

Ridgewood Department of Parks & Recreation
259 North Maple Avenue, Ridgewood, NJ 07450
Phone: 201-670-5560
Fax: 201-670-0024
parks.shadetree@ridgewoodnj.net

Rules and Regulations Governing Use of the Mobile Concession Unit

The mobile concession unit shall be available to Parks and Recreation co-sponsored groups and Village of Ridgewood municipal agencies, boards and committees. The policy rules and regulations that follow will provide an operational guideline for approved users and establish a means to safeguard public health and ensure that food products are prepared, processed and distributed and sold in accordance with the Village of Ridgewood Department of Health. The policy also establishes a means to safeguard all equipment.

I. Administration

All applications for the use of the mobile concession shall be made through the Parks and Recreation Department at least 30 days in advance of the date (s) requested on the attached form, and is subject to review under the conditions and limitations included below by the Director of Parks and Recreation.

II. Priority

The use of the mobile concession shall be available to Ridgewood organizations in accordance with the following order of priority:

Class A: Groups meeting under the sole jurisdiction of the Parks and Recreation Department and activities co-sponsored by the Department of Parks and Recreation.

Class B: Official business meetings of Village municipal government agencies, boards and committees.

III. Insurance Requirements

The Parks and Recreation Department and the Village of Ridgewood shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the concession unit.

All users must provide a certificate of liability insurance to the Village of Ridgewood Parks and Recreation Office in the amount of \$2,000,000 and said certificate must include the Village of Ridgewood and the Board of Education as additional insured.

IV. Fee Schedule

The following charges will be assessed to help offset supplies and unit maintenance.

User fees will be \$250 per event and/or \$500 per season. Costs will cover the purchase of propane, overhead grill filters (4), and professional cleaning services.

V. Conduct of Use

- a) At all times, all activities, storage, food preparation and foods sold must be in strict compliance with the rules and regulations set forth and enforced by the Village of Ridgewood Health Department.
- b) Permitted user is responsible for obtaining a Food Handlers License (one license holder must be present at all times)
- c) Village staff will not be responsible for deliveries on behalf of any organization/group approved for use of the concession.
- d) No unpatriotic acts or actions will be permitted.
- e) No sale or use of alcoholic beverages or tobacco products permitted in the concession or on adjacent Village/BOE properties.
- f) Smoking is not permitted in the concession or on adjacent Village/BOE properties.
- g) Please be respectful of this privilege and treat the equipment as you would your own.
- h) Groups using the Concession are responsible to monitor the littering of the field areas being used and must pick up all litter and debris that has resulted due to their use of the concession unit. If adequate cleanup is not provided, the group will lose their right of future use.

VI. Equipment/Care of Facilities

- a) The Village will transport the concession unit to the requested Village or Board of Education site.
- b) Access and Security – The user will be provided with (1) set of keys. No duplication of key is permitted. It is the responsibility of the user to insure the concession unit is secure. The user will be responsible for lost or stolen keys and the replacement cost of such including, but not limited to, the cost of changing the locks, replacement keys, as well as any damage to facility, stolen equipment, stolen goods, etc. incurred by the loss of the keys. The user will be required to return the keys when scheduled use concludes or when privileges are terminated due to improper operation of the unit.
- c) All food and beverage products, cleaning supplies and any other items supplied by the user must be removed following each use.
- d) Groups permitted the use of the concession unit shall not disturb the physical plant in any way unless prior approval is granted by the Department of Parks and Recreation.
- e) All groups are responsible for any damages or defacement to the concession unit.
- f) No permanent signs, posters or exhibits of any kind shall be affixed to the unit.
- g) All equipment and supplies must be left in a clean and presentable condition upon completion of use.
- h) Cleaning and sanitizing – users are responsible for purchasing all necessary cleaning supplies including cleaning agents for sanitizing. Users are responsible for properly cleaning all areas of the concession stand including but not limited to: the floors, counters, freezer/cooler, hot dog roller and pretzel warmer and dishwashing area after each use. Use of proper cleaning agents is required to avoid damage to the surface material, i.e. stainless steel equipment, counter tops, etc. All garbage must be separated, recyclables and non-recyclables, and disposed of in an appropriate manner.
- i) The total care and maintenance of the unit is the responsibility of the applying group. An additional cleaning fee will be assessed to those who fail to leave the unit in satisfactory condition.

