



## Department of Parks and Recreation

### The Pavilion at the Irene Habernickel Park

To reserve the new Pavilion at Habernickel Park, the Village of Ridgewood Department of Parks & Recreation utilizes Facilities Schedules™ (Formerly MasterLibrary Schedules™) as the primary scheduling tool for all Village of Ridgewood (VOR) facilities: fields, parks, buildings and rooms.

Groups and individuals looking to reserve the Habernickel Pavilion will first need to create a VOR Facilities Schedules™ User Account if they do not already have one.

Instructions on how to create an account and to request VOR facility usage can be found on the Village of Ridgewood web site at:

<https://www.ridgewoodnj.net/419/Field-and-Facility-Rental-Requests>

Access the **Facilities Schedules Instruction Doc** under Quick Links for additional information.

Please note that all groups and individuals are required to submit an insurance certificate showing \$1,000,000 each occurrence with a total of \$2,000,000 aggregate. The policy must list the Village of Ridgewood as additional insured.

#### **The Pavilion is Available for**

##### **Rental in 3-Hour Blocks:**

- 8:00am to 11:00am
- 11:00am to 2:00pm
- 2:00pm to 5:00pm
- 5:00pm to 8:00pm

#### **Rental Fees:**

- Resident 3-Hour Rental Fee \$120
- Non-Resident 3-Hour Rental Fee \$200
- \$200 Security Deposit Required
- \$50 Fee if Power is Required
- A VOR Staff Person required for groups larger than 50 - Fee is \$50 hr
- Additional Staff Person required for groups larger than 75 - Fee is additional \$50 hr

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### Initial questions (more detailed questions will be asked on the request form):

- How many total people will be attending the event?
- Will food be served? If Yes, where from i.e. bringing pizza, baked goods made at home and/or catered?
- Is the event for children or adults? If children, we recommend one chaperone for every 8 children.
- Do you require use of the electrical outlets?
- Will a vendor will be used for entertainment or other type of service i.e. games, face painter, etc.? If yes, each vendor is required to have a COI.

### The following is prohibited:

- Smoking and Alcohol
- Open flame such as barbeque grills or firepits
- No portable heaters
- Loud, amplified music
- Glass bottles and glass containers
- Use of confetti and/or glitter
- Use of nails, pushpins, thumbtacks, staples or similar fasteners
- Portable play structures i.e. bounce house, trampoline, etc.



### Additional Info

- All municipal parks have a carry in/carry out trash policy.
- No fan or light requests
- All decorations such as balloons and streamers placed up must be removed at the end of the event.
- Tables must be returned to their original location within the pavilion. If additional tables and chairs are required, requester needs to provide.
- Parking is available in the designated parking lot and along Hillcrest Road.
- Note that the Pavilion is next to an active baseball diamond and multipurpose field and games or practices can take place at the same time as your event.
- All other Village of Ridgewood Parks Rules & Regulations apply
- Please leave the Pavilion cleaner then you found it.



For assistance kindly contact the department office at 201-670-5560 or email us at [recreation@ridgewoodnj.net](mailto:recreation@ridgewoodnj.net) .