



Joseph N. DiVincenzo, Jr.
County Executive

COUNTY OF ESSEX
DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS
115 CLIFTON AVENUE, NEWARK, NJ 07104
Phone: (973) 268-3500 Fax: (973) 268-3546



Daniel K. Salvante
Director

The Clipper Pavilion

Please provide the following information and return this application to the Permit Unit at the above address.
If you have any questions pertaining to the application, please contact our office for assistance.

1. Company/Organization _____

Contact Person _____

Street/Address _____

City/State/Zip _____

Phone () _____

Email _____

2. Name and Description of Event _____

3. Date of Event _____ (Month/Day/Year)

4. a. Estimated Attendance _____

Date (s) and time (s) of the Special Event:

A. Set-up for the Special Event will begin _____ (am/pm) on _____ (Month/Day/Year)

B. The Special Event will begin _____ (am/pm) on _____ (Month/Day/Year)

C. The Special Event will end _____ (am/pm) on _____ (Month/Day/Year)

D. Cleanup/Take-down will be completed by _____ (am/pm) on _____ (Month/Day/Year)

Putting Essex County First

INSURANCE IS REQUIRED: Please attach a Certificate of Insurance evidencing general liability Insurance of at least \$1,000,000 per occurrence/\$3,000,000 aggregate and naming Essex County as an additional insured. Applicant hereby indemnifies and holds the County harmless from all liability, claims, actions and costs that may arise in connection with the Special Event for which a permit may be granted.

NAME AND ADDRESS OF INSURANCE CARRIER: _____

FEE STRUCTURE

Site Fee: \$100.00 per hour - (4 hour minimum)
 Personal checks will be accepted. Please make payable to:
 Essex County Department of Parks
(NO REFUNDS)

Hours of Operations: Sunday through Saturday 9:00 am to 9:00 pm

ALL FEES MUST BE SUBMITTED WITHIN A WEEK OF RESERVING THE FACILITY. IF PAYMENT IS NOT RECEIVED YOUR RESERVATION WILL BE CANCELLED.

Miscellaneous Fees: All other fees relating to permits such as police coverage, electricity, maintenance bonds, labor, equipment, etc. will be determined upon review of each individual request.

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 Title Date

DO NOT WRITE BELOW THIS LINE

Date Received ___/___/___ Cash _____ Check # _____ Amount _____

Bank _____ Deposit Date ___/___/___

	Date	Approved	Disapproved	Comments/Restrictions
Director				
Cultural Affairs				
Permit Unit				
County Police				

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Subject: The Clipper Pavilion

Purpose:

To provide access and information to groups interested in holding events in the Essex County Park System (The Clipper Pavilion)

Guidelines:

1. All applicable fees and documents must be received **before** a permit will be issued and the site occupied. After the application is submitted and reviewed by park personnel additional fees may apply based on site location and permit conditions.
2. Checks or money orders should be made payable to Essex County Department of Parks, Recreation and Cultural Affairs (May abbreviate: Essex County Dept.of Parks).
3. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
4. Permittee is required to leave the site clean and in its original condition.
5. Permittee is required to leave the site in a clean and sanitary fashion **during** the event.
6. Possession of **alcoholic beverages is prohibited.**
7. **Only propane grills will be permitted.**
8. Capacity 200 people.
9. Site can accommodate more than one group based upon number of people.
10. Parking is permitted in designated areas only, not on grassy lawns or walkways.

PLEASE NOTE BASED ON THE NUMBER OF PEOPLE THE SITE MAY OR MAY NOT BE EXCLUSIVE TO YOUR PARTY!!!