clean up of garbage is expected before leaving, including taking down any signage, balloons, tape, and decorations. This includes clean-up of field area. Please leave area cleaner than how you found it. Name on insurance is responsible for any additional clean-up costs or damage.

Permits will be issued on a first-come, first-served basis as determined by the Recreation Department.

All bandshell renters are required to pay a \$500 security deposit at the time of reservation. Cancellation by the renter must be made no later than 14 business days prior to the date of the event to receive a refund of deposit. Any cancellation made less than 14 days in advance of the event date will result in forfeiture of security deposit.

### **INDEMNIFICATION**

To the fullest extent permitted by Law, the Renter of the bandshell shall indemnify and hold harmless the Township of Hopewell, their agents, and employees from and against all claims, damages, losses, and expenses, including but not limited to attorney's fees arising out of or resulting from the rental of the bandshell, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefore, and (2) is caused in whole or in part by any negligent act or omission of the Renter, anyone directly or indirectly employed by the Renter, or anyone for whose acts the Renter may be liable.

All vendors must obtain a Certificate of Liability of Insurance that names The Township of Hopewell as an Additional Insured with the date and location of the event and has commercial general liability insurance with the minimum limits shown:

<b>Limits</b>	
Each Occurrence	\$ 1,000,000
Damage to rented premises (Each Occurrence)	\$ 100,000
MED EXP (Any one Person)	\$ 10,000
Personal & ADV Injury	\$ 1,000,000
General Aggregate	\$ 1,000,000
Products– Comp/OP AGG	\$ 1,000,000
Combined Single Limit (Each Accident)	\$ 1,000,000
E.L. Each Accident	\$ 100,000
E.L. Disease– EA Employee	\$ 100,000
E.L. Disease– Policy Limit	\$ 500,000

*Direct all questions regarding the Bandshell to Karin  
Poveromo, Township of Hopewell Director of Recreation*

## BANDSHELL RENTAL CHECKLIST

Organization \_\_\_\_\_

If 501(c), provide tax identification number: \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email \_\_\_\_\_

Event/Artist \_\_\_\_\_

Phone # \_\_\_\_\_

Date of Event \_\_\_\_\_

Time \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Day of Event Phone # \_\_\_\_\_

Event should be set up by (time) \_\_\_\_\_

Event end by (time) \_\_\_\_\_

Is there an entrance fee? \_\_\_\_\_ What is the amount? \_\_\_\_\_

Expected attendance \_\_\_\_\_

Will banners/lights/sound be attached? Please describe \_\_\_\_\_

The Renter accepts full responsibility and agrees to be liable for any and all damage to the bandshell from the time Renter's personnel and/or equipment go onto the bandshell until the time all of the Renter's personnel and/or equipment are off the bandshell and the bandshell is turned over to the Hopewell or its agents.

The attached Bandshell Rental Policies and Procedures and Bandshell Rental Checklist are adopted and incorporated by this reference as a part of this agreement.

Renter's Signature

Date

Township of Hopewell

Date

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TOWNSHIP OF HOPEWELL USE ONLY

STAFF ASSIGNED: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_ DATE PAID \_\_\_\_\_

NOTES: