



Joseph N. DiVincenzo, Jr.
County Executive



560 Northfield Avenue
West Orange, NJ 07052
973-731-5800 x 221



Daniel K. Salvante
Director

2023

THE CLIPPER PAVILION RENTAL INFORMATION

Please provide the following information and return this application to the Guest Relations Office at the above address. This application is not a record of a finalized booking. All fees & documents must be received, reviewed and approved by Essex County Staff to issue a finalized permit. Additional fees may be applied based on site location and permit conditions.

APPLICATION MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO EVENT

Application must be legible and accurate or it will be denied and must be re-submitted.

POLICIES:

- 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. NO REFUNDS.
- Checks or money orders should be made payable to Essex County Dept. of Parks. Mail checks to: **560 Northfield Avenue, West Orange, NJ 07052, Attention: Guest Relations**
- This application is for the clipper pavilion ONLY. This does not include the areas around the pavilion.
- The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
- This site has a **Maximum Capacity of 150 people**.
- Permittee is required to maintain throughout the rental and leave the site clean and in its original condition. The Rental Applicant may be charged additional fees for excessive clean up or damage after your rental.
- The posting of signs and decorations is prohibited, specifically no balloons or confetti.
- **Smoking and possession/consumption of alcohol is prohibited.**
- Loud music and/or amplified sound is prohibited; No DJ's, boomboxes, etc.
- Only propane grills are permitted.
- The pavilion has two 20 amp circuits. Each circuit can only handle one major appliance. If you trip a breaker, there may not be staff available to help troubleshoot.
- Unauthorized motor vehicles are prohibited. Parking is permitted across the street at Oakdale only, not on grassy lawns or walkways.
- Inflatable and mechanical rides are prohibited.
- This area is monitored by the Essex County Sheriff Department. Should you need assistance, call #973-621-4111.

I acknowledge the above policies _____ INITIALS

THE CLIPPER PAVILION

RENTAL APPLICATION

If you have any questions pertaining to the application, please contact 973-731-5800 x 221 for assistance.

1. Company/Organization: _____

Contact Person: _____

Phone: () _____

Email: _____

Street/Address: _____

City/State/Zip: _____

2. Day of Contact Person: (if different than rental applicant) _____

Phone: () _____

3. Type of Event & Brief Description of Activities. Include any vendors that may be part of your rental:

4. Date of Event: _____ / _____ / _____ (Month/Day/Year)

5. Time of Event:

8am – 12pm

1pm – 5pm

You are given 30 minutes prior to your rental period to set up, and 30 minutes after your rental period to breakdown. Additional time must be requested and could result in additional charges.

6. Estimated Attendance: (Maximum capacity of 150 people) _____

7. Additional NOTES:

THE CLIPPER PAVILION

RENTAL FEE STRUCTURE

Site Fee:

\$150.00 per hour (4 hour minimum)
Credit Card in person only. Personal checks accepted.
(NO REFUNDS)

Make checks payable to: Essex County Department of Parks
Mail or Drop off Application and Payment to: 560 Northfield Avenue, West Orange, NJ 07052
Attention: Guest Relations

Rental Hours:

Monday through Sunday - April through October
8:00 am – 12:00 pm OR 1:00 pm – 5:00 pm

You are given 30 minutes prior to your rental period to set up and 30 minutes after your rental period to breakdown.

**ALL FEES MUST BE PAID IN FULL ONE MONTH PRIOR TO YOUR CLIPPER PAVILION RESERVATION.
IF PAYMENT IS NOT RECEIVED YOUR RESERVATION WILL BE CANCELLED.**

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.

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 Name *(Please Print)*

Applicant Signature

Date

OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE

Date Received ___/___/___ Cash Check # _____ Credit *(in person only)* _____ Card type & last 4 digits

Ticket Confirmation # _____ Amount Received: \$ _____

Employee Name: _____

Approved

Denied