

BOROUGH OF HOPEWELL

88 East Broad Street, Hopewell NJ 08525

Tel: 609-466-2636 Fax: 609-466-8511

www.hopewellboro-nj.us

Railroad Station/Freight Shed Rental Application

Applicable insurance certificates and fees must accompany this application and be submitted to the Municipal Clerk to guarantee reservation. **A SIGNED COPY OF THIS PERMIT MUST BE AVAILABLE FOR INSPECTION AT THE EVENT.**

Date of Application: _____ Name of Group: _____

Name of Person Responsible: _____ Cell Phone: _____

Address: _____

Description of Event/Activities: _____

Email: _____ Event Date: _____ Hours: _____
(Include set-up and clean-up)

Number of Attendees _____

Railroad Station _____ Freight Shed _____ Both Buildings _____

The group and the responsible individual are aware of and agree to comply with all regulations as specified in Borough Ordinances 3-21 & 3-24 et seq. AND all State mandates, Executive Orders, etc. relating to any emergency that may be in effect. A summary of regulations is provided to each user.

Signature: _____ Date _____

All reservations require a Certificate of Liability Insurance naming the Borough of Hopewell as an additional insured and in the minimum amount of \$1,000,000. Host Liquor Liability riders are required for events where wine and/or malt alcoholic beverages are served. Please initial ONE of the following:

Initial _____ No alcohol will be served or consumed at this event.

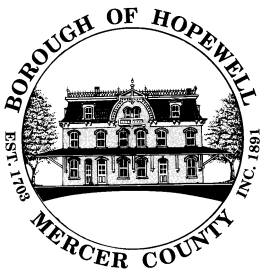
Initial _____ I have provided a Host Liquor Liability Insurance Certificate naming the Borough of Hopewell as an additional insured and understand that the possession/consumption of wine and/or malt alcoholic beverages is permitted under this permit inside the building(s) only. I agree to provide appropriate security at my event to ensure that attendees comply with all regulations. I acknowledge that underage persons may not possess or consume alcoholic beverages on Borough property at any time.

Initial _____ I have provided a Host Liquor Liability Insurance Certificate naming the Borough of Hopewell as an additional insured and an application for a Social Affair Permit (to be approved by the Borough and the State ABC) and understand that the possession/consumption of wine and/or malt alcoholic beverages is permitted inside the building(s) and/or in the outdoor grass area east of the station as depicted and approved in the Social Affair Permit application.

RENTERS ARE RESPONSIBLE TO PICK UP THE KEY(S) THE DAY BEFORE YOUR SCHEDULED DATE. IF YOU ARE RENTING ON A SUNDAY, PLEASE COME TO BOROUGH HALL THE FRIDAY BEFORE TO PICK UP THE KEY. WE ARE OPEN 8:30 am TO 4:30 pm.

Please take note that the Borough offices are closed for Federal holidays and Good Friday, the day after Thanksgiving and Christmas Eve. In the event of inclement weather, we may contact you to pick up the key at an earlier time.

**PLEASE return the key envelope at the conclusion of your event.
For your convenience, a 24-hour drop box is available outside**



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Hopewell Borough Hall, 88 East Broad Street.

Rental Fees for BOROUGH Residents:

Train Station <i>or</i> Freight Shed	1/2 day.....	\$ 50.00	Full day	\$ 100.00
Train Station <i>and</i> Freight Shed	1/2 day	\$ 75.00	Full day.....	\$150.00

Rental Fees for NON-BOROUGH Residents:

Train Station <i>or</i> Freight Shed	1/2 day.....	\$150.00	Full day.....	\$300.00
Train Station <i>and</i> Freight Shed	1/2 day.....	\$ 200.00	Full day.....	\$400.00

Municipal Use Only

Permit Fee: _____ Paid: Cash / Check # _____ Waived _____

Proof of Liability Insurance:

Insurance Company: _____ Policy # _____

Host Liquor Insurance Certificate (if applicable):

