



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



Daniel K. Salvante
Director

Robert J. O' Toole Community Center
199 Fairview Avenue
Cedar Grove, NJ 07009

**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/Sate/Zip _____

Phone (____) _____ Email _____

2. Name and Description of Event _____

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

Max Capacity is 100-150 People

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

6. Access to Kitchen: YES, or NO (Circle One)

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 will be completed by ____: ____ (am/pm) on ____/____/____ (Month/Day/Year)

FEE STRUCTURE

Site Fee: \$200.00 per hour - (4-hour minimum)
Personal checks will be accepted.
Please make payable to: Essex County Department of Parks
(NO REFUNDS)

Payment Methods: CERTIFIED CHECK, BANK CHECK, CASH, CREDIT CARD OR MONEY ORDER.

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

A 50% DEPOSIT 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 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 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

Purpose:

To provide access and information to groups interested in holding special events in the Essex County Park System (Richard J. O'Toole Community Center)

Guidelines:

1. Requests must be received at least a month prior to the event (allow two weeks for approvals.) 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. (**see attached**)
5. Permittee is required to leave the site clean and in its original condition.
6. Permittee is required to leave the site in a clean and sanitary fashion **during** the event.
7. Possession of **alcoholic beverages** is **permitted. (separate application and insurance is required)**
8. Lit candles are not permitted, however, sternos and electric warmers are permitted.
9. Decorations and signs are limited to tables and chairs only, not walls or ceilings.
10. Parking is permitted in designated areas only, not on grassy lawns or walkways.