



Short –Term Lease Application Sandy Hook Chapel

Revised October 2021

	Rental Period <i>Please circle one option below.</i>	Rental Rate	Booking Deposit	Security Deposit
A	Fri, Sat, Sun, or Holiday Full Day: With Set up and Breakdown	\$2800.00	\$840.00	\$700.00
B	Fri, Sat, Sun, or Holiday Full Day: with JUST Breakdown.	\$2100.00	\$630.00	\$525.00
C	Fri, Sat., Sun or Holiday Half Day: <4 hours	\$1000.00	\$300.00	\$250.00
D	*Mon-Thu, excludes Holidays, <6 hrs	\$1000.00	\$300.00	\$250.00
E	*Mon-Thu, excludes Holidays, <4 hrs	\$500.00	\$150.00	\$125.00

Date: _____

Event: _____

Rental Rate: \$ _____

Booking Deposit: \$ _____

Security Deposit \$ _____

To be completed by NPS

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.

Applicant Name (must be the same as insurance certificate holder):
Street/Address:
City/State/Zip Code:
Telephone #:
Cell phone #:
Fax #:
E-mail:
Type of Event and Description of Chapel & Adjacent Grounds Uses: (Example: Outside Ceremony, Tented Reception, Cocktail hour inside Chapel. Chapel Ceremony Plan B.)

Requested Location: Chapel only Grounds only Chapel and Grounds

Total Rental Date (s): **Event Date:** **Event Start Time:** **Event End Time:**

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

Event set-up date:	Event set– up time:	Event breakdown date:	Removal /Clean up Time:

Number of Attendees _____ (Please provide best estimate, over estimate if needed)

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.)

NPS Chair Rental Yes No **How Many?** _____

NPS Table Rental Yes No **How Many?** _____

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 Num-</u> <u>ber:</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. There is NO kitchen at the Chapel. 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.

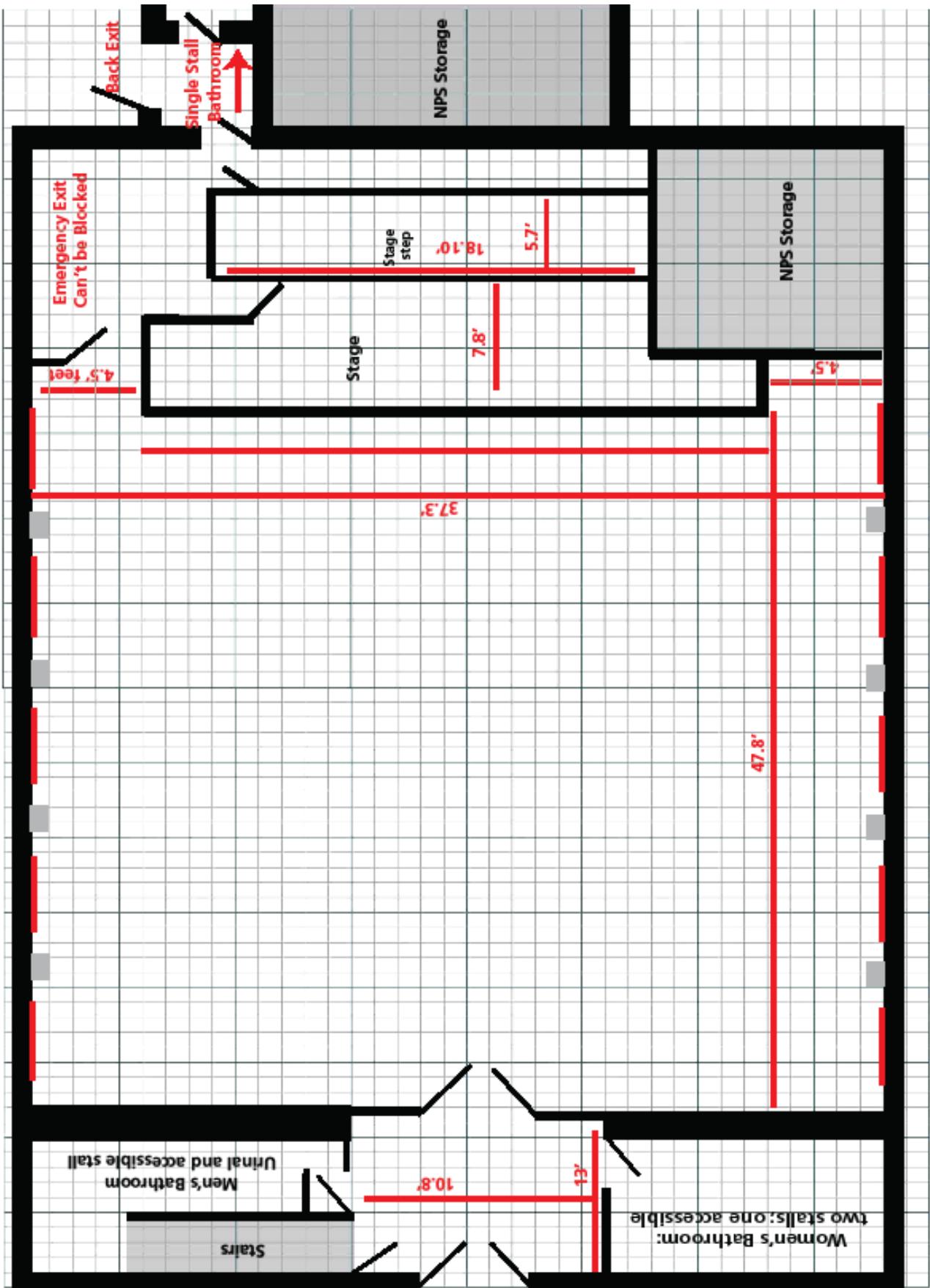
PAYMENT INFORMATION: Please visit <https://www.pay.gov/public/form/start/76460586> for all payments, including the \$50 application fee. **Pay.gov** is the government’s secure payment portal. **Once payment is processed an email will be sent directly to the email below. Pay.gov has the ability for applicants to pay via, credit card, personal checking account, PayPal, and other methods.**

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** _____

Chapel Interior Layout

Approx. scale: 1 box-1'





Return Application Via Email GATE_SAHOSpecialparkuses@nps.gov;

or USPS Mail or Fax 732.872.5907

Attn: Chapel Leasing Program, Sandy Hook Unit, Gateway National Recreation Area, 26 Hudson Road, Fort Hancock, NJ 07732.

Call 732.872.5862 or Fax 732.872.5807