



Union County Department of Parks & Recreation Guidelines for Special Event Permits



If an emergency or other problem arises during your event, call the UNION COUNTY POLICE at 908-654-9800. For non-emergency issues, call the Department of Parks & Recreation during regular business hours at 908-527-4900 or 908-654-9805.

Permits are non-transferable and must be in possession of the applicant during park use. Permits cannot be transferred, re-assigned, sold or given to anyone else. Permits are issued at the discretion of the Director of the Department of Parks & Recreation and may be revoked at any time.

General Guidelines

- Music/sound is not to be heard beyond 25 feet of the event.
- Use of electric outlets or water spigots in or on any County building or facility is prohibited.
- Permit area shall be left in good condition. Garbage must be bagged in or near garbage cans. The permit holder is responsible for the cost of any ground or property damage caused by the use of the area.
- Dogs must be leashed at all times.
- Metal detectors and digging are not permitted.
- No feeding of waterfowl or other wildlife.

Special Event Permit Guidelines

- Special Events application and permit fees are NON-REFUNDABLE. In the event of inclement weather, call 908-527-4900 or 908-654-9805 within 2 business days after your event; another reservation will be arranged for your group as a credit to be used within the following calendar year.
- Charging admission fees, selling any items, food, novelties, etc. for profit is strictly prohibited.
- Any additional attractions (petting zoos, pony rides, inflatable attractions, clowns, etc.) must be specified on the permit. Attractions must be set up within Special Event area boundaries; no more than 2 attractions per Special Event.
- Gaming and food trucks are prohibited.
- Charcoal and propane grills must be used safely. Completely extinguish all fires before leaving. It is recommended that you douse the fire with water upon leaving.
- The permit holder must arrange and pay for portable toilets.
- Vehicles (including catering trucks) are not permitted on grassy areas or internal park paths and roads without specific permission. Daily Vendor Permits are required for food vendors.

Beer & Wine Permits

- Beer and wine permits are non-refundable and may only be purchased in conjunction with a Picnic Reservation Permit and specifically approved Special Event Permits. Hard alcohol is not permitted.
- The permit holder has a legal duty to not serve alcohol to a visibly intoxicated person.
- Organizations must comply with N.J.A.C. 13:2-5.1 when applying for Beer and Wine permits. A copy of the regulation is available at the Parks Reservation Offices.
- State law forbids the possession or consumption of alcoholic beverages under 21 years of age.

Signature of Acknowledgement

Date