



Borough of Keyport
70 West Front Street
Keyport, NJ 07735
Tel. 732-739-3900 ext. 5121
Fax: 732-739-8738
www.keyportonline.com

WEDDING CEREMONY APPLICATION

EVENT INFORMATION

Event Date: _____ Time of Event: _____ to _____ **(one-hour maximum)*

Rain Date: _____ Number of People Expected to Attend: _____

Dates of availability are limited based on scheduling and are a first come, first serve basis. Blackout dates may apply. Maximum of 50 people. Borough Council approval for over 50 people and additional fees may apply.

LOCATION:

☐ Benjamin Terry Park (Cedar Street)

☐ Waterfront Park Gazebo (American Legion Drive)

Applicant Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____ Cell: _____

Email: _____

Event Contact (name and telephone number): _____

Do you have a reservation immediately following at a Keyport restaurant? YES ☐ NO ☐

If yes, please list the restaurant name: _____

By signing this application, I, acknowledge that I am over 18 years of age and that I have read and fully understand all rules and regulations stated in this application. I understand that the public has access to any other public area in the Borough of Keyport. The Public can only be requested to stay clear of the immediate area of the event.

SIGNATURE

PRINT NAME

DATE

Your reservation is **not** secured until payment and application are received by the Borough Clerk.

Make checks payable to: Borough of Keyport

Submit form with payment to: Borough Clerk
70 W. Front Street, P.O. Box 60
Keyport, NJ 07735

FOR OFFICIAL USE

Fee Paid: (\$100.00) ☐ Check No. _____ ☐ Cash

Approved: _____

REGULATIONS PERTAINING TO THE USE OF KEYPORT BOROUGH PROPERTY FOR A WEDDING

Cancellation/Rescheduling

Cancellations of approved applications must be submitted to the Borough Clerk's Office at least 24 hours prior to the event; if the event is on a weekend, cancellation must be made by 10 AM the prior business day. A message may be left at 732-739-5124. No refunds will be given in the event of rain or other weather. Every effort will be made to reschedule rained out events within the same calendar year.

Fees

The Borough Clerk is responsible for the assessment and collection of fees for the use of Borough property. Payment must be included at the time this application is submitted. Application fees are non-refundable. A return check fee of \$25 will apply.

Liability

The Borough of Keyport accepts no liability for individuals, groups, or organizations using the Waterfront Park Gazebo or Benjamin Terry Park. Permits will not be issued for purposes prohibited by ordinance, statute, or law of any kind.

Security

The person whose signature appears on the application must be at least 18 years of age and physically present during the reservation time on the application. Designated Borough employees may spot check activities at the Waterfront Park Gazebo or Benjamin Terry Park to ensure ordinances, regulations, and town policies are being met. The applicant must have a copy of this application available to present upon request of a Borough employee or law enforcement. The Borough reserves the right to withdraw and/or cancel this permit at any time. A violation of any term of this agreement may be grounds for immediate termination of the event. Rules and directives of park personnel must be strictly adhered to.

Usage & Prohibitions

The gazebo is rented in an "as is" condition. Furniture shall not be moved outside its assigned location. A permit excludes access to electricity or the use of equipment unless previously approved by Council.

Cleanup

All decorations must be removed immediately after the event. The user is responsible for the cleanup of the gazebo and surrounding area. Trash and recyclables must be disposed of in the proper waste receptacles.

Prohibitions

- Alcohol, glass containers, smoking, and open fires are prohibited at all times.
- Amplification of music at the Pavilion/Promenade is prohibited.
- Hanging decorations in the gazebo with tacks, staples, push pins, or tape is prohibited. Decorations shall only be attached in ways that do not damage the gazebo.
- Confetti, glitter, rice, birdseed, balloons, silly string, sidewalk chalk, and candles are prohibited.
- Chairs, tents, rugs and/or runners are prohibited.

Parking

Parking is only allowed in designated parking lots. Cars parked illegally will be ticketed. Blocking off parking is prohibited. All Borough of Keyport ordinances must be followed.

