



WEDDING CEREMONY & WEDDING PHOTOGRAPHY PERMIT APPLICATION

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 and must be submitted at least 30 days prior to the proposed event date.

FEE STRUCTURE FOR WEDDING CEREMONY APPLICATION

| | |
|---|------------------------------|
| Wedding (Ceremony and Photos included) | 1-100 people \$115.00 |
| Wedding Photographers (only) | \$30.00 |

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.

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 name, address, phone number 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.



COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION
AND CULTURAL AFFAIRS

115 CLIFTON AVENUE, NEWARK, NJ 07104

(973) 268-3500 FAX# (973) 481-5302

www.essexcountyparks.org



WEDDING CEREMONY & WEDDING PHOTOGRAPHY POLICY AND GUIDELINES

POLICY:

The Essex County Department of Parks will provide a mechanism whereby the public may permit specific facilities within the park system for a designated purpose.

GUIDELINES:

1. Requests must be received at least 4 to 6 weeks before the event. All requests are made by submitting a completed Special Event Permit Application (RETURN PAGE ONE AND TWO ONLY) with appropriate fee. Requests that are received after the deadline may be denied. Please allow 4 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. The applicant agrees to be responsible for compliance with all permit guidelines and park regulations.
5. Any markings on the Essex County Parks ground must be done in CHALK, Spray Paint is not permissible.
6. 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.
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.
9. Event security is the responsibility of the permittee. The security plan must be submitted to the Park Director and County Police for approval. The County Police and the Park Director have the final approval.
10. All law enforcement within the park is under the direction and authority of the Essex County Police.
11. Admission fees may not be charged within the park system. 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.

Putting Essex County First



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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 Name and Location:** _____

| | | | |
|--------------------------------|---------------|----------|------------------------|
| 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 application is not accurately filled out, processing of application will be delayed.

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:** _____