



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	\$650.00 (4-hour Event Maximum)
Organization Meeting Fee (ex; board meeting, staff meeting)	\$150.00 (2-Hour Maximum)
Additional Set-up Fee	\$75.00 Per Hour

Rental Hours:

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 (\$325.00) MUST BE MADE WITHIN 5 BUSINESS DAYS OF INVOICE OR THE DATE WILL BE FORFEITED.

Private event set up is permitted two (2) hours prior to the event start time; Only one (1) hour prior 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. Attendant 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 approval). All 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. Smoke-Free Facility.

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) 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 permits.

Final Payment is due 21 days prior to your event, if full payment is not made event will be canceled.

CERTIFIED CHECK, MONEY ORDER, CASH, OR CREDIT CARD.

Please make payable to: Essex County Department of Parks

(NO REFUNDS – NO CREDITS)

Putting Essex County First



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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) *Separate application 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)

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:



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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. If final payment is not made at least 3 weeks before date of event, it will be canceled and no credit or refund will be issued.
- _____ 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. 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 an event, they will NOT be allowed, NO exceptions.
- _____ If using any type of services including caterers, decorators and any deliveries ALL must take place within your rental hours, and a family member or organization representative **must** be present to accept.
- _____ 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, fireworks machine, 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 and soft play setups.
- _____ No Cooking or grilling of any food is permitted on site. Warming towers 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 3 weeks prior to event date** and will be reviewed on a case-by-case basis. **There are NO refunds OR credits.**
- _____ 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 4 weeks before date of event, the Sheriff will be notified, event will be stopped, a fine will be issued and any collected funds are 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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