



# Short –Term Lease Application Sandy Hook Chapel



The Sandy Hook Chapel is situated along Sandy Hook Bay in Gateway National Recreation Area. It's located approximately 7 miles north from the park entrance, in the Fort Hancock Historic Landmark District. The Chapel has high ceilings, wood plank floors, an intimate upstairs loft, and it includes the adjacent grounds for a beautiful setting overlooking the Sandy Hook Bay. It is a unique location for private and public events available year around.

Before you complete the application be sure to read this document in full as it contains important information, rules, regulations, and requirements pertaining to leasing of the Chapel.

## PRICING:

Day of the Week	Occupancy	Rates	Rental Period / Set-up & Removal Time
Friday, Saturday, Sunday, or Holiday	**Full Day	\$1,700.00	Set-up may be authorized by NPS up to 24 hours prior to commencement of Event, depending on the number of events scheduled. Break-down of events must be completed by 10:00AM the following morning, unless there is an additional event scheduled for the next day, in which case, the break down must be completed in a sufficient amount of time, as determined by the NPS, to allow proper set up of the next event. Nothing shall preclude the NPS from requiring completion of breakdown the evening of your event, if necessary due to scheduling issues. Ample notice will be provided.
Friday, Saturday, Sunday, or Holiday	Half Day	\$750.00	Subject to Chapel availability, Applicants may reserve and use the Chapel for small events that will not require tent delivery and/or where the set-up, event, and break down will conclude within 4 hours or less. If the full event (including set-up and removal times) cannot be completed within the allotted four hour time frame, the full weekend rate of \$1,700.00 will apply. A Security Deposit in the amount of \$950.00 will be required in addition to the \$750.00 rate. If the event exceeds 4 hours, the security deposit will be forfeited by the applicant.
Monday-Thursday, excludes Holidays	Full Day	\$750.00	6 hours or less, includes set-up and break-down time. Additional rental hours are available at a rate of \$125.00 per hour.
Monday-Thursday, excludes Holidays	Half Day	\$350.00	4 hours or less, includes set-up and break-down time.

\*\*The nature of your special event and the unique Fort Hancock location may require 12-24 hours of advance set up time for tents and/or deliveries. This potential time requirement for a larger scale event is taken into consideration and included in the Weekend/Holiday Full Day Rate.

**SECURITY DEPOSIT**

A security deposit in the amount of 50% of the rental rate is required at the time of Short-Term Lease Application approval. The security deposit will be returned to the Lessee after the event is completed. If the event goes over the allotted time, goes over estimated cost recovery or breaches the Lease in any way the security deposit will be forfeited.

**ADDITIONAL RENT**

Unanticipated costs incurred as a result of the use and occupancy of the Premises shall be due and owing immediately upon conclusion of the event. Such costs are considered additional rent and may include, but are not limited to, emergency services, clean up, trash removal, the costs of remedying damages to park resources, and as otherwise identified in this document.

Rental Rate	Security Deposit
\$1,700.00	\$850.00
\$750.00 special	\$950.00**
\$750.00	\$375.00
\$350.00	\$175.00

**PAYMENT SCHEDULE**

**The Short-Term Lease Application Fee is due with the completion of this form. Once the application is received and approved , the date will be TENTATIVELY held for 7-10 days until the Lease is drafted. The security deposit will be due upon APPROVAL of the Lease Application. Your date will not be 100% reserved until the security deposit is received. This deposit confirms the reservation and is non-refundable.**

Additionally: 10% of the total fee is due upon LESSEE’s signature of the Lease. An additional 40% of the fee is due upon the park Superintendent’s signature of the Lease. . The remaining balance is due no later than thirty (30) days prior to the Event and is **non-refundable**.

Payments must be in the form of a certified or similar bank check and must contain the complete name, address and telephone number of the LESSEE and/or credit card. **Personal Checks are not accepted.**

**INTERIOR AND EXTERIOR CAPACITY:**

**Chapel Seated Capacity:**

Maximum number for guests including tables is 130.

Maximum number of guests with chairs ONLY is 219.

