



# BOROUGH OF LAVALLETTA

## Municipal Gazebo or Pavilion Use Permit

Name of Person or Organization Requesting Use: \_\_\_\_\_

Organization Street Address: \_\_\_\_\_ Town, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Organizational Contact for the Event: \_\_\_\_\_ Contact's Phone Number: \_\_\_\_\_

Event Name (If applicable): \_\_\_\_\_ Type of Event: \_\_\_\_\_

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

Location Requested: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

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

Rules and Regulations:

Fee: \$300.00 per event per day - Non Refundable

- Any person, group or organization which rents or uses any municipal Gazebo or Pavilion for a private or non-profit function shall be responsible to clean up the Gazebo or Pavilion following completion of the function. No person, group or organization shall staple, nail or otherwise affix any banner, sign or decorative item or items to any municipal Gazebo or Pavilion except to tie the same to the structure in a manner so that it can be removed without mark or residue. Temporary decorations may be placed at the Gazebo or Pavilions to be secured by string, twine, tape that can be easily removed. **NO TENTS PERMITTED AT ANYTIME**
- Persons using the Gazebo shall not walk in or otherwise damage the flower beds and plantings in the Centennial Gardens.
- The throwing or use of rice or bird seed in the Gazebo and Centennial Garden is prohibited. Celebrants may utilize bubbles in lieu of rice or bird seed.
- This application must be completed in full and submitted at least 45 days prior to your event. Upon approval, satisfactory proof of insurance coverage **must** be provided to the Municipal Clerk or this approval will be revoked. Certificate of Insurance is not required for wedding ceremonies.
- A valid parking sticker will be required for all vehicles using the Municipal Bay Parking Lot during the summer season.

Date Application Received: \_\_\_/\_\_\_/\_\_\_

Approval Received: [  ] Yes [  ] No Reason for Denial: \_\_\_\_\_

Approval Date: \_\_\_/\_\_\_/\_\_\_ Conditions For Event: [  ] Yes [  ] No

Conditions: \_\_\_\_\_  
\_\_\_\_\_

**Make Check Payable to:** Borough of Lavallette

**Return application and check to:** The Municipal Clerk 1306 Grand Central Ave Lavallette, NJ 08735