



# Division Street Event Rental Application

**Downtown Somerville Alliance**  
25 West End Avenue  
Somerville, NJ 08876

Phone: 908.514.1600 Fax: 908.541.1605  
website: www.findsomerville.com

## Rental Policies and Procedures

An application fee of \$50.00 must accompany all applications. Non-profit rate is \$25.00. Event applications must be submitted a minimum of 30 days prior to event date, no exceptions. **An application fee must be received in order to process any application.**

**Application fees are non-refundable and non-transferable.**

Please make check payable to: Downtown Somerville Alliance

### Event Permit Application

_____	_____
Name of Event	Name of Applicant/Authorized Client Representative
_____	_____
Organization Name/ Client	Co-Promoters Involved with this Event
_____	_____
Contact Name	Address
_____	_____
City State Zip	Cell Phone
_____	_____
Work Phone	Fax
_____	
Email	

### Insurance Information

_____	_____
Insurance Provider	Agent Name
_____	
Company Phone	

### Event Information

_____	_____
Date(s) Requested - Include rain date if applicable	Area(s) Requested
_____	
Purpose of Event	
_____	
Principle Beneficiary (ies) of Event	
_____	
Estimated Attendance:	_____
<b>Timing Detail</b>	
Load-in Begins:	_____
Event Begins:	_____
Event Concludes:	_____
Load-out Begins:	_____
Load-out Complete / Off Site:	_____

**Event Information (Continued)**

Is this event open to the public free of charge?	YES	NO
• If no, list fee amount:	_____	
Is any portion of this event closed to the public?	YES	NO
Is this a fund-raiser?	YES	NO
Will sales occur during your event?	YES	NO
• If yes, circle type:	Food      Beverage	Other
Will food/beverages be served during your event?	YES	NO
If yes, circle one:	COMP'ed	SOLD
Please attach a detailed copy of all vendor information		
Will alcohol be served during your event?	YES	NO
• If yes, circle one:	COMP'ed	SOLD
Please attach a detailed copy of all vendor information and see special conditions		
Will you be cooking ?	YES	NO
Please specify: sterno, propane, bbq etc. _____		
Will you have security needs for your event? (See Special Conditions)	NONE    DSA Approved	SPD
Will you require electricity?	YES	NO
Will there be amplified sound?	YES	NO
• If yes, circle one:	Music      PA	BOTH
Will you be using tents? (See special Conditions)	Yes	No
Will you require vehicle access before or after your event?	YES      NO	BOTH
Are sponsors involved?	YES	NO
• If yes, please list sponsors:	_____	
	_____	
	_____	
Will there be sponsor visibility / signage?	YES	NO
Will promotional materials/goods be distributed?	YES	NO
How will the event be promoted? (Circle As Many As Apply)		
Radio   TV   Print   Posters   Private Invitation   Social Media   Website   Other		
Detail:		

Please provide information about your event below and submit electronically to [dsa@findsomerville.com](mailto:dsa@findsomerville.com) for the DSA website and social media postings:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Rental Fees**

All prices based on a day rate defined as 8 hours.

**ACTIVITY CLASSIFICATION**

<b>Rate 1</b>	<b>Rate 2</b>	<b>Rate 3</b>
Open to the Public	Open to the Public	Closed to the Public
Events with:	Events which generate:	Events which provide limited or NO Public access through:
<input type="checkbox"/> NO sales <input type="checkbox"/> NO donations <input type="checkbox"/> NO registration fees <input type="checkbox"/> NO concessions <input type="checkbox"/> NO entry or Admission fees <input type="checkbox"/> NO (or limited) sponsor signage allowed	<input type="checkbox"/> Sales <input type="checkbox"/> Registration fees <input type="checkbox"/> Concessions <input type="checkbox"/> Sponsor signage allowed <input type="checkbox"/> Donations	<input type="checkbox"/> Entry or Admission fees <input type="checkbox"/> Private invitation only event <input type="checkbox"/> Sponsor signage allowed

**Additional Fees**

<b>Rental Area</b>	<b>Rate 1</b>	<b>Rate 2</b>	<b>Rate 3</b>
	\$ 75.00	\$ 125.00	\$ 200.00
Electrical	\$ 50.00		
Garbage	\$ 25-75.00		
Pressure Washing	\$175.00		
Portable Restrooms	\$150.00	Per <u>standard</u> unit	
Stage Moving Fee	TBD	If event requires relocation/removal of summer stage, client will be billed at flat rate as determined by vendor	
Site Prep	TBD	\$50.00 per hour as needed	
Onsite Representation (1 hour min)	\$24/hr		

Cleaning, garbage and site prep fees are calculated on number of event days, attendance and impact of event. Portable restrooms are determined by attendance. Some fees may be waived if client does not require their use and if the DSA Event Staff determines that they are not necessary.

