

# MAPLEWOOD TOWNSHIP WOODLAND APPLICATION

APPLICATIONS SUBMITTED LESS THAN 30 DAYS PRIOR TO THE EVENT MAY BE DECLINED

A \$250.00 deposit must accompany this application. This deposit is separate from the rental fee and will also serve as refundable Security Deposit against damage to the facility. Payment for rental in full is due no later than 60 days prior to the date of event. Make check payable to: **Maplewood Department of Recreation**

DATE OF EVENT: \_\_\_\_\_

Setup \_\_\_\_\_

Start \_\_\_\_\_

End \_\_\_\_\_

LOCATION: The Woodland - 60 Woodland Rd. Maplewood NJ 07040

Great Hall \_\_\_\_\_

Parlor \_\_\_\_\_

MAXIMUM NUMBER OF PARTICIPANTS: \_\_\_\_\_

Will Admission be charged? \_\_\_\_\_

Will food be served? \_\_\_\_\_

Will alcohol be served? \_\_\_\_\_

Will Alcohol be Sold? \_\_\_\_\_

CONTACT : \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #(S) \_\_\_\_\_

primary

secondary

E-Mail \_\_\_\_\_

CONTACT FOR DAY OF EVENT (on site) \_\_\_\_\_

Phone # \_\_\_\_\_

DESCRIBE THE EVENT IN DETAIL:  
\_\_\_\_\_  
\_\_\_\_\_

Submitted: \_\_\_\_\_

Name

Date

## OFFICIAL USE ONLY

\$250 Security Deposit received on: \_\_\_\_\_

COI (if required) \_\_\_\_\_

Full Payment \_\_\_\_\_

Deposit refunded \_\_\_\_\_

THE ABOVE-EVENT HAS BEEN REVIEWED BY THE FOLLOING DEPARTMENTS:

APPROVED

DISAPPROVED

INITIALS

POLCE \_\_\_\_\_

FIRE \_\_\_\_\_

HEALTH \_\_\_\_\_

DPW \_\_\_\_\_

REC DEPARTMENT \_\_\_\_\_

THIS APPLICATION HAS BEEN :

APPROVED

DENIED

TOWNSHIP CLERK: \_\_\_\_\_

SIGNATURE