Insurance Company: _____ Policy # _____

Comments: _____

Approval: Granted: _____ Denied: _____ Reason for Denial: _____

Conditions, if any: _____

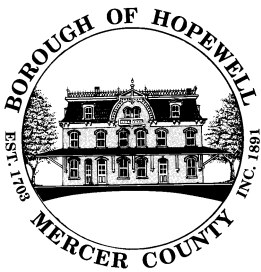
Date: _____ Borough Clerk or Designee: _____

SUMMARY OF RAILROAD STATION & FREIGHT SHED REGULATIONS

Railroad Station and/or Freight Shed users are required to comply with all municipal regulations.

- Reservations of either building must be made in writing to the borough clerk at least ten days prior to the event date. Reservations shall be issued on a first come, first served basis, with Borough events having preference. Dates will be reserved for complete, approved applications only.
- The maximum building capacity of each facility is 50 persons.

The property surrounding the Railroad Station/ Freight Shed buildings is a public park and not included in a facility rental, except when a defined outdoor space is made part of a reservation that includes a NJ State-issued Social Affair Permit.



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- Reserved or designated parking is not included in the rental. Public parking on the premises is limited to paved surfaces only.
- All insurance certificates must name the Borough of Hopewell, 88 East Broad St., Hopewell, NJ 08525 as an additional insured. Certificates without the additional insured named will be rejected. All Certificates of Liability Insurance must be in the minimum amount of least \$1,000,000 combined single limit each occurrence and must list the event date(s) on the certificate. A Host Liquor Liability Certificate/Rider is required for any event that includes the possession/consumption of wine or malt alcoholic beverages.
- *THE POSSESSION AND/OR CONSUMPTION OF WINE OR MALT ALCOHOLIC BEVERAGES IS STRICTLY LIMITED TO THE **INTERIOR** OF THE BUILDING(S), EXCEPT WHEN AN APPLICATION TO UTILIZE OUTDOOR SPACES IS MADE PART OF A SOCIAL AFFAIR PERMIT ISSUED BY THE STATE ABC AND APPROVED BY THE BOROUGH OF HOPEWELL.*
- All decorations must be taken down after use, and **no damaging adhesives** are to be applied to walls (i.e., "sticky tack" shall be used rather than thumb tacks or tape). No permanent or semi-permanent materials may be attached to the buildings or grounds. No tape shall be applied to the building windows. All signage must be approved in advance. Some signage may require a zoning permit.
- Tables (6 ft.) and chairs (45) are available for Train Station renter's use. They are stored in small area at the west end of the Railroad Station under the staircase. All tables and chairs shall be cleaned and returned to storage area at the conclusion of the event. A limit of two tables and ten chairs are allocated for freight shed use unless special arrangements are made at the time of reservation.
- A **"carry-in, carry-out" policy is in effect at all times.** The facilities are to be left in original condition at the conclusion of activities, in clean, broom-swept condition. Renters shall bring extra trash bags for their use. All trash is to be removed at the end of the event. A \$75.00 cleaning fee may be assessed to any renter who does not leave the property in suitable condition for the next user.
- There are no kitchen facilities in either building. The sink outside the train station bathroom shall not be used for food preparation.
- Heating and Air Conditioning levels are controlled by the Borough.
- There are no restroom facilities and there is no air conditioning in the Freight Shed.
- Electrical outlets are standard 110 voltage.
- The use of open flame cooking and the use of candles is prohibited.
- Please report any damage immediately to Hopewell Borough at 609-466-2636. Should you encounter broken glass or vandalism at any time when the office is closed, please report the issue to the Hopewell Township Police Department at 609-737-3100.
- All persons using the train station/freight shed properties shall be bound by all applicable municipal ordinances, including but not limited to section 3-1 entitled "Noise." There shall be no amplified music after 10 pm on any day.
- **Renters are provided a key inside a checklist envelope. You are responsible to return the envelope with the checklist items initialed at the conclusion of your event.**