



**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)



**WEST SIDE COMMUNITY CENTER**

**PERMIT APPLICATION**

Essex County West Side Park  
600 South 17<sup>th</sup> St. Newark NJ 07103

**FEE STRUCTURE**

<b>Site Fee</b>	<b>\$125.00 per hour (4-hour minimum)</b>
<b>Organization Meeting Fee</b>	<b>\$75.00 Per Hour (2-Hour Minimum)</b>

**CERTIFIED CHECK, BANK CHECK, CASH, CREDIT CARD OR MONEY ORDER.**  
**Personal checks will be accepted.**  
**Please make payable to: Essex County Department of Parks**  
**(NO REFUNDS)**

**Hours of Operation:**

**Monday through Friday evenings only: 4:00 pm to 9:00 pm**

**Saturday and Sunday: 9:00 am to 9:00 pm**

**Closed on Holidays**

**A 50% DEPOSIT MUST BE SUBMITTED THE DAY OF RESERVING THE FACILITY. IF PAYMENT IS NOT RECEIVED YOUR RESERVATION WILL BE CANCELLED.**

**Set up is permitted two (2) hours prior to event start. Permittee is responsible for the setup and cleanup of all party décor and refuse; it is not the responsibility of the attendant to remove personal items from the facility for you after usage. Attendant will be responsible for sweeping, mopping and maintaining restrooms during the 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.

All persons or organizations that 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 the 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 the 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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## West Side Community Center

### Permit Guidelines

#### GUIDELINES:

1. Requests must be received a month prior to the event date. (Allow two weeks for approvals.) **All requests are made by submitting a completed permit application.**
2. Requests that are received after the deadline may be denied.
3. All applicable fees and documents must be received **before** a permit is 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.
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 permittee is required to leave the site clean and in its original condition. All furniture must remain within the building.**
6. Possession of alcoholic beverages is permitted. **(Separate application, and insurance is required)**
7. Lit candles are not permitted, however, sternos and electric warmers are permitted.
8. **Decorations and signs are limited to tables and chairs only, not walls or ceilings. No confetti or glitter is permitted.**
9. Pets and other animals are not permitted.
10. No Inflatables of any sort are permitted. No Cooking of any food is permitted.
11. All Cancellations of events must be made known to permits division within 1 week of event date.
12. Parking is permitted in designated areas only, not on grassy lawns or walkways.
13. Kitchen Access, only up to 2 people allowed in the kitchen area at a time.



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## WEST SIDE COMMUNITY CENTER PERMIT APPLICATION

Organization Name (If applicable): \_\_\_\_\_

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

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

Contact Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

Name/Purpose of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Max Occupancy is 100**

Are you looking to serve alcohol? YES, or NO (circle one) **\*Application and Insurance are required\***  
\*There is access to a Kitchen, Fridge and Ice maker\*

### ROOM RENTAL TIMELINE

Set-up Time (Only 2hrs Prior) \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)  
Event Start \_\_\_\_\_ (am/pm) on \_\_\_\_\_  
Event End \_\_\_\_\_ (am/pm) on \_\_\_\_\_  
Cleanup completed by \_\_\_\_\_ (am/pm) on \_\_\_\_\_

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 the 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 based on disability, race, color religion, sex, national origin, age or handicap.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 \_\_\_\_\_