COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION AND CULTURAL AFFAIRS
115 Clifton Avenue, Newark NJ 07104
(973) 268-3500 Email: Permits@parks.essexcountynj.org
www.essexcountyparks.org

WEDDING CEREMONY & PROFESSIONAL PHOTOGRAPHY PERMIT APPLICATION

To host a Wedding Ceremony OR Professional Photography shoot in an Essex County Park, event organizers are required to submit this application along with all pertinent information listed below to the Essex County Parks, Recreation and Cultural Affairs for approval and must be submitted at least 30 days prior to the proposed event date. An application submission does not guarantee the date or location until approved.

FEE STRUCTURE

Wedding* **(Ceremony / Photos included) 1-100 people**	**$150.00 - max 2 hours**
Wedding Photography (only)	**$100.00 - max 2 hours**
Professional Photography (only)	**$50.00/hr**
FEES ARE SUBJECT TO CHANGE IN 2027	

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. Additional fees will be assessed if bathrooms are required to open prior to 11:00am.
NO REFUNDS – NO CREDITS

Please provide:

- **List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, and/or other items to be used.**
- List all contractors, supplies, groups, or individuals providing support services, such as caterers, musical groups, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including their name, address, phone number, copy of their insurance certificate and service provided).
- If your special event will involve the setting up of booths, tables, etc., please 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 service items for each booth area.
- 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.

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WEDDING CEREMONY & PROFESSIONAL PHOTOGRAPHY POLICY AND GUIDELINES

POLICY:

The Essex County Department of Parks will provide, **if application is approved**, a permit would be issued to the organizer for usage of a designated area within the park for a specific purpose.

GUIDELINES:

1. **Requests must be received at least a month prior to the event**. All requests are made by submitting a completed Wedding Ceremony & Professional Photography Application (**RETURN PAGE THREE ONLY**) along with applicable fee & required supporting documents. Requests that are received after the deadline may be denied. Application submission does not guarantee the date or location.

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

3. If required, applicants agree to name the County of Essex as Additional Insured with respect to the County's Interest and attach a copy of Certificate of Insurance evidencing General Liability of at least $1,000,000 per occurrence/$3,000,000 aggregate. Applicants hereby indemnifies and holds the County harmless from all liability, claims, actions and costs that may arise with the event for which a permit may be granted.

The certificate holder "Additional Insured" box must be identified as:

County of Essex

465 Dr. MLK, Jr., Blvd

Newark NJ 07102

4. 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).

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. **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 permit.**

8. Should public restroom facility be closed, port-a-johns may be required and must be rented at the program organizers expense (1) one per fifty (50) spectators/guests and must be cleaned daily.

9. All law enforcement within our County parks is under the direction and authority of the Essex County Sheriff.

10. Admission fees may not be charged within the park system. Suggested donation amounts must be approved by the Director of the Parks Department.

11. 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.

12. Prohibited within our PARKS: **ALL ALCOHOLIC BEVERAGES**, glass containers and bottles.

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Please answer the following questions, (for each item below, please circle appropriate answer).

a. Are you requesting permission to serve food or beverages? Yes / No

b. Will there be music at your event? Yes / No

c. 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.

Contact Person: _____

Mailing Address: _____

Phone Number: _____ **Email:** _____

Purpose of Event: _____ **Date of Event:** _____ **Rain Date:** _____

Estimated Attendance: _____ **Park:** _____

Location within the Park: _____

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)

For Wedding Ceremonies* Set-up Allowed 2 hours Prior
For Professional Photography Max Allowed 2 Hours

If application is not accurately filled out, processing of application will be delayed or rejected.
NO REFUNDS

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 Department of Parks, Recreation & Cultural Affairs, c/o Permits,
115 Clifton Avenue, Newark NJ 07104

DO NOT WRITE BELOW THIS LINE

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

Bank: _____ **Deposit Date:** _____