COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS
115 Clifton Avenue – Newark NJ 07104
(973) 268-3500 Email: Permits@parks.essexcountynj.org
www.essexcountyparks.org

ALCOHOLIC BEVERAGE PERMIT APPLICATION

Please provide the following information and return this application to the permit unit at the above address. In order for your application to be considered for permitting the serving and consumption of alcoholic beverages at your event, this application and the *Special Event Permit Application* OR *Room Rental Application* must be completed in their entirety. In addition, you must acquire a Certificate of Liability Insurance.
Application must be received at least four (4) weeks before the event.

Organization Name (If applicable): _____ **Contact Person Name:** _____

Contact Number: _____-_____-_____ **Contact Mailing Address:** _____

City: _____ **State:** _____ **Zip Code**_____

Date of Event: _____ **Time of Event:** _____

Alcohol Beverage Application Fee	**$150.00**

Please Check the box of the facility you are requesting.

☐Robert J. O'Toole Community Center
☐Feldman Middleton Community Center
☐Verona Park Boat House (Senior Room)
☐Wally Choice Community Center
☐Monte Irvin Community Center
☐Turtle Back Zoo
☐Safari Mini Golf (Pavilion)
☐D. Bilal Beasley Community Center
☐Sheriff Armando & Mary Fontoura Community Center
☐West Side Park Community Center
☐Cherry Blossom Welcome Center
☐Codey Arena
☐Kip's Castle
☐Other_____

Alcoholic Beverage Insurance Requirements

1. All Applicants agree to indemnify, defend and hold harmless the County of Essex and its employees from and against all liability claims, demands, suits, actions, recoveries, judgements and costs and expenses in connection therewith because the loss of life, property, or injury or damage to the person, body or property of any person or persons whatsoever, which shall arise from or result directly or indirectly from the use and/or materials used per this application/agreement.
2. INSURANCE IS REQUIRED: Please attach a Certificate of Insurance evidencing Host of Liquor Liability of at least $1,000,000 per occurrence/$3,000,000 aggregate.
3. Applicants agree to name the County of Essex as Additional Insured with respect to the County's Interest. The certificate holder "Additional Insured" box must be identified as:

County of Essex

465 Dr. MLK Jr., Blvd

Newark NJ 07102

4. Applicants must provide a Certificate of Insurance and applicable endorsement evidencing coverage.
5. Applicants must provide evidence of Liquor Liability Coverage and applicable endorsement.

Applicant's Signature: _____ **Date:** _____
Insurance Company: _____ **Policy:** _____

Acknowledgement of Policy and Guidelines:
I acknowledge that I have read and understand the rules and regulations included in this document.

Applicant Signature: _____ **Date:** _____

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ALCOHOLIC BEVERAGE PERMIT POLICY AND GUIDELINES

POLICY:

The County of Essex will provide a mechanism whereby individuals and/or organizations may be permitted to serve and consume alcoholic beverages for functions held at Cherry Blossom Welcome Center, Robert J. O'Toole Community Center, Feldman Middleton Community Center, Verona Park Boat House (Senior Room), West Side Park (Activity Room), Turtle Back Zoo, Codey Arena, D. Bilal Community Center, Sheriff Armando & Mary Fontoura Community Center, Monte Irvin Community Center, Safari Mini Golf (Pavilion) and Kip's Castle.

Alcoholic beverages are prohibited at all other Essex County Park locations. Strict adherence to the following guidelines is required:

ALCOHOLIC BEVERAGE PERMIT GUIDELINES:

1. **Approval or denial of alcohol permit is at the discretion of the Director of Parks, Recreation & Cultural Affairs and the County Administrator.**
2. The applicant will comply with all laws of the State of New Jersey regarding the services and consumption of alcoholic beverages including licensing laws and ensure that all requisite liquor licenses are obtained.
3. The applicant agrees that if any provision or term expressed herein or of any ordinance or state law is violated this permit is subject to immediate revocation and suspension by verbal or written notice given by any Department of Parks, Recreations & Cultural Affairs authorized employee or representative of the Essex County Sherriff's Office.
4. Alcoholic beverages may be served, which, as refreshments are incidental to the event.
5. Person requesting an alcoholic beverage must provide proof that they are at least 21 years of age. **Alcohol may not be served to or consumed by persons under the age of 21**. The burden of proof for showing legal age is placed upon the person desiring alcohol service. No service will be provided unless clear evidence of legal age is presented.
6. **Applicant is responsible for monitoring all activities relating to alcohol and for bringing all approved alcohol to the site**.
7. Applicant should establish procedures to provide a ride home for intoxicated guests or participants.
8. Applicant should serve or hire trained bartenders to serve alcoholic beverages in order to prevent over-indulgence, limit the size and number of drinks being served, be able to identify those who are drinking too much, and to ensure that no one under the age of 21 is being served.
9. *No Bring Your Own Beverage (BYOB) functions will be allowed.*
10. When alcohol is served or provided at an event, there must also be food and non-alcoholic beverages available for guests or participants.
11. ***The applicant is responsible for crowd control behavior.***
12. Applicants must take adequate steps to ensure that **alcoholic beverages are not allowed outside the permitted event facility.**
13. **There shall be no sale of alcoholic beverages**. Exchanging any consideration for alcoholic beverage constitutes a sale. "Consideration" includes money, tickets, tokens, chits, or admission fees which have been issued in exchange for money or anything else of value.
14. **All applications must be received at least four (4) weeks before the event**. All requests are made by submitting a completed Alcoholic Beverage Special Event Permit Application with its appropriate fee. Applications that are received after the deadline may be denied. In addition, you must acquire and submit a Certificate of Host of Liquor Liability Insurance.