Verona Park Boathouse - Senior Activity Room

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 ____________________________________________
   Office 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 _______ b. Estimated Vehicles ________ c. Estimated Staff _________

5. Alcohol Serving: Yes or NO (circle one) *additional fee is required, application and insurance*

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: $110.00 per hour - (4 hour minimum)
Personal checks will be accepted. Please make payable to:
Essex County Department of Parks
(NO REFUNDS)

Attendant Fee: $12.00 per hour from Setup through Cleanup(attendant gets paid entire duration of event)
CERTIFIED CHECK, BANK CHECK, CASH OR MONEY ORDER.

Hours of Operations:
Monday through Friday evenings only: 4:00 pm to 9:00 pm
Sundays & Saturdays: 10:00 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 / / 

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Purpose:

To provide access and information to groups interested in holding special events in the Essex County Park System (Verona Park Boathouse Senior Room)

Guidelines:

1. Requests must be received at least a month prior to the event. Please allow at least two weeks for approval. All requests are made by submitting a completed permit application. Requests that are received after the deadline may be denied.

2. 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.

3. 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).

4. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.

5. The chairs and tables at the site are able to be used during the event. The County only provides the tables and chairs that are inside the facility. NO additional chairs or tables will be provided by the County.

6. Permittee is required to leave the site clean and in its original condition.

7. Permittee is required to leave the site in a clean and sanitary fashion during the event.

8. Possession of alcoholic beverages is permitted. (additional fee and separate application must be filled out and a certificate of liability insurance is needed.)

9. Lit candles are not permitted, however, steros and electric warmers are permitted.

10. Decorations and signs are limited to tables and chairs only, not walls or ceilings.

11. Parking is permitted in designated areas only, not on grassy lawns or walkways.