

HIGH BRIDGE

BOROUGH

Hunterdon County, New Jersey

SOLITUDE HOUSE AND GROUNDS

Reservation Application

We appreciate your interest in holding your event at Solitude House. Solitude House and its grounds are treasured by the residents of High Bridge as the home of the Taylor family, who owned and managed the Taylor-Wharton Iron and Steel Company, which was central to the development of High Bridge. We hope it will provide a great setting for your event and that this place will become as special to you as it is to us.

In your planning, please take note that Solitude House and its outbuildings are a historic site. These buildings and structures are old and in some respects, fragile. While the Borough is striving to maintain the historic character of the buildings by ensuring repairs preserve the historic materials and qualities of the buildings, your careful and considerate use of the buildings and property can help as well.

To assist with your preliminary planning, a representative of the Cultural and Heritage Committee will meet with you on site, to walk through Solitude House and provide specific information on the opportunities and constraints in using the Solitude House complex. To schedule this, please contact the Cultural and Heritage Committee three months (90 days) before the event you are planning.

A Cultural and Heritage Committee representative will be on site throughout your event and during set-up and break-down.

Please complete the following application as fully as possible. Kindly include information about your organization and other events it has held.

Application for use of Solitude House and Grounds

Name of Organization: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Facebook: _____

Is the organization non-profit? _____ Yes _____ No
(If yes, documentation showing 501c3 or similar status must be supplied)

Type of Organization: _____

Please provide copies of brochures (if available) about the organization with your application.

Authorized Contact for the organization:

Name: -----

Address: -----

Phone: -----

Cell: -----

Fax Number: -----

Email Address: -----

Authorized Alternate Contact for the organization:

Name: -----

Address: -----

Phone: -----

Cell: -----

Fax: -----

Email Address: -----

Event Information

Name of event: _____

Type of event: _____

Requested date(s) of event: _____ (include set-up and break-down dates and times)

Rain date(s): _____

Number of persons expected: _____

Number of vehicles expected: _____

Do you plan to charge for this event? _____ Yes _____ No

Admission fees for event: _____

Are you planning to sell items at this event? _____ Yes _____ No

If yes, a Food Handler Permit may be required. Contact the Borough for details.)

Are you planning to serve or sell food at this event? _____ Yes _____ No

If the organization wishes to serve alcoholic beverages, contact the Borough Clerk for information on obtaining a liquor permit well in advance. Alcoholic beverages cannot be served on Borough property without a permit

Which floor(s) of Solitude House does the organization wish to use?

First floor (main exhibit floor) _____ Yes _____ No

Second floor _____ Yes _____ No

Does your organization also plan to use the grounds and lawns around Solitude House?

_____ Yes _____ No

If yes, which ones?

_____ South Lawn (Sundial Walk)

_____ North Lawn (Back of Solitude House)

_____ West Lawn (alongside driveway)

_____ Annex Lawn (between garage and Annex)

Will you be renting a port-a-john for this event? _____ Yes _____ No

If yes, the vendor the Borough currently uses is ARF Rental Services 877-234-6545

Will your organization be advertising this event to the public? _____ Yes _____ No

If yes, how will this be done? _____

May C&H advertise your event to the public? _____ Yes _____ No

Does your organization wish to have C&H members available to give house tours or grounds tours on the day(s) of your event? _____ Yes _____ No

Will you permit the Borough of High Bridge and its volunteers to take photographs and videos during your event, for use by the Borough? _____ Yes _____ No



INSURANCE

All organizations which are not a Commission, Committee or other part of the Borough of High Bridge are required to provide a Certificate of Insurance showing evidence of a \$1,000,000 limit of liability per occurrence and naming the Borough of High Bridge as an additional insured prior to any event held at any part of the Solitude House Complex.

Insurance Company: _____

Policy Number: _____

Liability insurance amount: _____

Insurance Company Address: _____

Insurance Company Phone Number: _____

FEES

Fees are listed on the fee schedule.

