



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



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SPECIAL EVENT - PERMIT 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** _____
Office Contact Person _____ **Site Contact Person** _____
Street/Address _____ **Day Phone Number (____)** _____
City/State/Zip _____ **Evening Weekend Phone (____)** _____
Phone (____) _____ **Email** _____
2. **Name and Address of Insurance Carrier:** _____
3. **Name and Purpose of Event** _____
4. **Date(s) of Special Event** _____ **(month/day/year)** **Rain Date** _____
5. **Park Name and Location (s)** _____

(Attach site plan) To Back of Application
6. **Estimated Attendance** _____ **Estimated Vehicles** _____ **Estimated Staff** _____
A. Set-up time _____ **(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)**
7. **IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED ON A SEPARATE SHEET (S) OF PLAIN PAPER AND ATTACH TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION OR REVOCATION OF YOUR PERMIT.**

DO NOT WRITE BELOW THIS LINE

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Date Received ____/____/____ **Cash** _____ **Check #** _____ **Amount** _____
Bank _____ **Deposit Date** ____/____/____

8. Please answer the following questions, (for each item below, please circle appropriate answer).

- i. Do you plan to advertise or issue press releases regarding the special event? Yes / No
- ii. Are you requesting permission to serve food or beverages? Yes / No
- iii. Will there be music at your event? Yes / No
- iv. Have you or your organization ever applied for or been issued a permit for a special event at any Essex County Park facility? Yes / No If so, **PLEASE GIVE THE ACCURATE DATE AND SITE OF YOUR LAST PERMIT:** / /
- v. Is your organization/group a **PROFIT** or **NON-PROFIT** organization? (Circle one) --(If non-profit attach a copy of articles of incorporation).
- vi. Is there any reason to believe, or is there any information indicating that any group or organization will seek to disrupt your special event? YES ___ NO ___. If the answer is yes, list each individual, group or organization and give all available information, such as name, address, phone number and the background for your concern.

Provide plans for the special event: Please describe all activities, principal speakers, time schedule, and the proposed route of any walk-a-thon or parade planned.

List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, and/or other items to be used.

List all contractors, supplies, groups, or individuals providing support services, such as caterers, musical groups, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided).

If your special event will involve the setting up of booths, tables, etc., please provide a diagram showing the location of each.

Provide a list of the names of each individual or group assigned to each booth or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed (i.e. printed material, leaflets, bumper stickers, tee shirts, buttons, etc.), please provide a list of all service items for each booth area.

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: _____

DO NOT WRITE BELOW THIS LINE

	Date	Approved	Disapproved	Comments/Restrictions
Director				
Permit Unit				
County Police				

FEE STRUCTURE

Number of People: Applicant must indicate number of spectators. The rate will be based upon the total number of people involved.

Fee - Use of Park Site and Special Facilities:

Special Events includes Walk-a-thons, Athletic Tournaments, Etc.

Number of People/Fee

1-500	\$500.00	1001-1500	\$1,000.00	3501-5000	\$3,500.00
501-1000	\$750.00	1501-2000	\$1,500.00	5000+	\$5,000.00
		2001-3500	\$2,500.00		

Special Permit (Festival - Maximum 4 days) \$1,500.00/per day (**Certified Check**)

Maintenance/Cleanup Fee (Maximum 4 days) \$375.00/per day

Overnight Camping: \$40.00 - 24 hours (including one night); \$60.00 - 48 hours (including two nights); \$90.00 - 72 hours (including three nights).

Day Camps: Per program cycle - (2-week period or any portion of) 9:00 a.m. - 3:00 p.m.

Profit - \$550.00

Non-Profit - \$275.00 (**must provide 501C3 Status**)

Sport Camps

Weekday rate per field

\$100.00/3 hrs.

\$140.00/6 hrs.

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

****Additional fees will be assessed if bathrooms are required to open prior to 11:00am***

Policy:

The Essex County Department of Parks will provide a mechanism whereby the general public may permit specific facilities within the park system for a designated purpose.

Guidelines:

1. **Requests must be received at least 4 to 6 weeks before the event.** All requests are made by submitting a completed Special Event Permit Application (RETURN PAGE ONE AND TWO **ONLY**) with appropriate fee. Requests that are received after the deadline may be denied. Please allow 4 weeks' minimum for application to be processed.
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. **INSURANCE IS REQUIRED:** Please attach a Certificate of Insurance evidencing general liability 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.
5. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
6. Any markings on the Essex County Parks ground must be done in **CHALK, Spray Paint** is not permissible.
7. Should public restroom facility be closed, port-a-johns may be required and must be rented at the program organizers expense (one per fifty (50) spectators and must be cleaned daily.)
8. Permittee is responsible to maintain the site in a clean and sanitary fashion during the event and is required to leave the site clean and in its original condition by the date and time indicated on the application. If failure to comply a fine will be assessed and possible denial of any future permits with Essex County.
9. Event security is the responsibility of the permittee. All events that require security will be handled by the Essex County Sheriff office, it is their final approval.
10. All law enforcement within the park is under the direction and authority of the Essex County Police.
11. Admission fees may not be charged within the park system. Suggested donation amounts must be approved by Director of the Parks Department.
12. Any and all vendors associated with an event must be approved and meet all federal, state, and local laws and regulations, including but not limited to, local health codes. All food concessions must have and display a permit granted by the respective municipal Health Department in which the event is conducted. It is the responsibility of the program organizer to obtain these permits from all concessions participating in their event two weeks prior to event.
13. Prohibited: **ALL ALCOHOLIC BEVERAGES**, glass containers and bottles.
14. Only non-profit organizations will be considered for festival permits (4 days maximum).