**Floor Plan are required with application.**

**All capacities and “Other Size” Tents are subject to floor plan approval by Sandy Hook Fire Chief.**

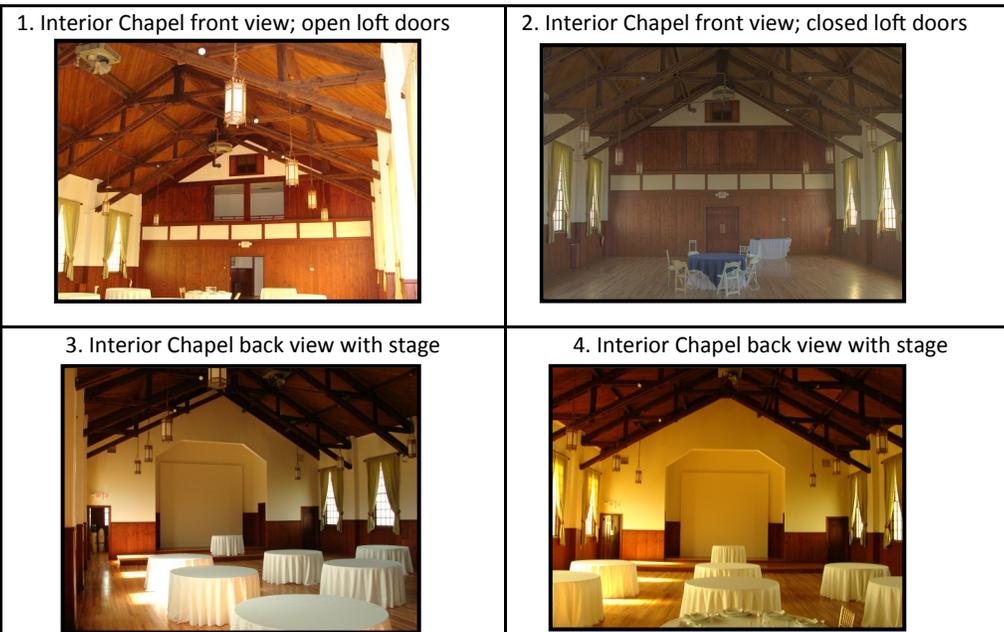
**Adjacent Grounds Capacity:**

Varies by Tent Size and Floor Plan

Tent Size Capacities (Seated with Tables & Chairs):

- 20’x30’= 100      40’x100’= 266      60’x30’= 120
- 60’x80’= 320      80’x100’= 499      Other Size= TBD

**INTERIOR CHAPEL PICTURES:**



**WHAT IS INCLUDED AND WHAT IS NOT?**

Included in the Lease and NPS’s Responsibility	Applicant’s/Lessee’s Responsibility at Own Expense or as Additional Rent
Basic recycled toilet paper and hand soap are provided inside Chapel Restrooms. Additional supplies are available for replenishing. Restrooms are fitted with electrical hand dryers	All equipment rentals including but not limited to: tables, chairs, tents, lighting, dance floor, cooking equipment or cook trailer, public address systems, IT equipment, are at the expense of the Lessee.
Emergency cleaning supplies, mop and broom are available for use by Lessee. Six trash receptacles are available for use.	Traffic and parking assistance may be required and provided by NPS Law Enforcement Park Ranger, the cost of which may be considered <u>additional rent</u> . Each event is different and will be evaluated on a case by case basis.
Fire & Safety Inspection is conducted by NPS Fire Chief or Designee.	Onsite Supervision may be required depending on the nature of the event to ensure safety, the cost of which may be considered <u>additional rent</u> . Each event is different and will be evaluated on a case by case basis. Any event going past 10:00PM will require onsite Supervision, the cost of which may be considered <u>additional rent</u> .
The adjacent grounds are mowed prior to event	Lessee is responsible for removal of all equipment and trash collection. The Chapel and adjacent grounds must be cleaned and left vacant and in broom clean condition. Lessee is to place collected trash in drip free trays provided by NPS. <a href="#">The Lessee must comply with trash collection procedures identified below.</a>
A routine Chapel sweep is done prior to event	
Any Maintenance issues necessitating immediate attention to include pumping, electrical, or other concerns will be addressed by NPS Designee prior to or on day of event.	

