



## SPECIAL EVENT - PERMIT REQUIREMENTS

**To host a Special Event in an Essex County Park or facility, event organizers are required to submit a Special Event Permit Application and Site Plan to the Essex County Parks, Recreation and Cultural Affairs for approval at least 30 days prior to the proposed event date.**

### SITE PLANS REQUIRED

*If you do not provide a completed site plan and ALL required information with your permit application, your application will be denied and/or delayed.*

- A. Describe all activities, key speakers, time schedule, and the proposed route of any walk-a-thon or event planned.
- B. List all props, stages, sound equipment, electrical wiring, decorations, and any other items being used.
- C. List all contractors, groups, or individuals providing support services, such as caterers, musical groups, sound technicians, electricians, first aid, sanitation, etc. (including name, address, phone number and service provided).
- D. If your special event will involve the setting up of booths, tables, etc., you must provide a diagram showing the location of each. Provide a list of the names of each individual or group assigned to each booth or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed (i.e. printed material, leaflets, bumper stickers, tee shirts, buttons, etc.), please provide a list of all promotional items for each booth area.

### FEE STRUCTURE

**Number of People:** Applicant must indicate number of spectators. The rate will be based upon the total number of people in attendance including staff and event participants.

**Fee:** Use of Park Site and Special Facilities: Special Events includes Walk-a-thons, Athletic Tournaments, Performances, etc.

#### FEES FOR EVENTS AND NUMBER OF PARTICIPANTS

Number of People	Fee	Number of People	Fee
1-500	\$600.00	2001-3500	\$2,750.00
501-1000	\$1,000.00	3,501-5000	\$3,750.00
1001-1500	\$1,250.00	5000+	\$5,250.00
1501-2000	\$1,750.00		

### ADDITIONAL PERMIT FEES

**Professional Photography: \$50 (Per Hour)**

**Special Permit-Festival (Non-profit organizations only. Maximum 4 days) \$3,000.00/per day (Certified Check)**

**School Track Events, School Field Day's 1-500 People 250.00/Per Day**

**Archery tournaments 1 – 500 People \$115.00/ per day**

**Maintenance/Cleanup Fee (Maximum 4 days) \$375.00/per day**

**Overnight Camping: \$40.00 - 24 hours (one night); \$60.00 - 48 hours (two nights); \$90.00 - 72 hours (three nights).**

**Day Camps:** Per program cycle - (2-week period or any portion of) 9:00 a.m. - 3:00 p.m. Profit - \$700.00 Non-Profit - \$275.00 (Must provide 501C3 Status)

**Sport Camps:** Daily rate per field, \$100.00/3 hours \$140.00/6 hours

**Special Program Fee: \$0-3,800 (Based on discretion of Parks Director)**

**Restroom Coverage: \$25.00 per hour if restrooms need to be open prior to 11:00am**

**Miscellaneous Fees:** All other fees relating to permits such as police coverage, electricity, additional days for setup, maintenance bonds, labor, equipment, etc. will be determined upon review of each individual request.

*Putting Essex County First*



COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION  
AND CULTURAL AFFAIRS

155 Prospect Ave. West Orange, NJ 07052  
(973) 268-3500 Email: Permits@parks.essexcountynj.org  
www.essexcountyparks.org



## SPECIAL EVENT 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 60 days before the event.** All requests are made by submitting a completed Special Event Permit Application and ALL required documents with appropriate fee. Requests that are received after the deadline may be denied. Please allow 3 weeks' minimum for application to be processed.
2. All applicable fees and documents must be received before a permit will be 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. 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.

The Additional Certificate holder box shall be identified as:

County of Essex,

465 Dr. Martin Luther King Jr Blvd.

Newark, NJ 07102

5. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
6. Any markings on the Essex County Parks ground must be done in CHALK. **Spray Paint is not permissible.**
7. 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.)
8. Permittee is responsible to maintain 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. Failure to comply will result in a fine and possible denial of future permits with Essex County.
9. **EVENT SECURITY** is the responsibility of the permittee. All events that require security will be handled by the Essex County Sheriff office, it is their final approval. If unable to secure approval and contact with Sheriff Office any permit approvals will be revoked.
10. All law enforcement within the park is under the direction and authority of the Essex County Sheriff.
11. Admission fees may not be charged to enter an Essex County Park. Event admissions must be limited to a defined perimeter and be approved by the Department. Suggested donation amounts must be approved by Director of the Parks Department.
12. 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.
13. Prohibited: **ALL ALCOHOLIC BEVERAGES**, glass containers and bottles.
14. Only non-profit organizations will be considered for festival permits (4 days maximum).

*Putting Essex County First*



**COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION  
AND CULTURAL AFFAIRS**  
155 Prospect Ave. West Orange, NJ 07052  
(973) 268-3500 Email: [Permits@parks.essexcountynj.org](mailto:Permits@parks.essexcountynj.org)  
[www.essexcountyparks.org](http://www.essexcountyparks.org)



**~ SPECIAL EVENT - PERMIT APPLICATION ~**

- Do you plan to advertise or issue press releases regarding the special event? Yes / No
- Are you requesting permission to sell food or beverages? Yes / No
- Will there be music at your event? Yes / No
- 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 ACCURATE DATE AND SITE OF YOUR LAST PERMIT:** \_\_\_\_/\_\_\_\_/\_\_\_\_
- Is your organization/group a **PROFIT** or **NON-PROFIT** organization? (Circle one) (If non-profit attach a copy of articles of incorporation).
- 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. \_\_\_\_\_

Organization Name: \_\_\_\_\_ Profit:  Non-Profit:

Contact Person Name: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Organization Tel #: \_\_\_\_\_ Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Purpose of Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_ Rain Date \_\_\_\_\_

Park and Name Location(s) \_\_\_\_\_ (Attach site plan for each location)

Estimated Attendance: \_\_\_\_\_ Estimated Vehicles \_\_\_\_\_ Estimated Staff \_\_\_\_\_

Insurance Requested Upon Approval/  
Name of Insurance Carrier and Address \_\_\_\_\_

**The Event Timeline**

Set-up Time	_____	(am/pm)	_____	(Month/Day/Year)	_____
Event Start	_____	(am/pm)	_____	(Month/Day/Year)	_____
Event End	_____	(am/pm)	_____	(Month/Day/Year)	_____
Cleanup/Take Down	_____	(am/pm)	_____	(Month/Day/Year)	_____

**PLEASE PROVIDE THE SITE PLAN AND ALL REQUESTED INFORMATION SEPARATELY. ATTACH ALL SITE PLAN DOCUMENTATION AND INSURANCE CERTIFICATE TO THIS PERMIT APPLICATION. FAILURE TO PROVIDE REQUIRED 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 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: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy#: \_\_\_\_\_

**Acknowledgement of Policy and Guidelines**

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return application to: Essex County Parks c/o Permit Unit, 155 Prospect Avenue, West Orange NJ 07052

**DO NOT WRITE BELOW THIS LINE**

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

*Putting Essex County First*

**Director's Approval:**