Falsification and/or misrepresentation in completing this application may result in rate adjustment or revocation of Permit. I UNDERSTAND THAT CHANGES TO THE APPLICATION REQUIRE IMMEDIATE WRITTEN NOTIFICATION TO DSA STAFF.

I HAVE READ AND UNDERSTAND DOWNTOWN SOMERVILLE ALLIANCE POLICIES AND PROCEDURES.  Please initial.

Hold Harmless Clause:

The Undersigned has read the rules and regulations of the DSA pertaining to the use of Division Street and agrees to abide my them. The Unsigned further assumes all risks incident to its operation on said grounds and premises of Division Street and agrees not to sue the Borough of Somerville or the Downtown Somerville Alliance for injury to person or property occurring during the use of Division Street. The Undersigned further agrees to indemnify the Borough of Somerville and the Downtown Somerville Alliance and save it harmless from any and all claims brought against it by or on behalf of any person, firm or corporation based upon any act or omission or any alleged negligence of the undersigned. Further the Undersigned agrees to provide to the Borough of Somerville and the DSA evidence of insurance in the form of a certificate of insurance in the amounts shown in the attached sample document.

\_\_\_\_\_  
Signature of Applicant / Authorized Client Representative

\_\_\_\_\_  
Date

Approval, denial or inclusion of restrictions and/or special conditions of Event Use Permit is at the sole discretion of the DSA.

**YOU WILL BE NOTIFIED OF YOUR APPLICATION STATUS WITHIN 10 BUSINESS DAYS FROM RECEIPT OF APPLICATION**

## Rental Policies and Procedures

### RESERVATIONS

- Applications for events can be submitted up to one year in advance of event date.
- Date selection will not be transferred upon request.
- Permits will be issued based upon client provided information included in the submitted application.
- Upon approval of client's application, an estimated event budget will be submitted for client approval.
- The estimated event budget must be approved and deposit funds submitted within 10 business days of invoice date along with requisite signed approval paperwork in order for event date(s) to be permanently held.

### FEES

- Division Street rental fee is based upon activity classification.
- The estimated event budget is based on the client's application.
- Upon approval of client's application, client must remit non-refundable deposit payment of 50% of the total estimated event budget fees.
- On-site representation will be required at client's expense based upon access for set –up, take-down and post event inspection.
- Site Prep fee's include moving and storage of various public amenities as required for event use.
- Client acknowledges that the estimated event budget total does not always represent the total event costs. Any additions and/or deletions to the client's estimated event budget will be accounted for in the final settlement. Additional charges will be detailed on a final settlement invoice.
- The Client, its Authorized Representatives and/or Co-Promoters cited in the approved application will be held financially and legally responsible for all expenses incurred by the event.
- If a client's check is returned from the bank for any reason, client will be charged a \$30.00 check return fee along with amount of the check. Client will be required to pay this amount with either a certified check or cash.
- All legal costs are at the client's expense.
- If any invoiced charges are unpaid, the client forfeits the ability to rent Division Street for any future use.

### PAYMENTS

- Payment of all invoices is due within 10 business days of invoice date.
- Payment of the balance of the estimated event budget is due no less than 10 business days before event load-in.

### CANCELLATIONS

- Cancellations for all events must be received in writing.
- Cancellations received at least 60 days in advance can be rescheduled within 365 days of cancellation date and will qualify for a one-time courtesy rescheduling with 100% of original deposit being applied to the new event settlement invoice, less any actual costs incurred by DSA.
- If the cancellation occurs 30 days or less before the date of the event, client can reschedule event date within 365 days of cancellation date when accompanied by client's submission of a new application and application fee. Upon approval of the new application 50% of the original deposit invoice will be credited towards the rescheduled event settlement invoice, less any actual costs incurred by the DSA.

