

SPECIAL EVENT APPLICATION

UNION COUNTY DEPARTMENT OF PARKS AND RECREATION

ADMINISTRATION BUILDING
2nd FLOOR
10 ELIZABETHTOWN PLAZA
Elizabeth, NJ 07207
Phone (908) 527-4900



COLLEN FRASER BUILDING
2nd FLOOR
300 NORTH AVE, EAST
Westfield, NJ 07090
Phone (908) 654-9805

E-Mail Address: parkrequest@ucnj.org

Complete this form and mail, deliver or e-mail it to the address above.

*Incomplete or illegible applications will not be processed.

*For address verification, a copy/scan of your driver's license or a utility bill must be submitted prior to proceeding.

Date the application:		Date application received at Parks:	
Name of Applicant:			
Contact person (if different):			
Organization Name (if applicable):			
Address:			Is this event a fundraiser?
City:			How will funds be raised? (place answer below)
State:			
Zip:			
Phone:		Cell:	
E-Mail Address:			
NAME/TYPE/EVENT:			
ANTICIPATED ATTENDANCE:			
DATE (1st choice):			Will the event be held Rain or Shine?
Date (2nd choice):			Rain Date:
PARK REQUESTED (1st Choice):		Specific Park Area(s) to be used:	
PARK REQUESTED (2nd Choice):		Specific Park Area(s) to be used:	

Reservation fees are charged for all reserved dates, including rain dates, set-up and break down dates. Reservation fees are non-refundable.

Provide a detailed description of activities to be held during this park usage (place answer below):

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TIME(S): Beginning & ending times when participants will be present:	Other Time Comments:
Event Start Time -- From:	
Event End Time -- To:	

Setup and Breakdown Times	
Setup to begin:	
Breakdown to be completed by:	

Have you held this or any other event in a Union County park?	If YES, what, when & where?
Is this a Public or Private event? (ie. is the public invited/welcome)	If Public , explain:
Will the event be advertised?	If YES, how?

Are you requesting a BEER or WINE permit?	Beer/Wine permits are available for an additional fee with a picnic reservation. Beer/Wine cannot be sold.
TENT(S): Will tents be setup?	

If YES , how many & what sizes tents?	
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The following are not permitted unless they are granted special permission which may require the hiring of County Police officers at the prevailing Overtime rate: Amplification; Band; Live Entertainment.

Will there be music?	Will sound be professional or self-run?
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List all equipment you intend to bring to the site, including props, electrical wiring, decorations, tables, chairs (with size & quantity), etc:

List signs, banners and/or trail markings that will be put up on the day of the event and how they will be hung/posted:

Will the event be catered?	If YES, what equipment will they bring (answer below)?
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Will there be food or novelty vendors?	If YES, what type of vendor(s) & what equipment will they bring?
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Note: Each vendor will need to secure a Vendor Permit from the Department of Parks & Recreation.

ADDITIONAL APPLICATION INFORMATION & INSTRUCTIONS

- Full payment is due within 14 days of application approval.
- Special event sponsorship applications must be submitted two months prior to the event date to be considered.
- A certificate of insurance naming the County of Union as an additional insured may be required. Amount to be determined at the time of approval by the County.
- Union County Police may be required to be hired at the prevailing overtime rate. Number of officers and hours needed are to be determined at the time of approval by the County. These fees, if required are not subject to sponsorship.
- Signs and banners may not be posted/hung on park property in advance and must be removed at the conclusion of the event. Please -- do not nail signs to trees.
- Payment for extra port-a-johns may be required if the area does not have enough standard restrooms or port-a-johns to accommodate your event, as determined by Park Maintenance.
- A clean-up bond or check may be required by the County.
- Applicants are responsible for the cost of repairs for ground or property damage resulting from the event.
- Admission fees/donations may not be collected on County Property without prior approval from the County.
- Adherence to all Union County Department of Parks & Recreation guidelines and regulations is required.
- Park vendor fees and Health Management Application fees are not subject to fee waivers or sponsorship.

***** For Office Use Only *****

Are OT or other police services necessary ?	Yes or No	Time From:	To:
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Police needs/comments below:	Initial & Date:
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Staff Comment Area

Reservation System Entry:	Initial & Date:
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Event Manager	Initial & Date:
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Maintenance Area Supervisor	Initial & Date:
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Scout Area and Masker's Barn	Initial & Date:
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