A \$100 reservation/security deposit is required three months (90 days) before the planned event to reserve the site. This amount is in addition to the event fee, and will be returned all, in part or not at all depending on the outcome of the check-out inspection after the event. If repair or clean-up costs by the Borough exceed that amount, your organization will be billed for the additional amount.

If the event is canceled, the reservation/security deposit fee is not refundable.

CHECK-IN and CHECK-OUT

When your organization arrives to begin set-up for the event, an authorized representative of the organization must be available to walk through the site with a C&H representative to check the conditions of the grounds and the house, room-by-room, before the set-up.

After the end of the event, when the organization has completed their clean-up and the house is "broom clean", a representative of the organization must be available to walk through the site with a C&H representative to check the conditions of the grounds and the house, room-by-room. Ideally, this should be the same person who did the check in.

All trash must be removed from the grounds and the rooms before check-out.

If the organization assisted C&H with moving any furnishings for the event, these items are to be returned to the locations indicated by C&H before the organization leaves.

If any damages are observed, they will be noted for possible remediation, depending on the extent of the damage and the cost of restoration.

SECURITY

Although Solitude House and the Annex are locked when not in use, there is no security system at the Solitude House Complex and the Borough of High Bridge is not responsible for items left in the house, other buildings, or on the grounds, regardless of their value.

If your organization wishes to leave items of value in any part of the Solitude House Complex overnight or any other time when the complex is unattended, the Borough shall require the organization to sign a waiver releasing the Borough from for liability for these items.

OPEN SPACE AND TRAIL USES

The Solitude House Complex is on open space property purchased with the help of the New Jersey Green Acres Program and is therefore open to the public.

A popular walking trail, the Taylor SteelWorkers Historic Greenway, goes through the property and past the buildings is also open to the public.

RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT IN FAVOR OF THE BOROUGH OF HIGH BRIDGE

The Borough of High Bridge requires all individuals working at the Solitude House Complex to sign the Borough's "Release, Waiver of Liability, Assumption of Risk and Indemnity Agreement in Favor of the Borough of High Bridge" form.

A copy of the adult and youth versions of this form are at the end of this document.

The organizer of your event is responsible to ensure that all individuals involved in running your event sign this form and that the original signed copies are submitted to the Borough thirty (30) days before your event.

BOROUGH OF HIGH BRIDGE CONTACTS

Cultural and Heritage Committee:

Nancy Hunt
email: heritage@highbridge.org

Phone: 908-323-3626; 908-638-0375

High Bridge Borough Administrator:

Michael Pappas
email: administrator@highbridge.org

Phone: 908-638-6455

All Solitude House Complex Reservation applicants MUST make prior contact with the High Bridge Emergency Services to provide adequate event information and any additional information that the Emergency Services may require.

High Bridge Police Department:
Contact Name: Chief Brett Bartman
Phone: 908-638-6957
email: hpbdbartman@comcast.net

High Bridge Emergency Squad:
Contact Name: John Silliman
Phone: 732-522-7328
email: chief@hbes.org

High Bridge Fire Department:
Contact Name: Jeffrey Smith
Phone: 908-285-1318
email: jeffreysmith14@msn.com

I hereby agree that all information above is true to the best of my knowledge and understand that the Borough of High Bridge may require additional information on which to base a satisfactory approval.

Event fees for use of the Solitude House Complex and a certificate of insurance showing \$1 million in liability insurance, with the Borough of High Bridge named as an additional insured, must be received by the Borough of High Bridge prior to the issuance of a permit to use any part of the Solitude House Complex.

Authorized signature for Organization: _____ Date _____

Authorized signature for Organization (printed): _____

Title: _____

Three months (90 days) before your event or earlier, please submit:

Completed reservation application form
Documentation showing 501c3 or other non-profit status (if applicable)
Organization flyer (if available)
\$100 reservation deposit

to:

**Borough of High Bridge
71 Main Street
High Bridge, NJ 08829**

One month (30 days) before your event or earlier, please submit:

“Solitude House and Grounds Fee Schedule and Payment Form” with appropriate use fee for your event
Copies of all permits received
Schedule and program for your event
Roster of your individuals who will be running your event
Original copies of the “Release, Waiver of Liability, Assumption of Risk and Indemnity Agreement in Favor of the Borough of High Bridge” form signed by each individual involved in running your event

to:

