

# Borough of High Bridge

97 West Main Street, High Bridge NJ 08829

## Solitude House Reservation Application

Complete applications with all payments, signatures, and other supporting documentation must be submitted to the Borough at least 90 days in advance of the event date. All events must follow Executive Orders. Alcoholic beverages are prohibited in any public park or facility without the prior application and authorization by the Borough Council.

### **EVENT INFORMATION:**

Name / Type of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

Number of persons expected: \_\_\_\_\_

### **APPLICANT INFORMATION:**

Authorized Contact name and/or organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Alternate name and/or organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **INSURANCE INFORMATION:** (Fill out or attach):

Please attach a Certificate of Insurance showing proof of liability insurance with a limit of at least \$1,000,000 per occurrence naming the Borough of High Bridge as an additional insured with respect to the above-mentioned event.

Insurance Company Name: \_\_\_\_\_

Insurance Company Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Agent / Contact Name: \_\_\_\_\_

**APPLICATION FEE, DEPOSIT, AND SCHEDULING FEES:**

An application fee of \$100.00.

A security deposit of \$250.00.

Hourly fee \$150.00

Full day rentals will be \$1,500.00 \*

\*A full day rental will consist of twelve total hours over the course of up to three consecutive days. Any hour, or part thereof, used in excess will incur hourly fees.

**PRINTED COPIES OF WAIVERS SUBMITTED:**

Copies of waivers submitted must accompany this application for each individual involved in running your event.

Waivers can be found at the High Bridge Borough website [www.highbridge.org](http://www.highbridge.org), under the Government drop down, under Forms and Documents.

**ADDITIONAL SUPPORTING INFORMATION AND EVENT DETAILS:**

(Please feel free to attach a full description of event if more space is needed. All plans should include logistical items such as parking, trash removal, food and beverage plans, use of buildings and/or grounds, set up start time and end time, break down start time and end time, etc.)

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**CONTACTS:** (For any questions or concerns)

High Bridge Historical Committee Chair Kelly Matos

Deputy Administrator Brett Bartman

Clerk Adam Young

[history@highbridge.org](mailto:history@highbridge.org)

[administrator@highbridge.org](mailto:administrator@highbridge.org)

[ayoung@highbridge.org](mailto:ayoung@highbridge.org)

**EMERGENCY SERVICES:**

All Field Reservation applicants MUST make prior contact with the High Bridge Emergency Services and Department of Public Works and secure signatures on the below lines by providing adequate event information and any additional information that may be requested by our below contacts. If amendments are made to the application the applicant must redistribute the application with clearly marked amendments and procure updated signatures.

**High Bridge Police Department:**

Contact Name:

Chief Brett Bartman

Phone:

908-638-6500

Comments: \_\_\_\_\_

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

**South Branch Emergency Services:**

Contact Name:

John Silliman

Email: [jtsilliman@sbes365.org](mailto:jtsilliman@sbes365.org)

Comments: \_\_\_\_\_

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

**High Bridge Fire Department:**

Contact Name:

Sean Smith

Email:

[sean.r.smith14@gmail.com](mailto:sean.r.smith14@gmail.com)

Comments: \_\_\_\_\_

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

**Department of Public Works:**

Contact Name:

Brandon Metz

Email:

[bmetz@highbridge.org](mailto:bmetz@highbridge.org)

Comments: \_\_\_\_\_

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

**APPLICANT ACKNOWLEDGEMENT:**

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.

An event fee may be charged by the Borough of High Bridge for use of any of its recreational open space. All fees MUST be paid to the Borough of High Bridge prior to approval and issuance of the above Field Permit.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

===== **BOROUGH USE BELOW THIS LINE** =====

Approving Resolution Number: \_\_\_\_\_

Conditions of Approval (if any): \_\_\_\_\_

\_\_\_\_\_

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_