VII. **Application and Payment of Charges** – All applications shall be made on official facility use form, signed by a representative of the applying group, and submitted to the Director of Parks and Recreation. Payment is due after rental charges are confirmed to the applicant. Where use of space is granted for a recurring use, payment shall be made at least two weeks in advance of scheduled date or space may be re-assigned. All checks are made payable to the Ridgewood Department of Parks and Recreation.

Prior to an activity and upon the conclusion of a program, an official of the organization and a representative of the Department of Parks and Recreation shall normally inspect the condition of the unit. Both parties shall note the condition of the unit, with particular concern to cleanliness and any damage. Payment for any such damage must be made by groups causing said condition, and permission for future use will be withheld until such payment is made. In cases of extreme facility misuse, further use of the unit will be denied.

The Director of Parks and Recreation at any time reserves the right to change or amend the foregoing regulations or to withdraw from any organization or person the privilege of using the facility or deny use of the concession unit, all within his discretion.

DEPARTMENT OF PARKS AND RECREATION

259 North Maple Avenue, Ridgewood, NJ 07450

Phone: 201-670-5565 Fax: 201-670-0024

APPLICATION FOR USE OF THE MOBILE CONCESSION UNIT

Name of Organization _____ Date: _____

Address of Organization _____

Contact Name _____ Home Tel _____

Address _____

Email _____ Cell Tel _____

PERSON RESPONSIBLE FOR THE CONDUCT OF USE (IF OTHER THAN ABOVE)

Name _____ Telephone _____

Address _____ Daytime Tel _____

Email _____ Cell Tel _____

USE INFORMATION

Application is hereby made for the use of the Mobile Concession Unit. Transport of unit to be provided by the Department of Parks and Recreation.

NOTE: The following requirements apply to all users:

- All users must provide a Certificate of Liability Insurance in the amount of \$2,000,000, naming the Village of Ridgewood and the Board of Education as additional insured.**
- Hold Harmless Waiver must be included with the application (attached).**

Site of use _____

Event Date(s) _____ Seasonal (please list start and end dates) _____

Event Specific Hours _____ to _____

Brief Discription of Event _____

USAGE FEE:

\$250 per event and/or \$500 per season

Payment is due prior to event/use. Checks should be made payable to Ridgewood Parks and Recreation.

It is understood that, at any time, the Department of Parks and Recreation reserves the right to cancel any or all reservations or use of any portion of the building if it is deemed necessary.

It is further understood that rules and regulations regarding the use of the concession unit are to be strictly obeyed subject to the forfeiture of use of said unit.

The Parks and Recreation Department and the Village of Ridgewood shall not be held responsible for any injury to persons or loss or damage to personal property in the use of the Stable premises

I hereby state that I understand the Rules and Regulations governing use of the mobile concession and agree to abide by these conditions or risk loss of future privileges. I further certify I am authorized to bind my organization to this agreement.

Signature of Applicant _____ Date _____

FOR DEPARTMENT USE ONLY

Usage Fee - **\$250.00/Event** _____ **\$500.00/Season** _____

Payment - Check # _____ Date _____

Director of Parks and Recreation

Approval Date _____

_____ Insurance Documents Received

_____ Hold Harmless on File

Village of Ridgewood

HOLD HARMLESS AGREEMENT

Between the Village of Ridgewood and _____
(Name of Organization using facility)

Address: _____

Telephone & Cell: _____
Type of Organization (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of the use of the Mobile Concession Unit, on the following dates:
_____ for the purpose
of _____, the undersigned agrees to
indemnify and hold the Village of Ridgewood and its officers, agents and employees harmless from
any and all liability, claims, costs, costs and attorney's fees arising out of the use of the property
referred to above.

We understand that this Hold Harmless Agreement also requires that the Village of Ridgewood be
indemnified from any losses or damages resulting from the acts or omissions from any guest,
participant, visitor or other person attending the event herein referred to. In order to induce the
Village of Ridgewood to accept this Hold Harmless Agreement, the following information
concerning the intended use of the premises is furnished on the Application for Use of The Mobile
Concession Unit.

The person signing this Agreement on behalf of the named organization has the authority to do so as
set forth on the attached special meeting of the organization so designating.

This Agreement shall remain in full force and effect for any continued, additional or postponed date
for the event indicated.

The Village of Ridgewood reserves the right to cancel or interrupt the event if the representations
set forth in the original Application are not adhered to or if the Village of Ridgewood determines
that a situation that might lead to personal injury, property damage or violation or law exists.

Signed the _____ day of _____ 20__ as the binding act in deed of:

Name of Organization _____

Authorized Signature _____

Print Authorized Name & Title _____