**Borough of High Bridge
71 Main Street
High Bridge, NJ 08829**

For Borough use only:

SOLITUDE HOUSE AND GROUNDS

Reservation Application

checklist

Name of Organization: _____

Name of Event: _____

Date of Event: _____

Organization representative on-site meeting and tour at Solitude House with C&H representative:

Name of Organization representative: _____

Name of C&H representative: _____

Date of meeting: _____

Reservation deposit amount, if applicable: _____

Date received: _____

Received by: _____

Use Fee amount, if applicable: _____

Date received: _____

Received by: _____

In-kind volunteer completed, if applicable: _____

Date: _____

Confirmed by: _____
(for Cultural and Heritage Committee)

Copy of insurance certificate naming Borough of High Bridge as also insured received:

Date: _____

Emergency Services: _____ Date: _____

Police: _____ Date: _____

Fire Department: _____ Date: _____

Special permits:

Alcoholic Beverages _____ Date: _____

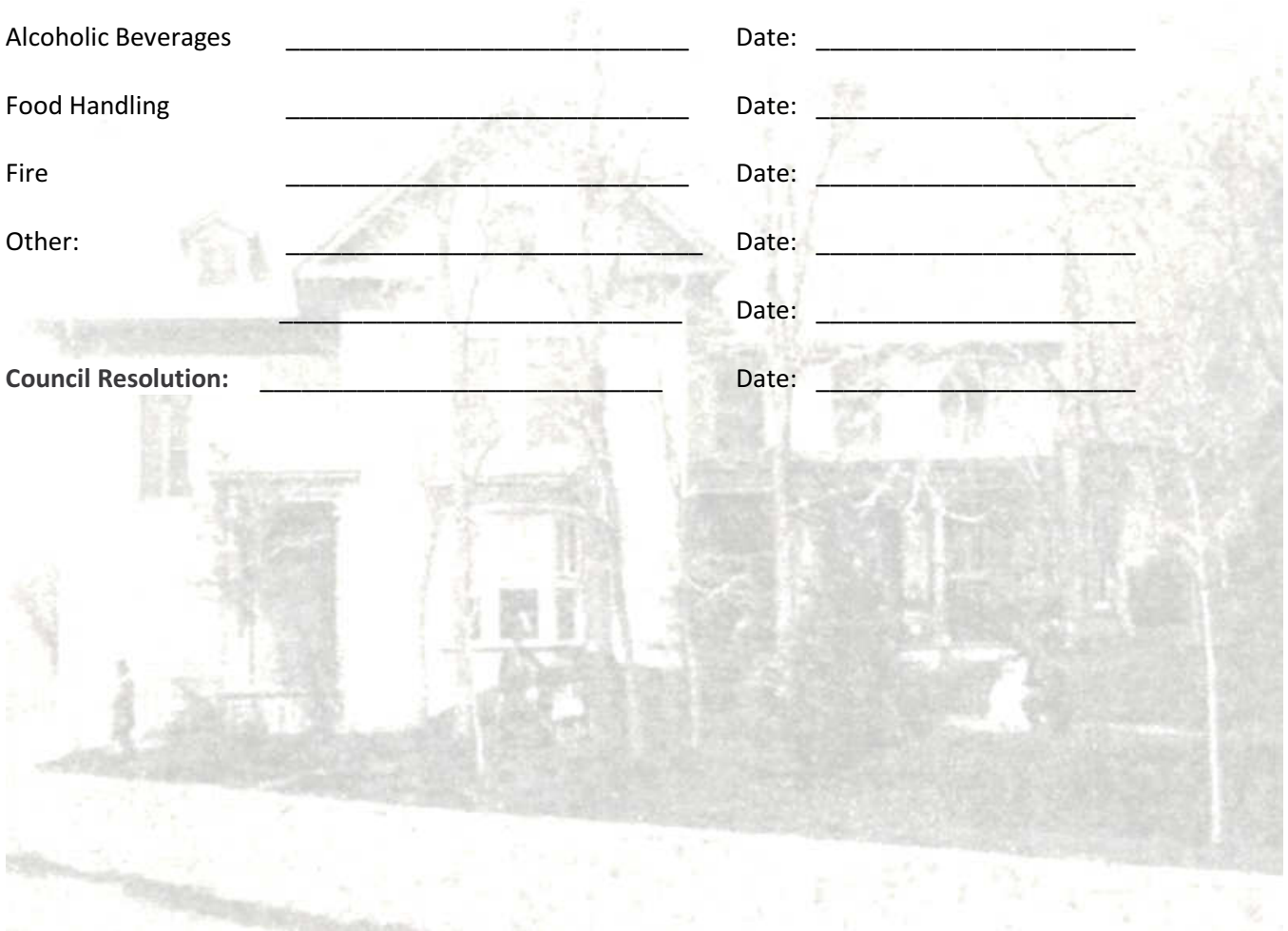
Food Handling _____ Date: _____

Fire _____ Date: _____

Other: _____ Date: _____

_____ Date: _____

Council Resolution: _____ Date: _____



Approval for Use of Solitude House Complex

Name of Organization: _____

Name of Event: _____

Event date(s): _____

Rain date(s): _____

If a Resolution is required,

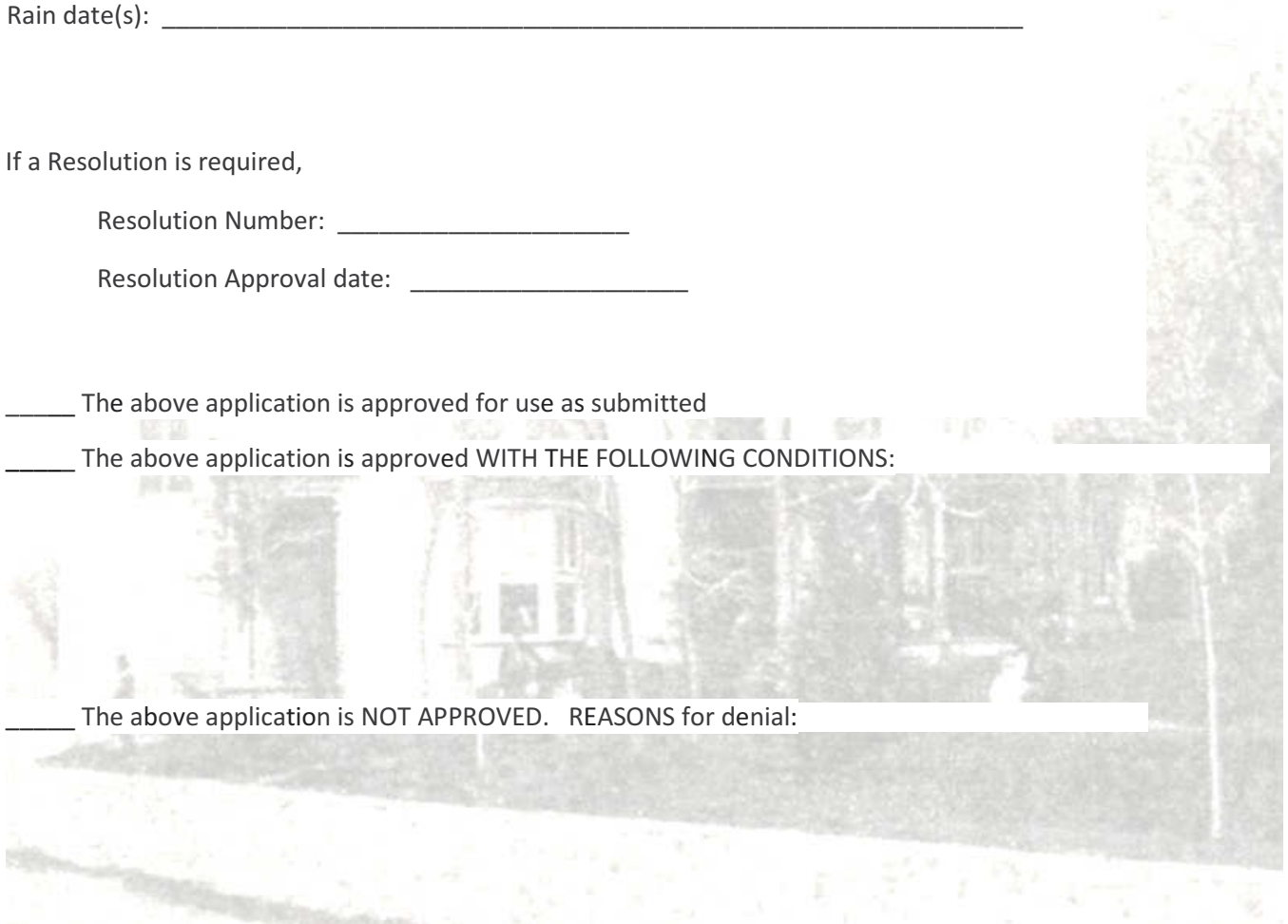
Resolution Number: _____

Resolution Approval date: _____

_____ The above application is approved for use as submitted

_____ The above application is approved WITH THE FOLLOWING CONDITIONS:

_____ The above application is NOT APPROVED. REASONS for denial:



Borough of High Bridge Administrator:

Date

THINGS TO KNOW ABOUT WHEN PLANNING TO USE THE SOLITUDE HOUSE COMPLEX

Parking

