



Joseph N. DiVincenzo, Jr.  
County Executive



560 Northfield Avenue  
West Orange, NJ 07052  
973-731-5800



Daniel K. Salvante  
Director

# THE CLIPPER PAVILION

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:**

\_\_\_\_\_

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 \_\_\_\_\_**

**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)

## **FEE STRUCTURE**

Site Fee: \$125.00 per hour - (4 hour minimum)  
Personal checks will be accepted. Please make payable to:  
Essex County Department of Parks  
560 Northfield Avenue  
West Orange, NJ 07052  
**(NO REFUNDS)**

Rental Hours Monday through Sunday:  
8:00 am – 12:00 pm  
1:00 pm – 5:00 pm

**ALL FEES MUST BE PAID IN FULL WITHIN A WEEK OF RESERVING THE CLIPPER. IF PAYMENT IS NOT RECEIVED YOUR RESERVATION WILL BE CANCELLED.**

### **Guidelines:**

1. 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.
2. 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). Please mail checks to 560 Northfield Avenue, West Orange, NJ 07052
3. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
4. Permittee is required to leave the site clean and in its original condition.
5. Permittee is required to leave the site in a clean and sanitary fashion **during** the event.
6. Possession of **alcoholic beverages** is **prohibited**.
7. **Only propane grills will be permitted.**
8. Capacity 200 people.
9. Parking is permitted in designated areas only, not on grassy lawns or walkways.

