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

WEST SIDE PARK COMMUNITY CENTER
PERMIT CONTRACT AGREEMENT

Essex County West Side Park
600 South 17th St. Newark NJ 07103

Site Fee	**$650.00 (4-hour Event)**
Organization Meeting Fee (ex; board meeting, staff meeting)	**$150.00 - Weekdays** **$325.00 – Weekends** **(2-Hour Maximum)**
Additional Set-up Fee	**$125.00 Per Hour**
Fee Changes	**All fees are subject to change for 2027**

Rental Hours:
Saturday 10:00 am to 9:00 pm
Sunday 11:00am to 6:00pm

Closed on Holidays

UPON APPROVAL OF YOUR APPLICATION A 50% PAYMENT OF ROOM TOTAL MUST BE MADE WITHIN 48 HOURS OF INVOICE OR THE DATE WILL BE FORFEITED.
IN-PERSON PROCESSING WILL REQUIRE 50% PAYMENT AT TIME OF RECEIPT.

All requests must be received at least 60 days prior to the event date. Requests are made by submitting a completed permit application. Rentals are taken on a first-come, first-served basis, an application submission does not guarantee the requested date. If application is not legible it will be returned, and requested date will not be saved.

The room must be rented as is, NO outside rented chairs or tables are allowed. NO EXCEPTIONS!!

Possession of alcoholic beverages is permitted; must submit Alcoholic Beverage Permit Application ($150.00 fee applies) along with Room Rental Application. Insurance is required 4 weeks before the date of event. Alcohol Application must be approved by Risk Management and the Department of Parks.

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 requests and permits.

Private events set up is permitted two (2) hours prior to the event start time; Only (1/2) hour prior/after for meetings. Any additional time requires Departmental approval, if approved, all prorated fees will apply. The 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.

West Side Park Community Center is a smoke free building.

INTIAL HERE: ____

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Organization Name: _____
(if applicable)

Contact Person Name: _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Contact Telephone#: _____ **Email:** _____

Name/Purpose of Event: _____ **Event Date:** _____

Attendance:
(needed for room set-up): _____

Max Occupancy is 100

Alcohol Serving: YES, or NO (circle one) ***Separate application, fees and Insurance *are required**

ROOM RENTAL TIMELINE

Set-up Time _____ **(am/pm)** **Event Start** _____ **(am/pm)**

Event End _____ **(am/pm)** **Cleanup completed by** _____ **(am/pm)**

EXIT THE FACILITY BY _____ **(am/pm)**

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:** _____

Acknowledgement of Policy, Fees 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 Avenue – Newark NJ 07104
Email: Permits@parks.essexcountynj.org

CERTIFIED CHECK, MONEY ORDER, CASH, OR CREDIT CARD.
Please make all checks payable to: Essex County Department of Parks
(NO REFUNDS)

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WEST SIDE PARK COMMUNITY CENTER
RULES AND GUIDELINES

PAYMENT:
We accept money orders, certified checks, credit card, or cash payments. Checks must be made payable to: *Essex County Department of Parks*. In-person processing will require 50% payment at time of application receipt. Online submissions, payment of 50% is required within 48 hours of booking. Final payment is due 4 weeks prior to the event date. If there is a failure to complete payment, booking will be canceled, and no refund will be provided.
INTIAL HERE: ____

CANCELLATIONS:
Any cancellation requests must be made in writing at least 4 weeks prior to event date and will be reviewed on a case-by-case basis. There are NO refunds.
INTIAL HERE: ____

SET-UP/CLEAN-UP TIME:
Rental agreement includes 2 hours (only 1/2-hr for meetings) for setting up immediately before your scheduled event starts and one hour after (only 1/2-hr for meetings), for cleanup. If additional set-up time is needed, approval is needed, the hourly prorated rental fee will apply.
INTIAL HERE: ____

CLOSING TIME:
Renters, guests and all party/event paraphernalia must be completely out of the building within an hour after your event end time. Kitchen counters, tables, and sinks must be wiped down by renter at the end of the event. – **Failure to exit the Community Center by pre-arranged exit time, will be billed a $325.00 break of contract fee, any un-paid balances will be reported to County Counsel.**
INTIAL HERE: ____

DECORATIONS and SETUP:
All decorations and party entertainment are subject to final approval by our Permits Office. Confetti/popcorn/cotton candy/pinatas/smoke & fog machines/sparklers/fireworks machines are **not allowed** inside the facility. Violation is subject to fines and event will be stopped by Sheriff Department. **No Inflatables** of any sort are permitted; this includes bouncy houses, ball pits and soft play setups.
INTIAL HERE: ____

Pets and other animals are **not** permitted inside the building

No tape allowed on the walls or ceiling, no lit candles are allowed. No adhesives on the floors. **NO OUTSIDE** furniture will be allowed in the building; this **includes tables & chairs**. Our Room furnishings cannot be placed outside or removed from the building. Please DO NOT attempt to bring outside tables or chairs into the facility on the day of event, it will NOT be permitted, **NO EXCEPTIONS.**

If you use any type of service including caterers, decorators & deliveries **ALL** must take place within your rental hours, and a family member or organization representative **must** be present to accept.
Our staff does not accept or sign off for any deliveries.

_____ _____
Signature Date

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WEST SIDE PARK COMMUNITY CENTER
RULES AND GUIDELINES - CONTINUED

DECORATIONS and SETUP continued:
All decorations must be removed by end of event; nothing can be left behind for later pickup. County is not responsible for items left behind; they will be discarded or placed outside the community center building.

Lit candles are prohibited. **INTIAL HERE: ____**

AMENITIES:
(13)60-inch round tables, 100 chairs without arms (**if booked at capacity**), 8 chairs to a table, 2 eight-foot rectangular tables. Kitchen access; ice maker, refrigerator, freezer, warmers, steamer, steamer trays, 2 TVs, HDMI hook-up, microphone hook-up, fireplace, parking on site, Handicap Parking. Wheelchair accessibility.

You must bring your own racks, sternos to keep food warm.

NO: Cooking, grilling, outside electronics, pre-day set up, **Décor on walls with adhesive,** Patio

Only 2-3 people are allowed in the kitchen at a time. **INTIAL HERE: ____**

ALCOHOLIC BEVERAGE CONSUMPTION:
Must submit the Alcoholic Beverage Permit Application ($150.00 fee applies), along with room rental application for review and departmental approval. *If approved*, insurance will be required 4 weeks before date of event; Certificate of Liability insurance listing the **County of Essex,** as an additional insured evidencing Host of Liquor Liability coverage (refer to alcoholic beverage permit application for more information).
If alcoholic beverages are **not** approved and are brought into the community center, the Sheriff will be notified, event will be stopped, a fine will be issued and any collected funds are forfeited.

PARKING:
Parking is permitted in designated areas only, not on grassy lawns or walkways.

SMOKING IS PROHIBITED ON ESSEX COUNTY PROPERTIES

The applicant by his or her signature certifies that: The attached rules and guidelines for permit approval for the West Side Park Community Center under 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. Violations to these guidelines will be the basis for denial or revocation of a permit and may result in a fine.

_____ _____
Signature Date