Parking space at Solitude House itself is limited. Outlying parking areas within walking distance are generally available.

ADA Accessibility

Solitude House is not ADA accessible.

Utilities and Appliances – Solitude House

Electricity is available.

There is running water in the house, but no hot water.

There is one rest room on the first floor (the main exhibit floor). There are two rest rooms on the second floor.

There is a refrigerator available on the second floor.

Although Solitude House is locked when not in use, there is no security system and the Borough is not responsible for items left in the house, regardless of their value.

The Third Floor (Attic)

The Third Floor (Attic) is not available for use.

The Annex

The Annex is generally not available for use.

CAUTIONS FOR USING SOLITUDE HOUSE AND GROUNDS

The Rooms

Each of the rooms in Solitude House has its idiosyncrasies.

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, these will be discussed.

A floorplan will also be provided.

The Furnishings

The furniture currently in Solitude House has been provided on loan or as donations. Most of the pieces are antique, though none of them were owned by the Taylor family.

C&H considers it important that these items are not damaged and that their historic condition is maintained.

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, the furnishings will be discussed.

Exhibit Items

The exhibit items in Solitude House are owned by the Borough of High Bridge or on loan from private collections. Many of these items are irreplaceable antiques.

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, it will be discussed whether these items are to remain on display during your event or put in storage for that period.

The Floors

