



COUNTY OF BERGEN
DEPARTMENT OF PARKS
DIVISION OF PARKS AND RECREATION • DIVISION OF CULTURAL AND HISTORIC AFFAIRS

One Bergen County Plaza – 4th Floor – Hackensack, NJ 07601-7076
 (201) 336-7275 – FAX (201) 336-7262

James J. Tedesco, III
 County Executive

James G. Koth, III, PLA, ASLA
 Director of Parks

SPECIAL EVENTS PERMIT APPLICATION

NAME OF ORGANIZATION: _____

ADDRESS: _____

CITY STATE ZIP CODE

CONTACT PERSON: _____

(Must be at above address – which is where the permit will be mailed)

Cell: _____ **Alt #:** _____

Email: _____

PURPOSE OF EVENT: _____

In order of preference:

PARK	AREA	DATE	
1). _____			START TIME: _____
2). _____			END TIME: _____
3). _____			ESTIMATED# OF ATTENDEES: _____
4). _____			

****Please submit application along with a proposed site map & event/production schedule.****

PLEASE NOTE:

The Bergen County Department of Parks is unable to provide any personnel support or amenities, except for electricity “as is” in specific locations. Monies may not be collected on County Park property. Please make provisions to collect pledges etc. some other way. Food or other merchandise may not be sold. Admission may not be charged. Proper Certificate of Insurance must be on file in our office. It is your responsibility to notify local authorities (police, ambulance, etc.) about your event.



COUNTY OF BERGEN
DEPARTMENT OF PARKS
DIVISION OF PARKS AND RECREATION • DIVISION OF CULTURAL AND HISTORIC AFFAIRS

One Bergen County Plaza – 4th Floor – Hackensack, NJ 07601-7076
(201) 336-7275 – FAX (201) 336-7262

James J. Tedesco, III
County Executive

James G. Koth, III, PLA, ASLA
Director of Parks

Dear Park Patron;

Each year the Bergen County Department of Parks processes thousands of requests for park-use permits. Prior to issuance of a permit, the Department requires that a **Certificate of Insurance** be filed with our office.

The Certificate is to show a **minimum** of \$1,000,000 per occurrence, \$2,000,000 aggregate General Liability and \$10,000/person Medical Expense. **THE COUNTY OF BERGEN AND ITS OFFICIALS, EMPLOYEES AND AGENTS** must be named as **ADDITIONAL INSURED** and **COUNTY OF BERGEN** shown as **CERTIFICATE HOLDER**.

Your insurance company (agent) must be told of this requirement and the above underlined paragraph. They will, at that time, issue the Certificate of Insurance which can be mailed to the above address, faxed to (201) 336-7262 or emailed to parkpermits@co.bergen.nj.us

Please make sure the term of the insurance (effective date to expiration date) falls within the dates you anticipate using the Bergen County Department of Parks facilities.

If the insured's name is different from your group name, please make sure that you or your agent clearly note your group name so that the certificate can be matched to your group.

If you have any questions concerning this matter, please call us at (201) 336-7261.

Thank you for your cooperation.

Sincerely,

Office of Permits & Special Events



COUNTY OF BERGEN
DEPARTMENT OF PARKS
DIVISION OF PARKS AND RECREATION • DIVISION OF CULTURAL AND HISTORIC AFFAIRS

One Bergen County Plaza – 4th Floor – Hackensack, NJ 07601-7076
(201) 336-7275 – FAX (201) 336-7262

