



COUNTY OF ESSEX DEPARTMENT OF PARKS,
RECREATION AND CULTURAL AFFAIRS
115 CLIFTON AVENUE, NEWARK, NJ 07104
Phone: (973) 268-3500 Fax: (973) 481-5302



Joseph N. DiVincenzo, Jr.
County Executive

Daniel K. Salvante
Director

Stephen Adubato Center- Branch Brook Park Room

**Please provide the following information and return this application to the Permit Unit at
115 Clifton Avenue**

1. Company/Organization _____

Office Contact Person _____

Street/Address _____

City/State/Zip _____

Phone (____) _____ Email _____

2. Name and Description of Event _____

3. Date of Event _____ (Month/Day/Year) 4. Estimated Attendance _____

Max Capacity is 70 People

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

B. The Event will begin ____: ____ (am/pm) on ____/____/____ (Month/Day/Year)

C. The Event will end ____: ____ (am/pm) on ____/____/____ (Month/Day/Year)

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



FEE STRUCTURE

Site Fee: \$75.00 per hour (4-hour minimum)
PERSONAL CHECK, CERTIFIED CHECK, MONEY ORDER CASH OR CREDIT CARD
Please make payable to: Essex County Department of Parks
(NO REFUNDS)

Attendant Fee: \$12.00 per hour for entire event including setup and cleanup
CERTIFIED CHECK, MONEY ORDER OR CASH ONLY!!! (Attendant gets paid entire duration of
event and *IS NOT REQUIRED TO CLEAN UP AFTER PARTY/EVENT*)

ATTENDAT FEE MUST BE PAID AT THE TIME FINAL PAYMENT IS MADE

Hours of Operations: Monday through Friday evenings only: 4:00 pm to 8:00 pm
Saturday and Sunday: 10:00 am to 8:00 pm

A 50% DEPOSIT MUST BE SUBMITTED THE DAY 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 _____ Date _____

Subject: Branch Brook Park Activity Room

Purpose:

To provide access and information to groups interested in holding special events in the Essex County Park System (Branch Brook Park Activity Room.)

Guidelines:

- a. Requests must be received at least 1 month prior to the event (allow at least two weeks for approvals.) All requests are made by submitting a completed permit application. Requests that are received after the deadline may be denied.
- b. 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.
- c. Certified 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).
- d. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
- e. Permittee is required to leave the site clean and in its original condition.
- f. Permittee is required to leave the site in a clean and sanitary fashion **during** the event.
- g. Possession of **alcoholic beverages** is **prohibited**.
- h. Lit candles are not permitted, however, sternos and electric warmers are permitted.
- i. Decorations and signs are limited to tables and chairs only, **not walls or ceilings**.
- j. Parking is permitted in designated areas only, not on grassy lawns or walkways.

PLEASE NOTE:

****WHEN RENTING THIS ACTIVITY ROOM THERE IS NO ACCESS TO THE KITCHEN****
****ALL FEES MUST BE SUBMITTED WITHIN A WEEK OF RESERVING THE FACILITY. IF PAYMENT IS NOT RECEIVED YOUR RESERVATION WILL BE CANCELLED****