

Possible Venues for LWV Public Meeting and Forums

OCEAN TOWNSHIP			
VENUE	LOCATION/CAPACITY	FORMS REQUIRED	CONTACTS
Oakhurst Fireman's Field Meeting Room	Oakhurst Park, off Larkin Pl Seats approx., 50	<p>A facility request form from Human Services is required to secure the venue and a certificate of insurance naming the Township of Ocean as the "Certificate Holder" and as "additionally insured" is required.</p> <p>Forms available at www.oceantwp.org (Human Services: Recreation & Counseling portal– Parks & Facilities link)</p> <p>Note: The LWV treasurer is responsible for obtaining insurance certificates. He needs to be notified at least two weeks prior to the event. (Contact Robert Grove, 732-531-1014, rgrove42@optonline.net)</p> <p>If food is being served, a cash deposit of \$200 is required. Tea, coffee, water, and cookies do not require a deposit.</p>	<p>To inquire about the availability of a date, call or email</p> <p>Judi Johnson (prefers email) Recreation Director, Twp. of Ocean 601 Deal Road, Ocean NJ 07712 732.531.2600 Jjohnson@Oceantwp.org</p>
West Park Recreation Center	615 West Park Avenue Large room seats 130; small room seats 60		
Township Library/ Turner Gallery and rooms above	Room sizes vary		
Ocean Township Board of Education (BOE) auditorium		<p>Paperwork for this request may be obtained from Rochelle in the BOE office of Maintenance. This venue also requires insurance.</p> <p>Note: The LWV treasurer is responsible for obtaining insurance certificates. He needs to be notified at least two weeks prior to the event. (Contact Robert Grove, 732-531-1014, rgrove42@optonline.net.)</p>	<p>For available dates and to secure date call: Marie Sorrentino 732.531.5600 ext. 3006 (she maintains BOE calendar)</p> <p>To book the auditorium and secure a custodian call: Rochelle Lezmi 732.531.5600 (or ask to be transferred) ext. 3450</p>
Ocean Twp. Library Room	A room on the main floor that is available without charge	Check with Head Librarian	To inquire about it as a venue call Rachael Scalise 732.531.5092 rachaescalise@monmouthcountylib.org

OUTSIDE OCEAN TOWNSHIP			
VENUE	LOCATION/CAPACITY	FORMS REQUIRED	CONTACTS
Monmouth University		<p>Note: If insurance is required, the LWV treasurer is responsible for obtaining insurance certificates. He needs to be notified at least two weeks prior to the event. (Contact Robert Grove, 732-531-1014, rgrove42@optonline.net)</p> <p>Fees required, but university has picked up charges for the candidate forums we've held.</p>	<p>Megan McGowan Manager of Special Events Conference Services and Special Events Monmouth University Phone: (732) 923-4713 Fax: (732) 263-5284</p>
Eastern Branch, Monmouth County Library	Rte 35, Shrewsbury	Form (on our website, Venues) and \$5 fee required	<p>732-683-8980, x. 7540 Kim Avagliano ebmeeting@monmouthcountylib.org</p>
Brookdale Community College			