The floors are old, and some are ornate, such as the train track parquet in the entry hall. Please help us preserve these floors by avoiding new scratches from moving furniture or other items across them.

The Display Cases

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, the display cases will be discussed.

If the display cases need to be moved for your event, this will be worked out with C&H.

Some of the exhibit items currently in the cases – especially the iron and slag pieces – are quite heavy. To avoid scratching the floor, these items should be removed from the display case before attempting to move this case.

Consumable Goods

Supplies such as paper towels, hand soap and bath tissue are provided.

The Peg Board Display Panels

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, the 5' by 7' hinged display panels will be discussed.

Peg board brackets are available.

If the display panels need to be moved for your event, this will be worked out with C&H.

Framed Items; other C&H Display Items; Household Items

When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, exhibit items, framed items, other C&H display Items and household items will be discussed.

If any of these need to be moved or removed for your event, this will be worked out with C&H.

Hiking Trail and Open Space Public Access

The Solitude House Complex is on open space property owned by the Borough of High Bridge which was purchased with the help of the New Jersey Green Acres Program. The property is therefore open to the public.

A popular walking trail, the Taylor SteelWorkers Historic Greenway, goes through the property and past the buildings.

This trail route needs to be kept open throughout your event. When your organization representative walks through the house with the C&H representative in the initial planning stage of your event, the trail route will be discussed.