**RULES, REGULATIONS, REQUIREMENTS:**

**1. Fire and Safety**

**Floor Plans:** Floor plans of equipment set-up (of the interior and exterior building) are required and must be submitted prior to event to be reviewed and approved by the Sandy Hook Fire Chief. Floor plans are necessary to ensure there are no FIRE or SAFETY HAZARDS. Aisles must be clear and even walk-through flow is required at all times. A floor plan should include positioning of tents, tables, chairs, DJ set-up, musician set-up, dance floor, and include any object occupying space. The total number of guests per table is required in order to be able to determine total interior and exterior capacity for your specific special event.

**A rough floor plan sketch is required with your application to include estimated guests per table, tent sizes, total guest expectancy, identify if ceremony will take place inside or outside and equipment set-up (for ex., x amount of chairs per row and x amount of rows), if any.** *We understand it may be too early to know the exact layout of your event so we only ask for a rough sketch and projected numbers (if uncertain, aim high).* Keep in mind that massive stage set-ups eat up a lot of floor space and will minimize your guest capacity.

**Storage:** The use of storage space in the interior and exterior of the Premises is prohibited. There are two small rooms in the back of the Chapel, on either side of the Main Floor Stage. The door located to the left is a designated Fire Exit and must remain clear and accessible at all times. The small room to the right, labeled as “NOT AN EXIT”, may be used to store LIMITED supplies and equipment. Use of this storage space must not obstruct free walk-through space or cause any hazards. Any equipment and supplies kept inside the right small room must be placed inside the outlined space. The area will be identified during the walkthrough of the Premises.

**Tents:** Compliance with "NJ One Call" is required for any ground penetration greater than 6 inches below grade. A utility “mark out” is required for all tent installation work that results in ground penetration greater than 6 inches (i.e. driving stakes). The utility mark out must be completed by any contractor or individual erecting the tent ("Excavator"), and must be completed within the required time frame as outline on the NJ-1 call website (<http://www.nj-1call.org>). The party, completing the erection or installation shall be liable for damages to any underground utilities impacted in connection with the installation activities. The utility mark out confirmation number must be available to NPS upon request.

Typically, the NJ One Call is arranged by the Excavator. Be sure to discuss the NJ One Call requirement with the selected tent vendor prior to booking and commitment. In the event a tent vendor will not provide or follow the NJ One Call requirement, you will need to find and select another tent vendor. There are high electrical voltage lines underneath the ground and the NJ One Call free service is required by the State of New Jersey. It is the Law.

**Onsite Inspection:** An onsite fire and safety inspection will be undertaken by the Sandy Hook Fire Chief or Designee on the day of your event once set-up of all chairs, tables, tents, lighting, and all other equipment is complete (including interior furnishings) to ensure the event set-up is free of safety hazards. The inspection will be scheduled approximately 14 days prior to the event date.

**2. Certificate of Liability Insurance:** A Certificate of Liability Insurance (\$1,000,000 per occurrence and \$3,000,000 aggregate) naming the United States of America as the certificate holder and as additionally insured must be received by NPS 15 days prior to event. Separate proof of insurance is required where alcohol will be served. The types of insurance and the amount of coverage will be further specified in the Lease.

**3. Parking:** Use of the parking area adjacent to the Chapel is permitted during the term of the Lease. Use of the Theater parking lot directly across from the Chapel may also be permitted at the discretion of NPS personnel. Parking at either location is **not exclusive** to the applicant's guests. For larger events, parking may also be authorized at additional locations as determined by NPS staff.

There is no parking fee associated with visits to Historic Fort Hancock but access to beach area parking lots require a beach parking permit during the fee collection season. The park is prohibited from waiving parking fees. Parking fees [applicable to beach lots A, B, C, D, E, G, I, J, and K] during fee collection hours remain in effect and cannot be waived or suspended under any authorized instrument. The NPS cannot guarantee parking availability or access into the park during peak times, weather related events, or other event beyond the control of the park management. Your party may encounter difficulty entering or exiting the park.

Parking on grass is strictly prohibited. No vehicles are permitted on the paved Multiple-Use Pathway (MUP) at any time. Driving off roadways without proper authorization may result in issuance of a U.S. District Court Violation Notice: 26 CFR 1.10(a). Consumption of **Alcohol in the parking areas** is PROHIBITED.

**4. Smoking:** Smoking is prohibited in any interior space and may result Violation Notice pursuant to 36 CFR 21.21(a). Discarding cigarettes or cigarette butts on the grounds may result in issuance of a U.S. District Court Violation Notice pursuant to 36 CFR 2.14 (a)(1).

