



COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION
AND CULTURAL AFFAIRS

155 Prospect Ave., Suite 100 West Orange, NJ 07052
973-268-3500 Email: Permits@parks.essexcountynj.org



MONTE IRVIN COMMUNITY CENTER
PERMIT APPLICATION

Essex County Orange Park

Site Fee	\$650.00 (4-hour Event)
Organization Meeting Fee (ex; board meeting, staff meeting)	\$150.00 (2-Hour Maximum)
Additional Set-up Fee	\$75.00 Per Hour

Rental Hours:

Saturday 10:00 am to 9:00 pm

Sunday 11:00am to 7:00pm

Closed on Holidays

**UPON APPROVAL OF YOUR APPLICATION A 50% PAYMENT OF ROOM TOTAL MUST
BE MADE WITHIN 48 HOURS OF INVOICE OR THE DATE WILL BE FORFEITED.**

All requests must be received at least 60 days prior to the event date. Requests are made by submitting a completed permit application. Rentals are taken on a first-come, first-served basis, an application submission does not guarantee the requested date. If application is not legible it will be returned, and requested date will not be saved.

The room must be rented as is, **NO** outside rented chairs or tables are allowed. **NO EXCEPTIONS!!**

Possession of alcoholic beverages is permitted; **must** submit Alcoholic Beverage Permit Application (\$150.00 fee applies) along with Room Rental Application. Insurance is required 4 weeks before the date of event. Alcohol Application must be approved by Risk Management and the Department of Parks.

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 the denial of all future requests and permits.

Private events set up is permitted two (2) hours prior to the event start time; Only (1) hour prior for meetings. Any additional time requires Departmental approval, if approved, all prorated fees will apply. The permittee is responsible for the setup and cleanup of all party décor and refuse; it is not the responsibility of the attendant to remove personal items from the facility for you after usage.

Monte Irvin Community Center is a smoke free building.

CERTIFIED CHECK, MONEY ORDER, CASH, OR CREDIT CARD.
Please make all checks payable to: Essex County Department of Parks
(NO REFUNDS)

Putting Essex County First



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Organization Name: _____
(if applicable)

Contact Person Name: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Contact Telephone#: _____ Email: _____

Name/Purpose of Event: _____ Event Date: _____

Attendance:
(needed for room set-up): _____

Max Occupancy is 120

Alcohol Serving: YES, or NO (circle one) *Separate application, fees and Insurance are required*

ROOM RENTAL TIMELINE

Set-up Time _____ (am/pm) Event Start _____ (am/pm)

Event End _____ (am/pm) Cleanup completed by _____ (am/pm)

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 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: _____ Date: _____

Acknowledgement of Policy, Fees and Guidelines-

I acknowledge that I have read and understand the rules and regulations provided with this document.

Applicant

Signature: _____ Date: _____

Return application to: County of Essex Parks, Recreation & Cultural Affairs,
c/o Permit Unit, 155 Prospect Avenue, Suite 100 – West Orange NJ 07052
Email: Permits@parks.essexcountynj.org

DO NOT WRITE BELOW THIS LINE

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

Bank: _____ Deposit Date: _____

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**MONTE IRVIN COMMUNITY CENTER
RULES AND GUIDELINES**

PAYMENT:

We accept money orders, certified checks, credit card, or cash payments. Checks must be made payable to: *Essex County Department of Parks*.

Upon approval of your application 50% payment is required within 48 hours of booking. Failure to do so will result in booking being forfeited.

Final payment is due 21 days prior to the event date. If there is a failure to complete payment, booking will be canceled, and no refunds nor credits will be provided.

CANCELLATIONS:

Any cancellation requests must be made in writing at least 3 weeks prior to event date and will be reviewed on a case-by-case basis. There are NO refunds. If cancellation is approved credit will be issued.

SET-UP/CLEAN-UP TIME:

Rental agreement includes 2 hours (only 1-hr for meetings) for setting up immediately before your scheduled event starts and one hour after, for cleanup. If additional set-up time is needed, the hourly prorated rental fee will apply.

CLOSING TIME:

All functions **must end** by 9:00pm on Saturdays and 7:00pm on Sundays, per County Parks Ordinance. Renters, guests and all party/event paraphernalia must be completely out of the building within an hour of pre-arranged end time. Kitchen counters, tables, and sinks must be wiped down by renter at the end of the event. – **Failure to exit the Community Center by pre-arranged exit time, will be billed a \$325.00 break of contract fee, any un-paid balances will be reported to County Counsel.**

DECORATIONS and SETUP:

All decorations and party entertainment are subject to final approval by our Permits Office.

Confetti/popcorn/cotton candy/pinatas/smoke & fog machines/sparklers/fireworks machines are **not** allowed inside the facility.

No Inflatables of any sort are permitted; this includes bouncy houses, ball pits and soft play setups.

Pets and other animals are **not** permitted inside the building

No tape allowed on the walls or ceiling, no lit candles are allowed. No adhesives on the floors.

NO OUTSIDE furniture will be allowed in the building, this **includes tables & chairs**. Our Room furnishings cannot be placed outside or removed from the building. Please **DO NOT** attempt to bring outside tables or chairs into the facility on the day of event, it will NOT be permitted, **NO EXCEPTIONS.**

If you use any type of service including caterers, decorators & deliveries **ALL** must take place within your rental hours, and a family member or organization representative **must** be present to accept.

Our staff does not accept or sign off for any deliveries.



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**MONTE IRVIN COMMUNITY CENTER
RULES AND GUIDELINES CONTINUED**

DECORATIONS and SETUP continued:

All decorations must be removed by end of event; nothing can be left behind for later pickup. County is not responsible for items left behind; they will be discarded or placed outside the community center building.

Lit candles are prohibited.

AMENITIES:

Guest tables at the facility are 60-inch round tables.

Renters have limited access to the kitchen which includes access to an ice maker, refrigerator, and freezer only.

You must bring your own racks, sternos to keep food warm.

No cooking, no grilling, and no outside kitchen electronics are allowed inside the kitchen or building.

Only 2-3 people are allowed in the kitchen at a time.

ALCOHOLIC BEVERAGE CONSUMPTION:

Must submit the Alcoholic Beverage Permit Application (\$150.00 fee applies), along with room rental application for review and departmental approval. If approved, insurance will be required 4 weeks before date of event; Certificate of Liability insurance listing the **County of Essex**, as an additional insured evidencing Host of Liquor Liability coverage (refer to alcoholic beverage permit application for more information).

If alcoholic beverages are **not** approved and are brought into the community center, the Sheriff will be notified, event will be stopped, a fine will be issued and any collected funds are forfeited.

PARKING:

Parking is permitted in designated areas only, not on grassy lawns or walkways.

SMOKING IS PROHIBITED ON ESSEX COUNTY PROPERTIES

The applicant by his or her signature certifies that: The attached rules and guidelines for permit approval for the Monte Irvin Community Center under 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. Violations to these guidelines will be the basis for denial or revocation of a permit and may result in a fine.

Signature

Date

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