Stone retaining walls

The stone walls along the driveway and walkways are part of the historic image and landscape of Solitude House, and are shown in old drawings and photos of Solitude House.

These walls are about 100 years old and the mortar is beginning to fail.

PLEASE KEEP OFF THESE WALLS. They are not safe. PLEASE ensure no one climbs on, walks on or jumps off these walls.

Please leave the stones in these walls and along these walls in place.

The Ground and Artifacts

The Solitude House Complex is a historic site. Preliminary investigations have demonstrated archaeological potential to reveal unique information about early settlement, iron working and family life at this site, especially as it relates to the Union Iron Works and the Taylor family.

To preserve this data intact, until such time as funding becomes available for a scientific archaeological examination of the site, excavation, digging, gardening and other ground-disturbing activities are not allowed on this site.

If any artifacts are accidentally found, prior to moving them, contact the C&H member on duty who will record and manage the artifact(s).

Please note that all artifacts on this site are the property of the Borough of High Bridge.

Trash and Recycling

Trash and recycling containers are available for use at Solitude House.

Your organization is responsible for managing litter on the site and in the rooms of Solitude House during your event.

Please make provisions to remove all trash and recycling off the site at the end of your event and before check-out.

RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT IN FAVOR OF THE BOROUGH OF HIGH BRIDGE

This AGREEMENT ("AGREEMENT") is being made in consideration for my being permitted to participate in any way in the construction, maintenance and/or use of Solitude House and Property ("Activities" or "Activity"). I enter into this Agreement with the Borough of High Bridge ("High Bridge") for myself, and on behalf of my personal representatives, assigns, heirs and next of kin.

1. I ACKNOWLEDGE, agree and represent that I understand the nature of Solitude House Tour Activities that I am qualified, in good health, and in proper physical condition to participate in such Activities. I further acknowledge that such Activities will be conducted on public property and facilities open to the public during the Activity and upon which the traveling and other hazards are to be expected. I further agree and warrant that, if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the Activity.
2. I FULLY UNDERSTAND that: (a) SUCH ACTIVITIES INVOLVE RISK AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING BUT NOT LIMITED TO DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the conditions in which the Activity takes place, or THE NEGLIGENCE OR OTHER ACTION OR INACTION OF THE "RELEASEES" NAMED IN PARAGRAPH 3 BELOW, OR FOR ANY OTHER REASON; and (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time. I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the Activity.
3. I HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE HIGH BRIDGE, or its elected officials, administrators, directors, agents, officers, members, volunteers, and/or employees, other participants, any sponsors, advertisers, and/or, if applicable, owners and lessors of premises on which the ACTIVITY takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR OTHER ACTION OR INACTION OF THE "RELEASEES" OR FOR ANY OTHER REASON, INCLUDING BUT NOT LIMITED TO NEGLIGENT RESCUE OPERATIONS. I FURTHER AGREE that if, despite this AGREEMENT, I, or anyone on my behalf, makes a claim against any of the RELEASEES, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation and other expenses, attorneys fees, losses, liabilities, damages, and costs which any of them may incur as a result of such a claim.
4. I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS AND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, HAVE SIGNED FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE, INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW, AND AGREE THAT, IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE REMAINING PORTIONS SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature : _____ Date _____

Print Name: _____ Date of Birth (Must Be 18 or Older): _____

Address: _____

RELEASE, WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT IN FAVOR OF THE BOROUGH OF HIGH BRIDGE - YOUTH

This AGREEMENT ("AGREEMENT") is being made in consideration for my child, _____, being permitted to participate in any way in the construction, maintenance and/or use of Solitude House and Property ("Activities" or "Activity"). I enter into this Agreement with the Borough of High Bridge ("High Bridge") for myself, my child and on behalf of my personal representatives, assigns, heirs and next of kin.

