



COUNTY OF ESSEX
DEPARTMENT OF PARKS, RECREATION & CULTURAL AFFAIRS
115 CLIFTON AVENUE, NEWARK, NJ 07104
PHONE: 973.268.3500 FAX: 973.481.5302

ALCOHOLIC BEVERAGE SPECIAL EVENT 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 the special event, this application and the Special Event Permit Application must be completed in their entirety. If you have any questions pertaining to the application, please contact our office for assistance.

1. Name/Organization _____
Contact Person _____ Site Contact Person _____
Street/Address _____ Phone Number () _____
City/ State/ Zip _____
Fax # () _____ E-mail: _____
2. Name and Purpose of Event _____
3. Date of Event _____ (month/day/year) Alternate _____
4. a. Estimated Attendance _____ b. Estimated Vehicles _____ c. Estimated Staff _____
5. Location Requested: Turtle Back Zoo _____ Richard J. Codey Arena @ South Mountain _____
Kip's Castle _____ Presby Memorial Iris Gardens _____
6. **Date (s) and Times (s) requested for the Special Event**
A. Set up for the Special Event will begin _____ (am/pm) on _____ (M/D/Y)
B. The Special Event will begin _____ (am/pm) on _____ (M/D/Y)
C. The Special Event will end _____ (am/pm) on _____ (M/D/Y)
D. Cleanup/ Take-down will be completed by _____ (am/pm) on _____ (M/D/Y)
7. Name and Address of Insurance Carrier and Liability Policy #: _____

DO NOT WRITE BELOW THIS LINE

Date Received _____ Check # _____ Amount _____
Bank _____ Deposit Date _____

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8. Name and Address of Caterer: _____
9. Provide plans for the special event. Please describe all activities and time schedules.
10. List all contractors providing support services, such as caterers, that will be responsible for serving alcoholic beverages at the event.
11. A non-refundable permit processing fee of **\$150.00** is required with the submission of this permit application.

All persons or organizations that are granted permits for the service and consumption of alcoholic beverages must provide adequate supervision, crews for setting up and cleaning up, and monitor 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 hereby 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 will be the basis for denial or revocation of a permit. The attached rules and regulations for permit approval and all rules and regulations governing the serving of alcoholic beverages have been read, are understood, and will be fully complied with by the applicant. The individual and/or organization requesting a permit, agrees that while using the facilities made available by the County of Essex, they will not discriminate on the basis of disability, race, color, religion, sex, national origin, age or handicap.

Applicant's Signature

Title

Date

DO NOT WRITE BELOW THIS LINE

	Date	Approved	Disapproved	Comments/Restrictions
Parks Director				
County Administrator				

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 PAPER AND ATTACH IT TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION OR REVOCATION OF YOUR PERMIT

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Alcoholic Beverage Special Event Permit Application

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 the Turtle Back Zoo, Richard J. Codey Arena @ South Mountain or Kip's Castle only. Alcoholic beverages are prohibited at all other Essex County Park locations. Strict adherence to the following guidelines is required:

Alcoholic Beverage Permit Rules & Regulations:

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 any licensing laws and insure 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, Recreation & Cultural Affairs authorized employee or representative of the Essex County Sheriff's Office.
4. Alcoholic beverages may be served, which, as refreshments are incidental to the special event,.
5. Person requesting an alcoholic beverage must provide proof that he/she is 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, to identify those who are drinking too much, and to ensure that no one under the age of 21 is served.
9. No Bring Your Own Beverage (BYOB) functions will be allowed.
10. When alcohol is served or provided at an event, there must be food and non-alcoholic beverages available for guests or participants.
11. **The applicant is responsible for crowd control and behavior.**
12. Applicant must take adequate steps to insure 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 six (6) weeks before the event. All requests are made by submitting a completed Alcoholic Beverage Special Event Permit Application with the appropriate fee. Applications that are received after the deadline may be denied. Please allow two (2) weeks minimum for the application to be processed.



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Joseph N. DiVincenzo, Jr.
County Executive



Daniel K. Salvante
Director

Alcoholic Beverage Insurance Requirements

1. All applicants agree to indemnify, defend, and save harmless the County of Essex and its employees from and against all liability claims, demands, suits, actions, recoveries, judgments 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. Applicants agree to name the County of Essex and Additional Insured with respect to the County's interest.
3. Applicants must provide a Certificate of Insurance and applicable endorsement evidencing coverage.
4. Applicants must evidence Liquor Liability coverage and applicable endorsement.

Signature

Date