COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS

22 Crestmont Road Verona NJ 07044
(973) 268-3500 ext. 0 EMAIL: Permits@parks.essexcountynj.org
www.essexcountyparks.org

KIP'S CASTLE SPECIAL EVENT CONTRACT AGREEMENT

Please provide the following information and email this application to the above email address. If you have any questions pertaining to the application, please contact our office for assistance.

Company/Organization: _____

Office Contact Person: _____ **Site Contact Person:** _____

Mailing Address: _____ **Zip Code:** _____

Phone Number: _____ **Email:** _____

Name and Purpose of Event: _____ **Date of Event:** _____ **Rain Date:** _____

Set-up Time: _____ **Start Time:** _____ **End Time:** _____ **Cleanup/Take-down completed by:** _____

Park Name and Location (s) (Attach site plan): _____

Estimated Attendance: _____ **Estimated Vehicles:** _____ **Estimated Staff:** _____

If dates requested are not accurately filled out, processing of application will be delayed.

INSURANCE IS REQUIRED: Please attach a Certificate of Insurance evidencing general liability insurance of at least $1,000,000 per occurrence/$3,000,000 aggregate and naming Essex County as an additional insured "County of Essex 465 Dr. MLK Blvd Newark NJ 07102". Applicant hereby indemnifies and holds the County harmless from all liability, claims, actions and costs that may arise with Special Event for which a permit may be granted.

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 the 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 based on disability, race, color religion, sex, national origin, age or handicap.

Applicant's Signature: _____ **Date:** _____

Insurance Company: _____ **Policy:** _____

Acknowledgement of Policy and Guidelines
I acknowledge that I have read and understand the rules and regulations provided with this document.

Applicant Signature: _____ **Date:** _____

Return application to:
Essex County Parks 115 Clifton Avenue, Newark NJ 07104

DO NOT WRITE BELOW THIS LINE

Date Received: _____ **Cash:** _____ **Check #:** _____ **$ Amount:** _____

Bank: _____ **Deposit Date:** _____

	Date	Approved	Disapproved	Comments/Restrictions
Director				
Cultural Affairs				
Permit Unit				
County Police				

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INSTRUCTIONS

1) Provide plans for the special event: Please describe all activities, time schedule, and the layout of the event.
2) List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, and/or other items to be used.
3) List all contractors, supplies, groups, or individuals providing support services, such as caterers, musical groups, sound technicians, electricians, security, traffic control, sanitation, etc.
4) If your special event will involve the setting up of booths, dance floor, tables, etc., please provide a diagram showing the location of each.
5) Please answer the following questions (for each item below, please circle appropriate answer).
   a) Have you visited or are you familiar with the site you have requested? □ Yes □ No
   b) Do you plan to advertise or issue press releases regarding the special event? □ Yes □ No
   c) Are you requesting permission to serve food or beverages? □ Yes □ No
   d) Are you requesting permission to serve alcoholic beverages? -If yes, please fill out the Alcohol Application and submit insurance. □ Yes □ No
   e) Are you requesting electricity? □ Yes □ No
   f) Are you requesting easy access to water? □ Yes □ No
   g) Will there be music at your event? □ Yes □ No
   h) 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 date and site of your last permit:
   i) Is your organization/group a profit or non-profit organization? □ Profit □ Non-Profit (If non-profit attach a copy of articles of incorporation).
6) 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.
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**.

   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 the denial of all future permits.

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ESSEX COUNTY KIP'S CASTLE PARK
FEE STRUCTURE

Forms of Payment Accepted: Certified Check, Money Order or Credit Card.

Use of Park Grounds: Private/Corporate Special Event	
8-hour ground use	$2,000.00
Time over 8 hours	$250.00 per hour

Non-Profit Special Event: Proof of 501(c)(3) status is required	
8-hour ground use	$1,000.00
Time over 8 hours	$250.00 per hour

Use of Facility (First Floor Only): Private/Corporate Special Event	
4 Hour Min.	$200.00 per hour

Non-Profit Special Event: Proof of 501(c)(3) status is required	
4 Hour Min.	$100.00 per hour

Note: The maximum number of spectators allowed inside the Castle is 50 people at one time.

Weddings (Outside Ceremony Only)	
1-500 people (2-hour max)	$250.00
Wedding Photographs Only (2-hour max)	$100.00

Commercial Photography/Filming	
0-6 hours	$3,000.00
6-12 hours	$4,000.00

Maintenance/Cleanup Fee:	$50.00 per hour

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.

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KIP'S CASTLE PERMIT POLICY AND GUIDELINES

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 Contract Agreement with appropriate materials. Requests that are received after the deadline may be denied. Please allow 4 weeks' minimum for the application to be processed.
2. All applicable fees and documents must be received before a permit is 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: **"County of Essex 465 Dr. MLK Blvd Newark NJ 07102".** The 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. 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.)
7. The permittee is responsible for maintaining 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.
8. Event security is the responsibility of the permittee. The security plan must be submitted to the park Director and County Police for approval. The County Police and the Park Director have the final approval.
9. All law enforcement within the park is under the direction and authority of the Essex County Police.
10. Admission fees may not be charged within the park system. Suggested donation amounts must be approved by the Director of the Parks Department.
11. 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
12. Prohibited: smoking, open flames, use of fireplaces, no pets or animals of any kind are permitted inside.
13. Only nonprofit organizations will be considered for festival permits (4 days maximum).
14. First Aid vehicles may be required.
15. Decorations: No tacks, staples, tape, or glue may be used to attach decorations to walls, woodwork, metalwork, or floors. Mantles and windowsills must have a protective covering before decorations or floral arrangements are placed on them. The use of confetti, birdseed, or rice is prohibited inside or outside of the building. All decorations must be removed at the conclusion of the event.
16. Alcoholic Beverages: The renter must obtain an Essex County alcohol permit if he wishes to serve alcoholic beverages during the event. Must be removed at the conclusion of the event.