



## VERONA PARK BOATHOUSE SENIOR ROOM PERMIT APPLICATION

Site Fee	\$400.00 (4-hour minimum) additional hours prorated
Organization Meeting Fee (ex; board meeting, staff meeting)	\$150.00 (2-Hour Minimum) additional hours prorated
Attendant Fee (required)	\$25.00 per hour for entire event including setup and cleanup

**Available Rental Hours:**  
Monday through Friday evenings only: 4:00 pm to 9:00 pm  
Saturday 10:00 am to 9:00 pm  
Sunday 11:00am to 8:00pm

**Closed on Holidays**

**A 50% DEPOSIT MUST BE SUBMITTED UPON APPROVAL OF YOUR APPLICATION OR DATE CAN BE FORFETIED.**

**CERTIFIED CHECK, MONEY ORDER, CASH, OR CREDIT CARD.**  
Please make all money orders or certified checks payable to:  
Essex County Department of Parks  
(NO REFUNDS)

Set up is permitted at least two (2) hours prior to the event’s start, one (1) hour only for meetings. If you need additional setup all applicable fees will apply. The permittee is responsible for the setup and cleanup of all party décor and refuse; it is not the responsibility of the attendant to remove personal items from the facility for you after usage. Attendant will be responsible for sweeping, mopping, table setup, maintaining restrooms, and removal of refuse to dumpsters.

Attendant fee is for the person who needs to be on site to open and close the facility for you. This charge is for the entire time of your event, including setup and cleanup time as well.

Miscellaneous:

Requests must be received at least 1 month prior to the event date. (Allow up to two weeks for approvals.) All requests are made by submitting a completed permit application. Submission of an application does not guarantee your date, you must wait for approval confirmation from the permit office.

**The room must be rented as is, no outside chairs or tables are allowed. NO EXCEPTIONS!!**

**Possession of alcoholic beverages is prohibited.**

All persons or organizations that are granted a permit must provide adequate supervision, crews for cleaning up and monitoring all aspects of safety, both for the participants and the general public. Failure to do so may result in the denial of all future permits.

**Final Payment is due at least 2 weeks prior to your event.**

We are a Smoke free facility.



## VERONA PARK BOATHOUSE SENIOR ROOM RULES AND GUIDELINES

Initial  
each item

- \_\_\_\_\_ All applicable fees and documents must be received **before** a permit is issued and the site occupied.
- \_\_\_\_\_ Permittee is responsible to leave the site clean and in its original condition. All furniture must remain within the building. **NO OUTSIDE** furniture will be allowed in the building, this **includes tables & chairs**. Furniture in the building can not be put outside.
- \_\_\_\_\_ Lit candles are prohibited, however sternos and electric warmers are allowed.
- \_\_\_\_\_ Decorations and signs are limited to tables and chairs only, not on walls, ceilings, or floors.
- \_\_\_\_\_ **Confetti, glitter, fog machines, and sparklers are prohibited.**
- \_\_\_\_\_ Pets and other animals are not permitted inside the building.
- \_\_\_\_\_ No Inflatables of any sort are permitted, this includes ball pits and soft play mats.
- \_\_\_\_\_ No Cooking of any food is permitted on site.
- \_\_\_\_\_ No access to a kitchen.
- \_\_\_\_\_ Any cancellations of event must be made at least 2 weeks prior to event date. A credit will be given to use for another date up to one year from the date of cancellation. If a cancellation is made same day of event no credit or refund will be given.
- \_\_\_\_\_ Parking is permitted in designated areas only, not on grassy lawns or walkways.
- \_\_\_\_\_ If alcoholic beverages are not approved and are brought into the room without filing an application and insurance with the permit office, the Sheriff will be notified and event will be stopped, a fine and funds will be forfeited.

**The applicant by his or her signature certifies that: The attached rules and guidelines for permit approval for the Verona Park Senior Room under the Essex County Park System have been read, are understood, and will be fully complied with by applicant. That the individual and/or organization requesting a permit, agree that while using the facilities made available by the Essex County Park System that they will not discriminate on the basis of disability, race, color, religion, sex, national origin, age or handicap. Violations to these guidelines will be the basis for denial or revocation of a permit and may result in a fine.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## VERONA PARK SENIOR ROOM PERMIT APPLICATION

Organization Name: \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_  
 Contact Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Cell#: \_\_\_\_\_ Email: \_\_\_\_\_  
 Name/Purpose of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_  
 Estimated Attendance: \_\_\_\_\_

*Max Occupancy is 50*

Alcohol Serving: YES, or NO (circle one) \*A separate application and Insurance are required\*

### ROOM RENTAL TIMELINE

Set-up Time \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)  
 Event Start \_\_\_\_\_ (am/pm)  
 Event End \_\_\_\_\_ (am/pm)  
 Cleanup completed by \_\_\_\_\_ (am/pm)

All persons or organizations who are granted a permit must provide adequate supervision, crews for cleaning up and monitoring all aspects of safety, both for the participants and the general public. Failure to do so may result in denial of all future permits. 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. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. The attached rules and regulations for permit approval and all rules and regulations governing the use of the Essex County Park System have been read, are understood, and will be fully complied with by applicant. That the individual and/or organization requesting a permit, agree that while using the facilities made available by the Essex County Park System that they will not discriminate on the basis of disability, race, color religion, sex, national origin, age or handicap.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement of Policy, Fees and Guidelines-**

*I acknowledge that I have read and understand the rules and regulations provided with this document.*

Applicant  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Return application to: County of Essex Parks, Recreation & Cultural Affairs,  
 c/o Permit Unit, 155 Prospect Avenue – West Orange NJ 07052  
 Email: [Permits@parks.essexcountynj.org](mailto:Permits@parks.essexcountynj.org)*

**DO NOT WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ \$ Amount: \_\_\_\_\_  
 Bank: \_\_\_\_\_ Deposit Date: \_\_\_\_\_