



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



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**Portable Stage (Wenger Wagon) Application**

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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 \_\_\_\_\_
2. Office Contact Person \_\_\_\_\_
3. Street Address \_\_\_\_\_
4. City/State/Zip \_\_\_\_\_
5. Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_
6. On site contact in charge of the Special Event: Name \_\_\_\_\_
7. Address \_\_\_\_\_
8. Day Phone Number (\_\_\_\_) \_\_\_\_\_ Evening Phone Number (\_\_\_\_) \_\_\_\_\_
9. Date of Event \_\_\_\_\_ (month/day/year) \_\_\_\_\_ Number of Participants \_\_\_\_\_
10. Location of event \_\_\_\_\_
11. Time of event: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm  
Set-up by: \_\_\_\_\_ am/pm Dismantle: \_\_\_\_\_ am/pm
12. **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 with the Special Event for which a permit may be granted.

**NAME AND ADDRESS OF INSURANCE CARRIER:** \_\_\_\_\_

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## Page 2 (Portable Stage Application)

### FEE STRUCTURE

Weekdays Per Days 8am-2pm: Stage rental - \$500.00 (each day) includes transportation from Driver's fee - \$50.00 per hour (portal to portal) after 2 p.m.

Weekend and Holidays: Stage rental - \$550.00 (each day)

Driver's fee - \$50.00 per hour (portal to portal)

Stage rental payment and driver's fee **must** be received at least 2 weeks prior to rental.

Extensions (Equipment Rental Only) --- Sunday through Saturday \$400.00 per day

**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 \_\_\_\_\_ Date \_\_\_\_\_

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### DO NOT WRITE BELOW THIS LINE

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Date Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

Bank \_\_\_\_\_ Deposit Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

## Page 3 (Portable Stage Application)

### Portable Stage (Wenger Wagon)

#### Policy:

The Essex County Park System will provide a portable stage for rental to organized groups within Essex County.

#### Guidelines:

Requests must be received at least 1 month before the event (allow 2 weeks for approval). All requests are made by submitting a completed Permit Application.

Requests that are received after the deadline may be denied.

All applicable fees and documents must be received **BEFORE** a permit will be issued and before a site can be occupied. After the application is submitted and reviewed by park personnel, additional fees may apply based on the site location and permit conditions.

1. 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).
2. Attach a copy of the certificate of insurance.
3. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
4. Permittee is responsible to maintain the stage in a clean and sanitary fashion **during** the event.
5. Permittee is required to leave the stage clean and in its original condition.
6. Event security is the responsibility of the permitted. The security plan must be approved by the Director of Parks and the County Police.
7. Rentals made to Essex County Agencies only.
8. The Park's Department reserves the right to adjust or cancel a permit based on site selection.
9. Fees include: Use of wagon, electrical hook-up and the driver's fee during work hours only.