James J. Tedesco, III
County Executive

James G. Koth, III, PLA, ASLA
Director of Parks

RULES AND REGULATIONS

- 1). **NO ALCOHOLIC BEVERAGES OF ANY KIND IN ANY B.C. PARK!**
- 2). Build no fires, except in fireplaces or designated areas.
- 3). GARBAGE MUST BE BAGGED & TIED AND PLACED AT A CONVIENENT LOCATION NEAR ROADSIDE FOR PICKUP. SECURITY DEPOSIT WILL NOT BE REFUNDED IF THIS IS NOT DONE.
- 4). Music should be appropriate for all ages and volume should be kept low and confined to your group's area. .
- 5). Bring your permit to the park on the date of your event. A ranger will sign off on the condition of the site at the end of your picnic & bring it to our office for processing of your refund. If no one collects the permit, send it immediately to this office to start the refund process. Failure to return this permit **immediately after your event** may result in the forfeiture of the refund. Once refund process has been initiated, you will receive a Purchase Order via mail that you need to sign and return to Bergen County Treasury. Refund check cannot be issued without this signed Purchase Order. **Refunds take 6-8 weeks after receipt of signed permit to process.** The refund will be sent to name/address on check or money order you submitted with your application.
- 6).**Rained Out Events**– If your outing has been rained out and you wish to reschedule for another date, return original permit; together with a list of alternative dates. If one of those dates is available, a new permit will be issued. If you do not wish to reschedule, return the original permit & request refund of paid fees.
- 7). **Cancelled Events** –With exceptions of “rain outs”, refunds for cancellations will be made **ONLY** upon receipt of **TWO (2) WEEKS. PRIOR WRITTEN NOTICE** to this office with the return of the original permit. There will be a 10% or \$5.00 min. administrative charge deducted from the permit fee on all such cancellations.
- 8). Any change made to a permit, after it has been booked, is subject to a 10% or \$5.00 min. administrative charge. If a change is possible, a new permit will be issued. Please state if you wish to retain original permit if a change is not possible. Charge also applies to request for lost permits.
- 9). Facilities must be used cooperatively with other permit holders.
- 10). **Use of fields** is subject to ground & weather conditions. Park supervisor or security guard's word shall be final.
- 11). Unruly behavior or profane language will be cause for the revocation of this & succeeding permits.
- 12). **PERMITS ARE NON-TRANSFERABLE.**

Bergen County Parks Department
Special Event Information Sheet

All groups of 10 people or more (adults and children included) must have a permit. You **must have a permit to** use a Pavilion, even if your group size is under 10 people. (**Check the fee schedule for the correct fees.** Permits are issued starting at 10AM and ending at 6PM (unless an earlier end-time is requested.) You may, however, remain in the park until ½ past sundown.

PLEASE NOTE: AREAS/TABLES ARE NOT HELD. THEREFORE, IF YOU ARE PLANNING A LATER START-TIME, YOU MUST HAVE SOMEONE AT THE PARK BY 10AM TO HOLD YOUR SPACE.

Softball field permits are **issued** if/when **available with a picnic permit only** for 2hr limit. (Contact office for information on obtaining a league/baseball team softball permit. It is a different application process. Soccer field permits **are not** issued with a picnic permit. (Contact the office for information on obtaining a soccer permit. No permits are issued for Tennis, basketball, bocce, horseshoes, & handball. In most cases, they are first-come, first-serve).

THE APPLICATION

Between March and August, applications must be submitted at least 3 weeks before the earliest date on the application. All other times, applications must be submitted at least 2 weeks before the earliest date.

Make sure you fill out the application completely. If you leave out any necessary information, your application will be returned to you, thereby delaying issuance of a permit. For family permits, please use the address and phone number of the contact person as this is where the permit will be sent. Many times the permits are returned because the contact person does not live at the address given.

Applications take approximately 1wk to process after receipt. The time will increase to 3wks during heavy volume season. Apply early enough to allow for this processing time.

PLEASE DO NOT CALL FOR AVAILABILITY. Availability is not given; it is based on what is available when we process your application. You should include at least 4 dates (you can give more). We do not reserve rain dates in advance. (However, you may submit a separate application and payment for a second date if necessary.) We will book you for the first date available, if any, from your list. To increase your chances of getting a permit you may also include alternate parks or alternate areas within a park.

If none of the choices on your application are available, we will contact you and work with you to try to find a suitable area. However, if nothing is available, your application will be returned to you. It is to your benefit to give as many alternates as you can **use**. Please don't put down a date you can't use. You just might get it!

HEADCOUNT

Give the most accurate count of people possible. Include all children and adults who will be attending. Space will be reserved to accommodate this number only.

THE FEES

Check the fee schedule to make sure you are including the correct fees. Take note that there is a separate line for pavilions. You must submit 2 separate checks with the application (or 2 money orders if application is received less than 3wks before date). Your application will be returned if the wrong fees are included. If you are requesting a pavilion, with alternate area being a picnic area, you should include 2 sets of checks or money orders: 1 set for the pavilion, 1 set for the picnic area. Based on what is available, we will return the unused set.

If you are applying for a Bergen County rate, payment must be made with checks or money orders showing a Bergen County address. The application address must also be in Bergen County.