**5. Sanitation:** In the event the receptacles available on-site are not sufficient for purposes of the event/capacity, additional receptacles must be provided by the applicant in sufficient number to accommodate the needs of applicant's guests or invitees. Sanitation and refuse violations may result in issuance of a U.S. District Court Violation Notice pursuant to 36 CFR 2.14(a)(1).

**6. Noise Level:** Sound, audio, or music shall not be broadcast at a level exceeding 60 decibels beyond a distance of 50 feet from the perimeter of the leased premises at any time. Moreover, the Unit Coordinator reserves the right to determine whether sound, audio, or music is broadcast or projected at a reasonable level. The Unit Coordinator may require the volume of any sound, audio or music deemed unreasonable to be lowered. Excess noise disturbs occupants of facilities in the Fort Hancock Historic District. Failure to abide by these conditions may result in a noise violation and issuance of a U.S. District Court Violation Notice: 36 CFR 2.12 (Audio Disturbance) and / or 36 CFR 2.34 (a)(3) Disorderly Conduct.

**7. Quiet Hours:** Quiet hours within the park begin at 10:00PM every night and will be enforced. Events expected to go past 10:00PM, require onsite Supervision, the cost of which may be considered additional rent. Noise violations may result in issuance of a U.S. District Court Violation Notice pursuant to 36 CFR 2.12 (Audio Disturbance) and / or 36 CFR 2.34 (a)(3) (Disorderly Conduct).

**8. Decorations & Alterations:** Alterations to the Premises are PROHIBITED. Decorations hung or affixed in any manner to the walls, fixtures, or light fixtures are prohibited. No tape, glue, staples, nails or tacks may be affixed to any painted or finished wood surfaces. Ladders are not available on the premises. Scattering of rice, bird seed, confetti, glitter, bubbles or other similar items are prohibited indoors and outdoors.

Outdoor use of balloons, glass, or any decorations hung or affixed to any tree, signs, or other park property is PROHIBITED. Additionally:

- Flying lanterns, tea lamps, or any other flying objects are PROHIBITED and are not permitted near or on the bay. They are hazardous and pose a threat to the endangered species, nature, and other natural resources.
- Fireworks are PROHIBITED; in accordance with New Jersey State Law.

**9. Caterers and Event Planners:** Caterers and event planners unfamiliar with the Premises must undertake a pre-event walkthrough of the Premises prior to the event, with the applicant and an NPS Representative. Caterers and event planners must be identified on the application, if known at time of completion. Otherwise, the information may be provided at a later date, but not less than 30 days prior to the scheduled event.

**10. Kitchen Facilities:** Kitchen facilities are not provided.

**11. Generators:** Generators are prohibited unless specifically authorized in writing by the NPS, in which case a fire and safety inspection will be conducted by NPS Fire Chief or Designee. All generators (gasoline, propane powered stoves, and accessories, including fuel storage) are subject to inspection by NPS and must comply with applicable NFPA and NPS fire safety standards.

**12. Hazardous Material:** Hazardous Materials (which are toxic, explosive, corrosive, flammable, infectious, radioactive, carcinogenic, mutagenic, or otherwise hazardous, including but not limited to asbestos, formaldehyde, and radon gas) are strictly prohibited. Other hazardous materials such as gasoline, diesel fuel or other petroleum hydrocarbons must be used in accordance with applicable regulation.

**13. Clean Up and Trash Removal:** Lessee is responsible for removal of all equipment and trash collection. The Chapel and adjacent grounds must be cleaned and left vacant and in broom clean condition. Six (6) trash bins are provided for the collection of trash during the event. Lessee is to remove trash bags from trash bins and place collected trash bags in drip free trays provided by NPS. Drip free trays will be placed in the rear right room of the Chapel. Applicants are prohibited from leaving trash outside as it attracts animals. Trash bags collected by the applicant and placed in drip free trays will be picked up by NPS staff the following morning.

**14. Inclement Weather:** The National Park Service and Sandy Hook Unit of Gateway National Recreation Area are not responsible for providing shelter or any alternate location in the event of inclement weather.

RETAIN PAGES 1 through 5 (above) for your records.

Submit pages 6 through 10 (below) to NPS.



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Rental Period	Rental Rate	Security Deposit
Fri, Sat, Sun, or Holiday Full Day	\$1,700.00	\$850.00
*Fri, Sat, Sun, or Holiday, <4 hrs	\$750.00	\$950.00
*Mon-Thu, excludes Holidays, <6 hrs	\$750.00	\$375.00
*Mon-Thu, excludes Holidays, <4 hrs	\$350.00	\$175.00

Date: \_\_\_\_\_  
 Event: \_\_\_\_\_  
 Rental Rate: \$ \_\_\_\_\_  
 Security Deposit: \$ \_\_\_\_\_  
*To be completed by NPS*

\*Includes set-up and break-down time. Go to page 1 & 2 for details.

The terms contained in this Application are informational. Use of the Chapel/grounds in connection with a proposed event will be finalized under the terms of the short term LEASE between the applicant/s and NPS. Applicants are required to submit a **non-refundable application fee** in the amount of \$50.00 which shall be applied towards rent due under the LEASE between the applicant and the NPS. The terms of LEASE will govern the conditions agreed upon between the applicant/s and the NPS.

<b>Applicant Name</b> (must be same as insurance certificate holder):
<b>Street/Address:</b>
<b>City/State/Zip Code:</b>
<b>Telephone #:</b>
<b>Cell phone #:</b>
<b>Fax #:</b>
<b>E-mail:</b>
<b>Type of Event and Description of Chapel &amp; Adjacent Grounds Uses:</b>

Requested Location:     Chapel only     Grounds only     Chapel and Grounds

Rental Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Requested set-up & break-down DATE & TIME (*this does not guarantee hours requested, it is subject to availability*):

Event set-up will begin:	Event will begin:	Event will end:	Removal will be done:

Date / Time                      Date / Time                      Date / Time                      Date / Time

Number of Attendees \_\_\_\_\_ (Please provide best estimate)

Maximum Number of Vehicles \_\_\_\_\_ (Please provide best estimate)

Will you be serving alcohol?     Yes     No

List support Equipment (P.A. system, DJ and/or Musician equipment, IT, chairs, tables, stage, **tent & sizes**, etc.)

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List Vendors (for ex., who will provide flowers, music, food, rentals, cook trailer, etc.):

Vendor <u>Company</u> Name:	Vendor <u>Contact</u> Name:	Vendor <u>Phone</u> <u>Number</u> :	What type of service and/or product will Vendor provide?	Scheduled Delivery Date and Time:

**CATERERS and EVENT PLANNERS:** Caterers and event planners unfamiliar with the Premises must visit the Premises prior to the event, and arrival time must be coordinated with the NPS. Caterers and event planners must be identified (below):

CATERER/EVENT PLANNER:
ADDRESS:
E-MAIL:
TELEPHONE NUMBER :
FAX NUMBER:
AUTHORIZED REPRESENTATIVE:

**Attach a rough floor plan sketch** with your application as indicated on page 4 in the “Floor Plans” section. A floor plan should include positioning of tents, tables, chairs, DJ set-up, musician set-up, dance floor, and any object occupying space. Include estimated guests per seated table and tent sizes on all floor plans. Provide multiple pages for different set-ups and identify location of set-up (interior vs. exterior). Floor plans are required to calculate total occupancy. **Incomplete applications will not be processed.**

Please supply all information requested in this application in full. **Attach additional sheets, if necessary, to provide required information.** You will be notified of the disposition of the application and the necessary steps to secure your event and short-term lease.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given and that the Applicant/s has read the information contained in this packet addressing rules and regulations governing special events at the Sandy Hook Unit of Gateway National Recreation Area.

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

**PAYMENT INFORMATION:**

Provide credit card information or mail in a check in the amount of \$50.00 made payable to the National Park Service.