4. I ACKNOWLEDGE, agree and represent that I understand the nature of Solitude House Tour and Service Activities and that my child is qualified, in good health, and in proper physical condition to participate in such Activities. I further acknowledge that such Activities will be conducted on public property and facilities open to the public during the Activity and upon which the traveling and other hazards are to be expected. I further agree and warrant that, if at any time I believe conditions to be unsafe, I will immediately discontinue my child's further participation in the Activity.

5. I FULLY UNDERSTAND that: (a) SUCH ACTIVITIES INVOLVE RISK AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING BUT NOT LIMITED TO DISABILITY, PARALYSIS AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my child's own actions or inactions, the actions or inactions of others participating in the Activity, the conditions in which the Activity takes place, or THE NEGLIGENCE OR OTHER ACTION OR INACTION OF THE "RELEASEES" NAMED IN PARAGRAPH 3 BELOW, OR FOR ANY OTHER REASON; and (c) there may be OTHER RISKS AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time. I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my child's participation in the Activity.

6. I HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE HIGH BRIDGE, or its elected officials, administrators, directors, agents, officers, members, volunteers, and/or employees, other participants, any sponsors, advertisers, and/or, if applicable, owners and lessors of premises on which the ACTIVITY takes place, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR OTHER ACTION OR INACTION OF THE "RELEASEES" OR FOR ANY OTHER REASON, INCLUDING BUT NOT LIMITED TO NEGLIGENT RESCUE OPERATIONS. I FURTHER AGREE that if, despite this AGREEMENT, I, or anyone on my behalf or for my child, makes a claim against any of the RELEASEES, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation and other expenses, attorneys fees, losses, liabilities, damages, and costs which any of them may incur as a result of such a claim.

5. I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS AND THAT I AM GIVING UP SUBSTANTIAL RIGHTS BY SIGNING IT, HAVE SIGNED FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE, INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW, AND AGREE THAT, IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID, THE REMAINING PORTIONS SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature of parent or legal guardian: _____ Date _____

Print Name of parent or legal guardian: _____

Address: _____

Telephone/emergency contact: _____

Print name of youth participant: _____

Date of birth of youth participant: _____

COPY OF CURRENT MEDICAL INSURANCE CARD COVERING THIS YOUTH PARTICIPANT.MUST BE PROVIDED

HIGH BRIDGE

BOROUGH

Hunterdon County, New Jersey

SOLITUDE HOUSE AND GROUNDS FEE SCHEDULE AND PAYMENT FORM

Check Item that applies		Enter amount that applies	For Borough Use Only
	For Borough of High Bridge Committees, Commissions and Council: Fee waived (but volunteer time helping at Solitude House would be appreciated.)	-- Fee waived --	
	For Non-Profit organizations (documentation showing 501c3 or similar status must be supplied):		
	For events (other than weddings) for which no income is received (in-kind volunteer work can be substituted for up to half the fee amount*): Per event day, up to 6 hours	\$500	
	For events for which income is received (in-kind volunteer work can be substituted for up to half the fee amount*) Per event day, up to 6 hours	\$800	
	For other organizations, businesses, groups, individuals which are not non-profit:		
	For events <i>for which no income is received</i> : Per event day, up to 6 hours	\$800	
	For events for which income is received Per event day, up to 6 hours	\$1000	
	Weddings:		
	<i>House and Grounds (includes up to 3 hours set up day before and up to 3 hours break down day after):</i>	\$1000	
	Grounds only: One day, up to 6 hours	\$800	
	One-half day, up to 3 hours	\$600	
	Additional Days and Hours:		
	For additional day for set-up or break-down, for up to 3 hours	\$300	
	Number of days _____ x \$300 =		
	Additional hours, scheduled in advance, per hour	\$100	

	Number of hours ____ x \$100 =		
	Charged per hour for additional time beyond reserved time, which it takes your organization to complete site clean-up and removal of your organization's items from site	\$150	
	Number of hours ____ x \$150 =		
	TOTAL:		

Payment Received by:

Name: _____
Signature _____ Print Name _____
Title: _____
Date: _____

Volunteer Work Verified

Name: _____
Signature _____ Print Name _____
Title: _____
Date: _____

*In-kind volunteer work projects will be worked out with the Cultural and Heritage Committee.