



## PORTABLE STAGE APPLICATION REQUEST

**To request the usage of the portable stage, a Permit Application must be submitted to the Essex County Department of Parks, Recreation and Cultural Affairs for review and approval at least 30 days prior to the proposed event date.**

### FEE STRUCTURE FOR PORTABLE STAGE (WENGER WAGON)

<b>Weekdays Stage Rental</b>	<b>\$600.00 per day from 8:00am – 3:00pm</b>
<b>Weekend and Holidays Stage Rental</b>	<b>\$650.00 per day</b>
<b>County Transportation Fee</b>	<b>\$400.00 includes drop off and pick up</b>
<b>Stage Extension</b>	<b>\$600.00 per day</b>
<b>Additional Fees:</b>	<b>Early Drop off Fees Weekdays \$300.00 Early Drop off Fees Weekends \$325.00</b>
<b>Stage rental payment and driver’s fee MUST be received at least 2 weeks prior to rental</b>	

**Stage rental payment, insurance and driver’s fee must be received at least 2 weeks prior to delivery date or stage will not be delivered.**

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.

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.



## PORTABLE STAGE PERMIT POLICY AND GUIDELINES

### POLICY:

The Essex County Park System will provide a portable stage for rental to organized groups within Essex County Only.

Requests must be received at least 1 month before the event (allow 2 weeks for approval). All requests are made by submitting a completed Permit Application.

Requests that are received after the deadline may be denied.

All applicable fees and documents must be received BEFORE a permit is issued and before a site can be occupied. After the application is submitted and reviewed by park personnel, additional fees may apply based on the site location and permit conditions.

### Rules and Expectations for the use of the Mobile Stage:

It is understood that the group or organization using the mobile stage represented by the undersigned below, will comply with the laws of the State of New Jersey, the County of Essex, and the following rules set forth by the Essex County Department of Parks, Recreation and Cultural Affairs.

1. Once the stage is delivered, the renter is responsible for its security and will be responsible for any damage.
  - a. A representative of the renting party is required to be present at the time of arrival to review the condition and operating directions. Said representative will be required to sign a checklist detailing the condition of the stage upon delivery.
  - b. Arrangements for the time for pick-up will be made between parties at the time of applying for the stage's rental and confirmed at the time of delivery of the stage. Again, a representative of the renting party is required to be on hand at the time of pick-up.
2. The stage will not be altered in any way (including wiring into the electrical box).
3. The use of staples, nails, or any type of tape or adhesive is not permitted on the mobile stage.
  - a. If a banner must be hung, it will be attached to the front of the stage *using only* the Velcro strip used to attach the skirt.
4. No paint, stickers, or permanent markings of any kind will be allowed.
5. Renter is responsible to see that no drugs or intoxicating liquors are used by any persons on the stage.
6. Renter is responsible for removal of trash & debris left on, and around the stage at the end of use.
7. Site selection is done by the renter, and therefore the renter is responsible for any site repair such as ruts or disturbed turf.
  - a. Final site selection must be approved by the driver of the mobile stage.
8. Essex County employees are not responsible for and will not assist in set-up of any equipment other than the Mobile Stage.
9. Renter will assume responsibility for any damage to the stage or equipment during period of use.



## PORTABLE STAGE APPLICATION

Please provide the following information and return this application to the Permit Unit.  
If you have any questions pertaining to the application, please contact our office for assistance.

Organization Name: \_\_\_\_\_ Organizations Tel #: \_\_\_\_\_  
 Organization Address: \_\_\_\_\_  
 On Site Contact for \_\_\_\_\_ On Site Contact Cell #: \_\_\_\_\_  
 day of Drop off \_\_\_\_\_  
 \_\_\_\_\_ Event Date: \_\_\_\_\_

### Stage Pickup and Drop off times.

Set-up Time \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)  
 Event Start \_\_\_\_\_ (am/pm) on \_\_\_\_\_  
 Event End \_\_\_\_\_ (am/pm) on \_\_\_\_\_  
 Cleanup completed by \_\_\_\_\_ (am/pm) on \_\_\_\_\_

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. 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.

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:  
County of Essex Parks, Recreation & Cultural Affairs, c/o Permit Unit,  
115 Clifton Avenue Newark NJ 07104*

**DO NOT WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ \$ Amount: \_\_\_\_\_  
 Bank: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

*Putting Essex County First*