

Borough of Maywood  
Facility Use Application Form

Resident \_\_\_\_\_ Non Resident \_\_\_\_\_ Date \_\_\_\_\_ Application Number \_\_\_\_\_

Name of Group or Individual \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_

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

Day/Date Requested \_\_\_\_\_

Alternate Day/Date \_\_\_\_\_

Set Up Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Type of Event \_\_\_\_\_

FEES:

Resident:	\$200.00	Security Deposit: \$250.00
Non Resident:	\$500.00	Security Deposit: \$500.00
Non-profit Organizations	N/A	Security Deposit: \$0.00

**(Must Have Minimum of 75% Resident Participation)**

Maximum occupancy of the Main Room of the Senior Center is 150 persons.  
All fees should be made payable to the Borough of Maywood at time of application.  
A separate check is required for the security deposit.

One hour set up is included in the rental fee.

Review rules and regulations on the reverse side of this application.

I agree to follow all rules and regulations regarding use of this Facility. My signature below indicates I have read and agree to the Rules and Regulations for use of this Facility.

\_\_\_\_\_  
Signature (must be over 21 years of age)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borough Administrator ( )Approval ( )Denial

\_\_\_\_\_  
Date

Borough of Maywood  
Senior Center

The Maywood Senior Center is a smoke free facility.

No smoking is permitted on premises or porch.

Alcoholic beverages are prohibited in the Main Room, porch and grounds.

Rental of the Center is limited to the Main Room and Kitchen Area.

All parties will last a maximum of five hours and will end no later than 11:00 pm including clean up.

Clean up includes removal of all decorations, trash must be separated from recyclables, trash sealed in plastic bags and deposited in outside bin, recyclables placed in red containers, kitchen washed down, all food removed, tables and chairs put away and floor swept clean.

As the registered user, you agree to be responsible for all damage that might occur during your event.

The renter is responsible for decorating the room prior to the event and also the clean up of the room at the conclusion of the event. No decorations can be taped, nailed or affixed to the walls or ceiling. All decorations must be removed after the event.

Use of the kitchen is included in the rental. Kitchen includes use of counter space, refrigerator and stove.

Children are to be supervised at all times. A ratio of 1 adult to every 10 children is required. Teen parties require a ratio of 1 adult to every 15 teenagers.

Restrooms are to be monitored throughout the event.

Applicant must execute the **Borough's Hold Harmless Agreement** and adhere to the Insurance Requirements set forth within that document.

On the day of the event the key will be provided by the Police Department and must be returned to the Police Department at the end of the event with the attached checklist completed.

Maywood Police Department is notified of all events in the Senior Center and may patrol the area.

I have read, understand and agree to all the rules and regulations as set forth.

\_\_\_\_\_  
Signature (must be over 21 years of age)

\_\_\_\_\_  
Date

**BOROUGH OF MAYWOOD**  
Bergen County, New Jersey

**HOLD HARMLESS AGREEMENT**

**B**etween the **BOROUGH OF MAYWOOD**,  
with principal offices located at: **15 Park Avenue, Maywood, New Jersey 07607**

*And*

\_\_\_\_\_  
*Organization Name*

\_\_\_\_\_  
*Street Address (Not Post Office Box)*

\_\_\_\_\_  
*Telephone Number*

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

Organization Type: *(Please Check One)*

- Individual  
 Non-Profit Organization  
 Profit Making Organization

In consideration for use of municipally owned facilities at \_\_\_\_\_  
\_\_\_\_\_ on the following date(s): \_\_\_\_\_  
for the purpose of \_\_\_\_\_,

the undersigned agrees to indemnify, defend and hold the **Borough of Maywood, NJ**  
(hereinafter referred to as the "Municipality") and its officers, agents, members, employees and  
assigns harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgements,  
expenses, costs and attorneys' fees, to the extent allowed by law, arising out of the use of the above  
referenced municipal property for the purposes stated above.

