Robert J. O' Toole Community Center
Cedar Grove Park

1. 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 __________

5. Alcohol Permit Yes or No (circle one) *additional application and insurance required*

6. Access to Kitchen Yes or No (circle one)

   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
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)

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