ORDINANCE #2022-1

ORDINANCE OF THE BOROUGH OF KEYPORT, COUNTY OF MONMOUTH, NEW JERSEY, AMENDING CHAPTER 11, ENTITLED "RECREATIONAL FACILITIES" AND CHAPTER 4, ENTITLED "POLICE REGULATIONS" OF THE REVISED GENERAL ORDINANCES OF THE BOROUGH OF KEYPORT

WHEREAS, Chapter 11 of the Revised General Ordinances of the Borough of Keyport (the "**Borough**") regulates the use of Borough Parks and Recreational Facilities of the Borough; and

WHEREAS, the Borough Administrator has recommended amendments to Chapter 11 to formalize the process for the use of designated parks and recreational areas for wedding ceremonies and to prohibit smoking in all parks, recreation areas and beaches to conform with the provisions of N.J.S.A. 26:3D-56, the New Jersey Smoke-Free Air Act.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Council that the Revised General Ordinances of the Borough of Keyport, Chapter 11, entitled Recreational Facilities is hereby amended as follows:

Section 1. The aforementioned recitals are incorporated herein as though fully set forth at length.

Section 2. Chapter 11 (Recreational Facilities) is hereby supplemented with the addition of the following section:

§ 11-8 USE OF RECREATIONAL FACILITIES FOR WEDDING CEREMONIES.

§ 11-8.1 Approval for Use of Recreational Facilities for Wedding Ceremonies. The Borough Clerk is authorized to approve applications for use of the Waterfront Park Gazebo and portions of Benjamin Terry Park for wedding ceremonies, provided attendance is limited to not more than 50 people, on such dates and at such times as the Borough Clerk shall determine and subject to the rules and regulations as may be adopted by resolution of the Borough Council governing the use of these facilities for this purpose. The Borough Clerk shall prepare such forms and establish procedures to implement this section.

§ 11-8.2 Fee for Use of Recreational Facilities for Wedding Ceremonies. The fee for the use of designated recreational facilities for wedding ceremonies is \$100.00 for a maximum period of one (1) hour which shall be paid prior to approval by the Borough Clerk.

Section 3. Chapter 11 (Recreational Facilities) is hereby supplemented with the addition of the following section:

§ 11-9 SMOKING PROHIBITED AT ALL PARKS AND BEACHES.

§ 11-9.1 Smoking Prohibited. In accordance with the provisions of the New Jersey Smoke-Free Air Act, N.J.S.A. 26:3D-56, no person shall smoke any cigarettes, cigars or other tobacco products including electronic smoking devices at any public park or beach within the Borough of Keyport at any time, which includes all piers, docks, walkways, promenades, playgrounds and fields, but does not include any parking lot that is adjacent to a recreation facility.

§ 11-9.2 Violations and Penalties. The penalty for violation of this section is subject to a fine of not less than \$250 for the first offense, \$500 for the second offense and \$1,000 for each subsequent offense.

Section 4. Chapter 4 (Police Regulations) is hereby amended to delete Section 4-28 (Smoking Prohibited at Waterfront Park).

Section 5. All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

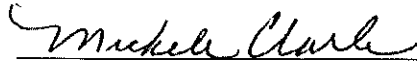
Section 6. Each section, subsection, sentence, clause and phrase of this ordinance is declared to be an independent section, subsection, sentence, clause and phrase and the finding or holding of any such portion of this ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this ordinance.

Section 7. Except as amended by this ordinance, all other provision of the Borough's Revised General Ordinances shall remain in full force and effect.

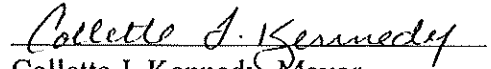
Section 8. The Borough Clerk is hereby directed, upon adoption of the ordinance after public hearing thereon, to publish notice of the passage thereof.

Section 9. This ordinance shall be in full force and effect from and after its adoption and publication according to law.

Introduced: January 18, 2022
Public Hearing: February 1, 2022
Adopted: February 1, 2022



Michele Clark, RMC
Borough Clerk
Borough of Keyport



Collette J. Kennedy, Mayor
Borough of Keyport