I (we) understand this Hold Harmless Agreement also requires the Municipality be indemnified from any  
and all liability, claims, demands, damages, judgements, expenses and costs of any kind to the extent  
allowed by law, resulting from the acts or omissions from any guest, participant, visitor or other person  
attending the event herein referred to, unless waived in writing by the Municipality.

**HOLD HARMLESS AGREEMENT  
USE OF MUNICIPAL FACILITIES**

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I (we) agree to furnish a Certificate of Insurance evidencing Workers Compensation coverage (except for an individual) as well as Auto Liability (as applicable), General Liability, Bodily Injury and Property Damage coverage with minimum limits of liability not less than:

- \_\_\_\_\_ \$ 300,000. for an Individual
- \_\_\_\_\_ \$ 500,000. for Non-Profit Organization
- \_\_\_\_\_ \$1,000,000. for a Profit Making Organization or Corporation

The Certificate of Insurance shall also specifically name the Municipality as an additional insured with respect to General Liability coverage for the event listed above.

It is further understood and agreed, the Municipality is not responsible for personal property of the undersigned or their guests or participants.

The following information concerning the intended use of the premises is furnished:

- a) Alcoholic beverages (will) or (will not) be served.
- b) Total number of persons anticipated is \_\_\_\_\_.
- c) Live entertainment (will) or (will not) be provided.
- d) Other \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as the binding act in deed

of \_\_\_\_\_  
*Name of Organization or Party*

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

**NOTE:** No photocopied or facsimile copies of this signed original Agreement shall be accepted. Only the original Agreement signed by an authorized individual shall be accepted. No exceptions and/or limitations to this Agreement will be accepted.





# TEMPORARY EVENT – FOOD PERMIT APPLICATION

BOROUGH OF MAYWOOD BOARD OF HEALTH

15 Park Avenue, Maywood, NJ 07607

Tara Grunstra (tgrunstra@maywoodboro.org)

(P) 201-845-2900 x211 (F) 201-909-0673

**PLEASE COMPLETE THIS FORM AND MAIL  
WITH THE \$25 PERMIT FEE TO THE ABOVE ADDRESS**

**Permit Fee: \$25.00** (Payable to Borough of Maywood)

Name of Applicant: \_\_\_\_\_

Association or Establishment: \_\_\_\_\_

Street/City/State/Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Business #: \_\_\_\_\_

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

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

Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Complete Food and/or Beverage List: \_\_\_\_\_

\_\_\_\_\_

Foods prepared: On Site: \_\_\_\_\_ Commercial Location (specify): \_\_\_\_\_

\_\_\_\_\_

Describe how you will store your food: \_\_\_\_\_

I will keep hot foods above 135 degrees by the following method: \_\_\_\_\_

\_\_\_\_\_

I will keep cold foods below 41 degrees by the following method using a generator. I understand that refrigeration is required: \_\_\_\_\_

I have a current Board of Health License in the following town(s) in NJ: \_\_\_\_\_

\_\_\_\_\_

See Back

I understand that if the permit is granted, I must comply with all applicable requirements of the Board of Health and the State of New Jersey.

It is further understood that such a permit is non-transferable and is granted for the period designated on the license and may be revoked upon violation of any pertinent requirements of the Board of Health and/or the laws of the State of New Jersey.

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

Print Applicant Name: \_\_\_\_\_

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**FOR BOROUGH USE ONLY**

Signature of Inspector:

\_\_\_\_\_

Signature of BOH Secretary:

