



TOWNSHIP OF BLOOMFIELD

Department of Parks, Recreation & Cultural Affairs

www.bloomfieldrecreation.org



Michael L. Scurman
Director

Dana Morton
Recreation Leader Supervisor

Neyden Kinch-Sousa
Recreation Leader

Jillian Menzel
Recreation Leader

Joseph Ricci
Recreation Leader

Committee Members

Michael Cantalupo
Chairman

Barbara Francisco
Vice-Chairwoman

Rey Arvelo
Member

Stephane Duret
Member

Luis Felix
Member

Tracey Hann
Member

Steve Jenkins
Member

John Marek
Member

Papa Tall
Member

Councilman Ted Gamble
Township Council Liaison

BLOOMFIELD
Parks • Recreation • Cultural Affairs

Please list the following information for the **Oakeside Bloomfield Cultural Center:**

- 1) Date(s)/Rain date: _____
- 2) Time(s): _____
- 3) Area to be used: _____
- 4) Reason for use: _____
- 5) Approximate number of attendees/participants: _____
- 6) Equipment or outside vendors used: _____

Name: _____

Address: _____

Phone: _____

Email: _____ Date of Application: _____

All Bloomfield Parks, Recreation & Cultural Affairs (BPRCA) Permits will be issued at the discretion of the Director. Permits will not be issued if the request is deemed to be in direct conflict with an existing BPRCA program or event. Any use of outside vendors such as party planners, equipment rental, entertainments, etc will require a certificate of insurance from the supplying company listing the Township of Bloomfield as the certificate holder as well as additional insured. For food services a valid Health Certificate will be required. Restrictions may apply. A rental permit will include a Bloomfield Parks, Recreation & Cultural Affairs Department representative for the duration of your event. This employee will monitor the event to make that all of the rules and policies are being adhered to. Folding tables and chairs will also be provided. Table cloths are required, but not included.

SECURITY DEPOSIT:

There will be an additional \$150 (cash) deposit to reserve the facility and held as a cleaning/security deposit. The deposit is separate from the rental fee. When the facility is left in the same condition as presented, the full deposit will be refunded within 5 business days. If additional cleaning is deemed excessive or there is damage to equipment or property your security deposit could be withheld.

CANCELLATION POLICY:

You must give at least 2 weeks notice to cancel your event. If you cancel after that time a \$100 administrative fee will be deducted from the security deposit. If you do not show for your event and no notice was given, you will forfeit your full deposit. Oakeside Bloomfield Cultural Center is owned and operated by the Township of Bloomfield and must adhere to local, state and federal State of Emergencies. In the instance of a mandated state of emergency, or an act of god beyond the control of the township, a full refund of the deposit and payment will be returned if a mutually agreed upon date can't be reached. However, no restitution will be given for prior costs incurred by the renter. (lost vendor deposits, wages, etc.)

AFFIDAVIT:

The person filling out this form agrees to comply with the policies and regulations of the Township of Bloomfield for the use of the building and/or grounds of the Oakeside Bloomfield Cultural Center and agrees to be responsible for any negligence or damages.

84 Broad S.t, Bloomfield, NJ 07003
Office: 973-743-9074
Fax: 973-743-0343
Weather Update: 973-743-7593
www.bloomfieldrecreation.org

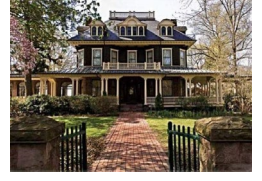
No Smoking | No Alcohol | No Glitter | No Confetti | No Decorations on the walls |



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<u>Oakeside Bloomfield Cultural Center</u>	<u>Resident</u>	<u>Non Resident</u>
<u>Exterior Use</u>		
Use of Great Lawn or Porch	\$250.00	\$325.00
Use of Garden or Small Lawn /Rose Garden	\$350.00	\$450.00
<u>Interior Use</u>		
Use of Single Room (1 st or 2 nd floor)	\$275.00	\$350.00
Use of Multiple Rooms (1 st floor only)	\$375.00	\$475.00
Commercial Photography (entire property)	\$500.00	625.00

All fees are based on a 4 hour block of time (or less) including setup/breakdown.

Tables and chairs can be provided.

<u>Oakeside Bloomfield Cultural Center</u>	<u>Resident</u>	<u>Non Resident</u>
<u>Exterior Use</u>		
Use of Great Lawn or Porch	\$500.00	\$650.00
Use of Garden or Small Lawn /Rose Garden	\$700.00	\$900.00
<u>Interior Use</u>		
Use of Single Room (1 st or 2 nd floor)	\$500.00	\$650.00
Use of Multiple Rooms (1 st floor only)	\$650.00	\$850.00
Commercial Photography (entire property)	\$1,000.00	\$1,250.00
Commercial Film Shoot (exterior or interior)	\$6,500.00	\$8,125.00
Commercial Film Shoot (entire property)	\$8,000.00	\$10,000.00

All fees are based on a 5 – 8 hour block of time including setup/breakdown.

Tables and chairs can be provided.