**Personal Checks are not accepted**, you must send a certified or other bank check.

Cardholder Complete Name:	
Credit Card Type (MC, VISA, AMEX):	
Card Number:	
V-Code (3 or 4 digit code on back of card):	
Expiration Date:	
Complete Credit Card Billing Address:	
Authorized Amount:	\$50.00

**By signing, cardholder authorizes payment in the amount noted above.**

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

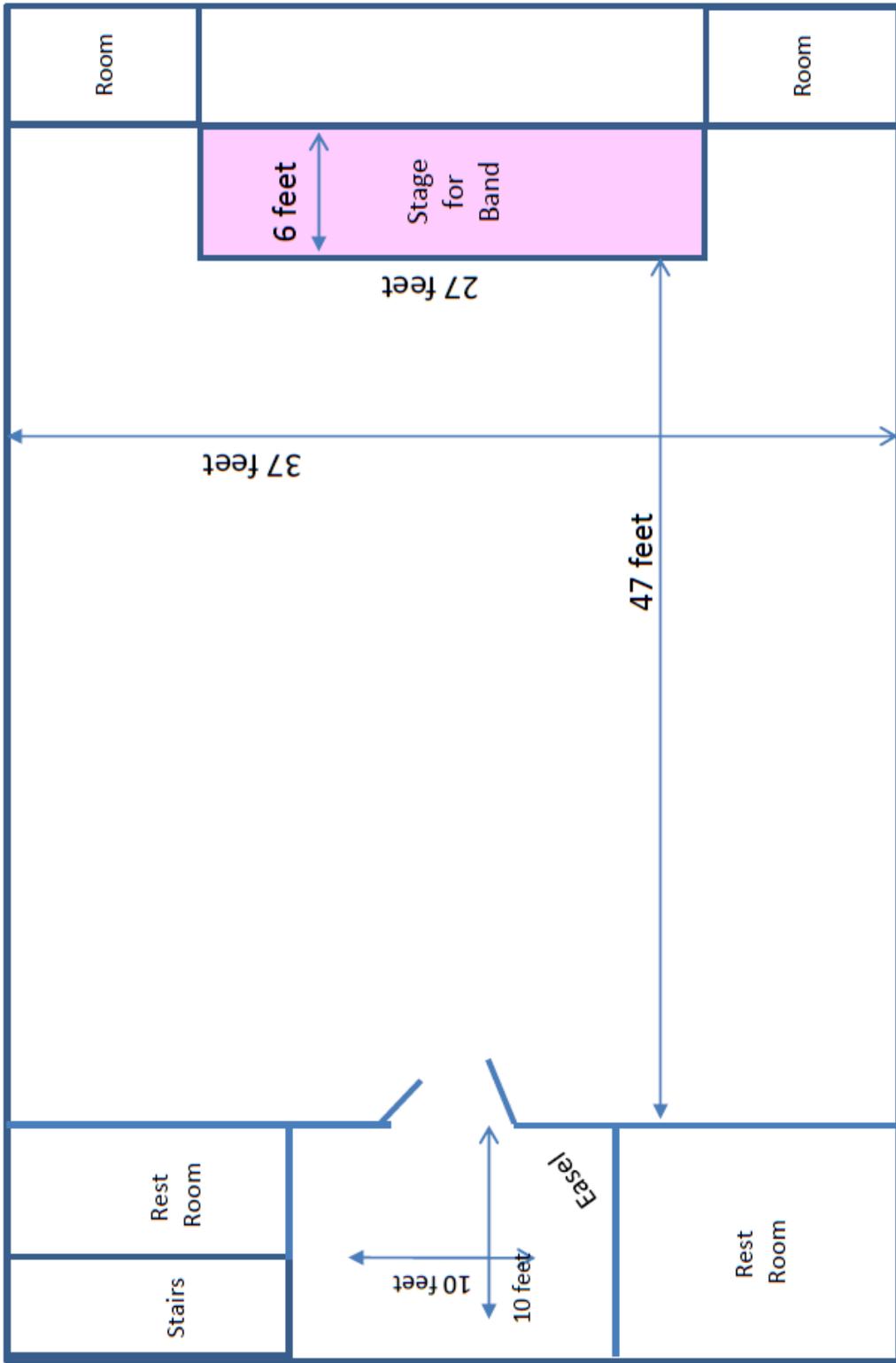
**Return Application Via Email [GATE\\_SAHOSpecialparkuses@nps.gov](mailto:GATE_SAHOSpecialparkuses@nps.gov);**

**or USPS Mail**

**Attn: Chapel Leasing Program, Sandy Hook Unit, Gateway National Recreation Area, 58 Magruder Rd., Fort Hancock, NJ 07732.**

Call 732-872-5910.

# Chapel Interior Layout



Chapel Exterior/Grounds Layout