\_\_\_\_\_

Date Issued: \_\_\_\_\_

Method of Payment/Check # \_\_\_\_\_

Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **BOROUGH OF MAYWOOD**

### **Chapter 361. Food Establishments, Retail**

#### **§361-6 Temporary food establishments**

- A. License Required. No person, person, firm or corporation shall operate temporary food establishment within the limits of the Borough of Maywood or permit the operation of any of the same of the premises or property unless and until following licenses therefore are first obtained from the Department of Health:
- 1) Temporary food establishment license. The person, persons, firm or corporation responsible for organizing and running a special event involving the serving of food to the public, whether with or without charge, including carnivals, circuses, picnics, fairs and similar events, shall apply for and obtain a temporary food establishment license.
  - 2) A temporary food establishment license shall be required for each individual stand, kiosk, booth, table or similar conveyance at the special event from which food will be served to the public. It shall be the duty of the temporary food license applicant to apply for and obtain all temporary food establishment licenses necessary for the event. The temporary food establishment licensee shall ensure that only licensed temporary food establishments operate at this event.
- B. Application for temporary food establishment. The person, persons, firm or corporation responsible for organizing and running a special event involving the serving of food to the public shall apply, in writing, on forms promulgated and supplied by the Department of Health. Such forms shall be duly verified by the applicant. The applicant shall set forth:
- 1) The name, permanent addresses and telephone number of the person, persons, firm or cooperation who shall serve as the temporary food establishment licensee and who shall be responsible for organizing and running a special event involving the serving of food to the public.
  - 2) If the applicant is a corporation, partnership, LLP or LLC, provide the name and address of its registered agent.
  - 3) The full name, location, date(s), and rain date(s) for the special event.
  - 4) A list for all temporary food establishments which will be operating at the event, and the name, permanent address and telephone number for the person, persons, firm or corporation who will be operating each temporary food establishment, along with a list of foods which will be prepared and served at the establishment.
- C. Investigation required prior to issuance of licenses. Upon receipt of an application for a special event in which food will be served to the public, the Department of Health shall conduct an investigation into the plans for preparation and serving of the food, including qualifications of food handlers and the type of equipment to be used. Upon preliminary satisfactory evidence of compliance with this article and N.J.A.C. 8:24-11 et seq., the Department of Health shall issue a temporary food



establishment licenses. Based on the Registered Environmental Specialist's investigation a Food Handlers Certificate may be necessary in order to obtain a Temporary License. All applications for special event temporary food establishment licenses must be completed and submitted to the Department of Health at least 14 calendar days before the event.

**D. Fees.**

- 1) The following license fees shall be made payable to the Borough of Maywood:
  - a. Temporary food establishment license for non-potentially hazardous foods: \$25.00.
  - b. Temporary food establishment license for a one day event: \$25.00.
  - c. Temporary food establishment license for a two to three day event: \$75.00.
  - d. Temporary food establishment license for an event lasting four days or more: \$100.00.
  - e. Duplicate temporary license fee: \$25.00.
- 2) No license fees, late fees, or duplicate fees shall be charged to public schools, charitable or nonprofit organizations.
- 3) Fees for licenses issued under this article shall be made payable to the Borough of Maywood by the applicant in cash, cashier's check or money order.

**E. Transferability of License.** Licenses, once issued by the Department of Health, shall not be transferable to another event, location, person or entity, or date.

**F. Temporary Food License display.** The temporary food license shall be posted in a conspicuous place where it may be readily observed at eye level by all patrons on the stand, kiosk, booth, table, or other similar conveyance during the length of the establishment's operation. No portion of the license shall be obstructed from view during display. It shall be unlawful for the any person to erase, cancel, deface, or alter any license once it has been issued by the Department of Health.

**G. Violations and penalties.** Any person, persons, firm or corporation holding a temporary food establishment who or which shall violate any provision of this chapter or fail to comply therewith shall severally, for each and every such violation and noncompliance, forfeit and pay a penalty of not less than \$100.00 nor greater than \$500.00, the exact amount to be left to the discretion of the magistrate before whom the complaint is made. The imposition of a penalty for a violation of this chapter shall not excuse the violation or permit it to continue; such violation shall be remedied with a reasonable time or the license shall be revoked without refund. The imposition of the above penalty shall not be held to prevent the enforced compliance with the provision of this chapter.

**H. Enforcement:** This ordinance will be enforced by the local Registered Environmental Health Specialist.