## SPECIAL CONDITIONS

- There may be additional requirements depending upon the nature of the event.
- Downtown Somerville Alliance must approve all sales items.
- Client must secure prior written approval from Downtown Somerville Alliance for onsite food vending.
- Food Vendors must obtain a temporary Food License Permit from the Somerset County Health Department. Forms may be obtained at: [http://www.co.somerset.nj.us/health/applications\\_files/RH/tempfoodapp2011mar.pdf](http://www.co.somerset.nj.us/health/applications_files/RH/tempfoodapp2011mar.pdf)
- Downtown Somerville Alliance reserves the right to require, at the Client's expense, onsite event security coverage during the event upon request of the Somerville Police Department. Such security coverage must be provided by authorized onsite security personnel or the Somerville Police Department.
- If Client is offering alcohol at event, client must provide separate liquor liability insurance certificate.
- Downtown Somerville Alliance reserves the right to require, at the Client's expense:
  - Authorized alcohol monitoring personnel
  - Storage Fees for items left on-site pre and post event
  - Cleaning or damage assessments as a result of client's action or event impact
- It is the Client's responsibility to comply with all Borough, County and State requirements. All permits and/or inspections are the Client's responsibility to acquire at the Client's expense. Client must provide to Downtown Somerville Alliance copies of all other permits issued prior to receiving the Division Street Event Use Permit. Below are some of the permits and/or inspections which may be required:
  - Noise Permit/ Public Assembly Permit/ Security/Fire Permits/ Food Permits
  - New Jersey Liquor Control Commission Permit/Somerset County Health Department Permit
- Event-approved vehicles/trailers may be brought on-site for a fee of \$250.00 vehicle/trailer.
- All event-approved vehicles must display a dated Vehicle Access Permit provided by Downtown Somerville Alliance prior to the event.
- Under no circumstances are vehicles allowed to idle.
- Valid Vehicle Access Permits must be displayed in the front windshield of all event-approved vehicles for the duration of the event.
- DSA requires that client provides drip pans to be placed under each approved on-site vehicle to protect the concrete surface from engine fluids. There are no exceptions.
- No loading-only approved vehicles may remain on-site after event begins.
- DSA staff is required to monitor the amplified sound and will inform Client if they are outside of limits set forth in the municipal code. Client agrees to reduce noise levels upon request by DSA staff.
- Sidewalk and Tenant access must be maintained at all times.
- It is the Client's responsibility to comply with all applicable ADA requirements.
- Any outside electrical source must be approved by the Downtown Somerville Alliance.
- Please note there is no public water supply.
- If the Client leaves any item(s) at Division Street Plaza after the completion of the event load-out, Client will be charged a minimum of \$40.00 per day for storage. Additional fees may be deemed necessary by DSA based upon the nature and/or size of item(s) left onsite.
- Repairs for damages are calculated at a minimum of \$54.00 per man-hour plus the cost of materials. Additional costs may be deemed necessary by DSA based upon the nature of repairs and/or replacements.
- If you violate any of the above policies and procedures, or any other rules and requirements of DSA, your permit will be revoked and you will forfeit future rental of Division Street Plaza.
- A detailed map must be submitted with application showing location of all equipment, vendors, vehicles, and associated items for use during event (see attached map).
  
- Regulations regarding the use of tents:
  - All tents must be properly weighted for wind resistance—typically jugs filled with water or sand.
  - Tents greater than 10 x10 (standard 'pop up') must be weighted with concrete
  - Tents greater than 10 x 10 must be professionally installed.
  - Tents greater than 10 x 10 must have the appropriate approvals from the Borough Fire Official. Please contact Barry Van Horn at 908.725.2300, ext.1968 or [bvanhorn@somervillenj.org](mailto:bvanhorn@somervillenj.org)
  - The DSA will provide a list of recommended equipment vendors. Any vendor NOT on this list must meet with the DSA and applicant prior to the event for an on-site meeting. There are no exceptions.

**PERMITS**

- An Event Use Permit will be issued for client signature upon submittal of the following executed documents:
  - Completed Application Form
  - Signed Estimated Event Budget Form
  - Insurance Documentation
  - Authorized Department Signatures are completed
  - Full Payment of the Estimated Event Budget amount
- The insurance certificate (see sample certificate for detail and required language) and additional insured endorsement (which must be signed by the Authorized Insurance Representative) must state the specific date(s) of coverage as approved on the application and must be on file with the Downtown Somerville Alliance.
- Each sub-vendor (food, beverage, equipment etc.) must also submit an insurance certificate to the DSA.
- Client is responsible for indemnifying both the Borough of Somerville and the Downtown Somerville Alliance in order to obtain a permit to hold an event on Division Street.
- The Client, its Authorized Representatives and Designated Persons in Charge must have all event-related permits in their possession during the event (including load-in and load-out) for on-site event authorization.
- The Division Street use permit is subject to all applicable provisions of the Borough of Somerville Code and the Rules and Regulations governing Division Street Plaza.

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**Office Use Only  
Department  
Authorizations**

_____	_____	_____
Downtown Somerville Alliance	Date	Comments
_____	_____	_____
Borough Administrator	Date	Comments
_____	_____	_____
Police Department	Date	Comments
_____	_____	_____
Office of Emergency Management	Date	Comments
_____	_____	_____
Fire Official	Date	Comments
_____	_____	_____
Fire Chief	Date	Comments