

KEY DEPOSIT FORM COMMUNITY PARKS

NAME OF GROUP/INDIVIDUAL

DATE OF RESERVATION

CONTACT PERSON (PLEASE PRINT)

TIME OF RESERVATION

ADDRESS

PHONE – HOME AND BUSINESS

FACILITY: ____NCP ____JLP

METHOD OF PAYMENT ____CHECK ____MONEY ORDER

AMOUNT RECEIVED: \$_____ RECEIVED BY: _____
TOWNSHIP EMPLOYEE

The keys issued are for the time and dates listed as approved by the Public Works Department. Unauthorized use at any other time will result in the loss of future use of the facilities. The keys will be issued no sooner than 48 hours before the function. The keys must be returned in person to the Public Works Department within 3 business days of your event. If the keys are not returned on time you will forfeit your deposit.

Upon receipt of the returned keys, an inspection of the facilities will be conducted to insure the facility was left in the same condition as received. Your refund less any expense for damages or cleaning will then be processed.

I, the undersigned, understand and assume responsibility for the keys and facility listed and approved by the Public Works Department and will abide by the regulations as set forth by the Township of Bordentown.

Signature of Applicant (pick-up)

Date

Signature of Applicant (return)

Date

Key received by Public Works Employee (return)

Date