****We will also need proof of residency- either with a Driver's License or copy of Utility Bill.****

DEPOSIT REFUND The security deposit is refundable after your picnic, provided you have cleaned your area. Garbage must be bagged and placed at a convenient location near roadside for pickup. **Deposit will not be refunded if this is not done.** To obtain this refund you must provide your permit to the security guard at the park, or mail it to our office. Once refund process has been initiated, you will receive a Purchase Order via mail that you need to sign and return to Bergen County Treasury. **Check cannot be issued to you without this signed Purchase Order being returned to the County.** Refunds take 6-8wks after receipt to process. The refund will be sent to the address on the check or money order you submitted with your application. **Please make sure this is your current address.** If not, please provide proof of current address, such as a copy of Driver's License or Utility Bill.



COUNTY OF BERGEN
 DEPARTMENT OF PARKS
 DIVISION OF PARKS AND RECREATION • DIVISION OF CULTURAL AND HISTORIC AFFAIRS

One Bergen County Plaza – 4th Floor – Hackensack, NJ 07601-7076
 (201) 336-7275 – FAX (201) 336-7262

James J. Tedesco, III
 County Executive

James G. Koth, III, PLA, ASLA
 Director of Parks

2018 FEE SCHEDULE

	<u>BERGEN COUNTY</u> <u>PERMIT FEES</u>	<u>NON-BERGEN</u> <u>PERMIT FEES</u>	<u>SECURITY</u> <u>DEPOSIT</u>
<u>SPECIAL EVENT</u>			
NUMBER IN GROUP			
10-49	\$75.00	\$125.00	\$125.00
50-99	\$125.00	\$175.00	\$175.00
100-149	\$175.00	\$225.00	\$225.00
150-199	\$225.00	\$275.00	\$275.00
200 - 999	\$1,625.00	\$1,625.00	\$1,625.00
1,000 - 3,000	\$3,500.00	\$3,500.00	\$3,500.00
3,001 - 5,000	\$7,200.00	\$7,200.00	\$7,200.00
5,001 - 10,000	\$15,000.00	\$15,000.00	\$15,000.00
10,000 and up	\$25,000.00	\$25,000.00	\$25,000.00

If you would like a picnic or pavilion area, you will need to pay the following fees along with the special event fee:

	<u>BERGEN COUNTY</u> <u>PERMIT FEES</u>	<u>NON-BERGEN</u> <u>PERMIT FEES</u>	<u>SECURITY</u> <u>DEPOSIT</u>
<u>PICNIC AREA</u>			
NUMBER IN GROUP			
1-199	\$225.00	\$275.00	\$275.00
<u>PAVILION AREA</u>			
NUMBER IN GROUP			
1-199	\$195.00	\$275.00	\$275.00

FEES ARE SUBJECT TO CHANGE

Please submit permit and deposit fees in **TWO SEPARATE CHECKS** made payable to BERGEN COUNTY DEPARTMENT OF PARKS.

There are NO fee waivers or discounts for non-profit organizations.

NOTE: If applications received less than 3 weeks before picnic date, payment must be made by two separate money orders only.

To qualify for Bergen County rates application must show a Bergen County address and you must submit checks or money orders imprinted with a Bergen County address.

Once a permit is booked, there is an administrative charge of \$5.00 or 10% of permit fee (whichever is greater) for any changes or cancellation (at least 2 weeks before picnic) of the permit.

Thank you for your continued interest in the Bergen County Department of Parks.

SPECIAL EVENTS APPLICATION QUESTIONNAIRE

Thank you for applying to have your special event in Bergen County Parks. Please fill out this questionnaire which will help us to make a determination and if approved plan accordingly.

Please describe in detail the type of event you are hoping to have in Bergen County Parks:

1. Are you planning to have vendors? YES NO

- # & types of vendors: _____

2. Are you planning to have tents? YES NO

- # of tents & sizes: _____
- Name of company renting tents from: _____

3. Will you have food & beverages at your event? YES NO

- List all food vendors/types of food & beverages being served: _____

- Will food be cooked on premise? YES NO
 - Specify by charcoal grill, propane grill or other: _____

4. Will you be applying for a permit to serve alcohol? YES NO

5. Will you have any inflatables or mechanical rides at your event? YES NO

- Name of company providing rides: _____

6. Will you be using any generators for power? YES NO

- Purpose & how many? _____

7. If your event is a run/walk, what is the distance? _____

8. What are your security needs? _____

9. Will you need shuttle bus services? YES NO

10. Will you be using the amphitheater (if applying for Overpeck Ridgefield Park)? YES NO

11. Any special needs or requests that the County should know? _____