



COUNTY OF ESSEX DEPARTMENT OF PARKS, RECREATION
AND CULTURAL AFFAIRS

155 Prospect Ave., Suite 100 West Orange, NJ 07052
973-268-3500 Email: Permits@parks.essexcountynj.org



WEST SIDE PARK COMMUNITY CENTER
PERMIT APPLICATION

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

Site Fee	\$500.00 (4-hour minimum) additional hours prorated
Organization Meeting Fee (ex; board meeting, staff meeting)	\$150.00 (2-Hour Minimum) additional hours prorated
Additional Setup Fee (if more than 2 hours is needed)	\$50.00 per hour

Available Rental Hours:
Monday through Friday evenings only: 4:00 pm to 9:00 pm
Saturday 10:00 am to 9:00 pm
Sunday 11:00am to 7:00pm

Closed on Holidays

UPON APPROVAL OF YOUR APPLICATION A 50% PAYMENT MUST BE MADE WITHIN 5 DAYS OR THE DATE WILL BE FORFETIED.

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

Private event set up is permitted two (2) hours prior to the event start time; Only one (1) hour prior for meetings. If you need additional setup all applicable 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. Attendant will be responsible for sweeping, mopping, table setup, maintaining restrooms, and removal of refuse from trash bins to dumpsters.

Miscellaneous:

Requests must be received at least 1 month prior to the event date. (Allow up to two weeks for approvals). All requests are made by submitting a completed permit application. Application submission does not guarantee the requested date.

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

Possession of alcoholic beverages is permitted. Separate Alcoholic Beverage Application (\$150.00 fee) and insurance is required. 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 permits.

Final Payment is due at least 21 days prior to your event.



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WEST SIDE PARK COMMUNITY CENTER RULES AND GUIDELINES

Initial
each item

- _____ All applicable fees and documents must be received **before** a site can be occupied for an event.
- _____ Permittee is responsible to leave the site clean and in its original condition. All furniture must remain within the building. **NO OUTSIDE** furniture will be allowed in the building, this **includes tables & chairs**. Furniture in the building cannot be put outside.
- _____ Lit candles are prohibited, however sternos and electric warmers are allowed.
- _____ Decorations and signs are limited to tables and chairs only, NOT on walls, ceilings, or stickers on the floors.
- _____ **Confetti, glitter, fog machines, and sparklers are prohibited.**
- _____ Pets and other animals are not permitted inside the building.
- _____ No Inflatables of any sort are permitted, this includes ball pits.
- _____ No Cooking of any food is permitted on site. Warming stations are available for use.
- _____ Access to the kitchen is limited to ice maker & refrigerator, **only 2-3 people allowed in the kitchen at a time.**
- _____ Any cancellation requests must be made in writing at least 2 weeks prior to event date. A credit will be given for use on a future date, up to one year from date of cancellation. If cancellation is made less than 2 weeks prior to date of event NO credit or refund will be given.
- _____ Parking is permitted in designated areas only, not on grassy lawns or walkways.
- _____ If alcoholic beverages are not approved and are brought into the room without filing an application and insurance with the permit office, the Sheriff will be notified and event will be stopped, a fine and all applicable permit fees will be forfeited.

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



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Organization Name:
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

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

ROOM RENTAL TIMELINE

Set-up Time (am/pm) on (Month/Day/Year)
Event Start (am/pm)
Event End (am/pm)
Cleanup completed 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, 155 Prospect Avenue, Suite 100 - West Orange NJ 07052 Email: Permits@parks.essexcountynj.org

DO NOT WRITE BELOW THIS LINE

Date Received: Cash: Check #: \$ Amount:
Bank: Deposit Date: