



## PORTABLE STAGE (WENGER WAGON) APPLICATION

To request the usage of the portable stage, event organizers are required to submit a portable stage Permit Application to the Essex County 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)

Weekdays 8am-2pm Stage Rental	\$500.00 per day includes transportation from
Drivers Fee	\$50.00 per hour (portal to portal) after 2pm
Weekend and Holidays Stage Rental	\$550.00 per day
Stage rental payment and driver's fee MUST be received at least 2 weeks prior to rental.	

### 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.

**Stage rental payment and driver's fee must be received at least 2 weeks prior to rental.**

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.



## PORTABLE STAGE (WENGER WAGON) APPLICATION PERMIT POLICY AND GUIDELINES

### POLICY:

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

### GUIDELINES:

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 will be 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.

1. 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).
2. Attach a copy of the certificate of insurance.
3. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
4. Permittee is responsible to maintain the stage in a clean and sanitary fashion **during** the event.
5. Permittee is required to leave the stage clean and in its original condition.
6. Rentals made to Essex County Agencies only.
7. The Park's Department reserves the right to adjust or cancel a permit based on site selection.
8. Fees include: Use of wagon, electrical hook-up and the driver's fee during work hours only.



## PORTABLE STAGE (WENGER WAGON) PERMIT 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: \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_ Contact #: \_\_\_\_\_ Contact Cell #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
 On site contact in charge of special event: \_\_\_\_\_ Event Date: \_\_\_\_\_ Estimated Participants: \_\_\_\_\_

### The Event Timeline

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

**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 Ave, Newark, NJ 07104*

**DO NOT WRITE BELOW THIS LINE**

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