**MOUNT** **LAUREL TOWNSHIP**

**Parks and Recreation**

**100 MOUNT LAUREL ROAD**

**MOUNT LAUREL, NEW JERSEY 08054**

**EMAIL:** [**shigareda@mountlaurel.com**](mailto:shigareda@mountlaurel.com)

**One Day Event Permit**

**Laurel Acres Park**

**Event Organizer Contact Information:**

1. **Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Organization Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Special Event Details:**

1. **Event Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Admission Charge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **Event times & date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   1. **Start:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
   2. **End:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **Number of people expected in attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **What cooking devices will be used:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **Will food vendors be in attendance, if yes specify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **Attach map/layout of event: The plan should be clearly presented, drawn to scale. Provide date it was created.**
9. **Have you attached Liability Insurance? Yes\_\_\_\_ No\_\_\_\_**

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**Laurel Acres Park Rules and Regulations**

1. Laurel Acres Pavilion will be open for use from 8:30 AM to Dusk. All gates and facilities will be locked by 10:00 PM.
2. Alcoholic beverages are prohibited.
3. Bounce houses, blow up rides, or amusement rides are NOT permitted in the park.
4. All food vendors must have background check and board of health approval. **Food Trucks are not permitted in the park.**
5. Absolutely no motorized vehicle of any kind are allowed anywhere in the park, except in designated parking areas. Exceptions to this rule are emergency and maintenance vehicles.
6. Cooking is allowed only on the grills provided in the pavilion area using charcoal briquettes. Grills must be extinguished before leaving the site.
7. Bicycle riders must extend the right of way to pedestrians in all areas of the park, keeping to the right at all times. Excessive speed or racing is prohibited.
8. Since there are no bridle trails, horseback riding is prohibited.
9. Dogs must be restrained on a leash.
10. Fishing and model boat sailing are permitted in the lake.
11. Boating, swimming, and ice skating are prohibited in the lake.
12. Golfing is not permitted anywhere in the park.
13. Sledding on the hill is permitted only in designated areas. Avoid sledding on the lakeside of the hill.
14. Releasing of balloons not permitted.
15. No tents or temporary structures allowed, you are only permitted to use the pavilion.
16. There is no access to water anywhere in the park.
17. All trash and recycling must be contained after use of the pavilion.
18. All rules and regulations cited on this sheet and in Township Ordinance 1978-16 will apply. Violators will be prosecuted to the full extent of the law.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understood, and agreed to the Rules and Regulations above.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Department Authorizations**

**Police**

Approved\_\_\_\_\_ Denied\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fire**

Approved\_\_\_\_\_ Denied\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parks & Recreation**

Approved \_\_\_\_\_ Denied\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_