



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 EVENT 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: _____

Email: _____

PURPOSE OF EVENT: _____

START TIME: _____ **END TIME:** _____ **# OF PEOPLE:** _____

List in order of preference:

| | Park | Area | Date |
|---|------|------|----------|
| 1 | | | / / 2020 |
| 2 | | | / / 2020 |
| 3 | | | / / 2020 |
| 4 | | | / / 2020 |

APPLICATIONS MUST BE SUBMITTED WITH QUESTIONNAIRE A PROPOSED SITE MAP AND 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.



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SPECIAL EVENTS APPLICATION QUESTIONNAIRE

SUBMIT COMPLETED QUESTIONNAIRE WITH APPLICAITON

1. Describe in detail the type of event you are hoping to have in Bergen County Parks:

2. Are you planning to have vendors? YES NO

Number and types of vendors: _____

3. Are you planning to have tents? YES NO

Number and size of tents: _____

Name of company renting tents from: _____

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

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

5. Will food be cooked on premise? YES NO

Specify by charcoal grill, propane grill or other: _____

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

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

Name of company providing rides: _____



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

Purpose and how many: _____

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

10. What are your security needs? _____

11. Will you need shuttle bus services? YES NO

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

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



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INSURANCE REQUIREMENTS

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.



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SPECIAL EVENT PERMIT GUIDELINES

1. NO ALCOHOLIC BEVERAGES OF ANY KIND IN ANY B.C. PARK without an ABC Permit!
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. Permit holder must be present, with a copy of their permit, throughout event. County employees may request to see permit to verify that event is authorized. Failure to produce permit may result in removal of group from park.
6. Rained Out Events– If your event 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 a written notice at least TWO (2) WEEKS PRIOR to the date for which your permit has been issued. The return of your original permit must accompany your written request. A 10% administrative fee (minimum of \$5.00) will be 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% administrative fee (minimum of \$5.00). 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. Weather is unpredictable, and can pose certain health and safety hazards. In severe weather situations, the Park may be partially closed and everyone in the Park may be directed to certain areas or directed to leave the Park altogether. Obey all instructions from County employees and officials, if any are given.
10. Unruly behavior, profane language, failure to comply with instructions or directives from County employees or violation of Park Rules and Regulations, local, state or federal laws will be cause for revocation of permit. The Department of Parks reserves the right to not issue permits to individuals who have previously violated the terms of a permit.
11. Additional permits may be required from the Bergen County Fire Marshal –onsite cooking, inflatables, tents – and/or Bergen County Department of Health – food handling.
12. Additional fees may apply for Bergen County Security and/or Bergen County Sheriff. The need for security, law enforcement and public safety will be determined at the sole discretion of Bergen County officials.



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13. Site plans and production schedules are subject to approval by Bergen County Department of Parks. Permits cannot be issued without an approved site plan and production schedule.
14. PERMITS ARE NON-TRANSFERABLE.
15. All special events require a permit. Check the fee schedule for the correct fees.
16. Make sure you fill out the application completely. If you leave out any necessary information, your application can not be processed.
17. Applications should be submitted three months in advance. Applications take approximately 2 weeks to process after receipt. The time will increase to 3 weeks during peak volume times. Apply early enough to allow for this processing time.
18. Reservations and date "holds" cannot be given over the phone. An application must be submitted to reserve a date.
19. Rain dates cannot be reserved.
20. Give the most accurate estimate of attendees as possible. Include all children and adults who will be attending. Failure to provide an accurate estimate may result in additional fees.
21. Please refer to the attached fee schedule for the fees that you will be assessed once your application is approved. Take note that there is a separate line for pavilions. 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.
22. In order to receive a security deposit refund, send permit to this office immediately following your event. Once refund process has been initiated, you will receive a Purchase Order via postal mail that must be signed and return to Bergen County Treasury. Refund checks cannot be issued without a signed Purchase Order. Refunds take 6-8 weeks after receipt of permit to process. Refunds will be sent to name/address on check or money order submitted with application. If this is not your current address, please provide proof of current address, such as a copy of Driver's License or Utility Bill.



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2020 FEE SCHEDULE

| | BERGEN COUNTY RESIDENT PERMIT FEES | NON-BERGEN COUNTY RESIDENT PERMIT FEES | SECURITY DEPOSIT |
|-------------------------|---|---|-----------------------------|
| NUMBER OF PEOPLE | | | |
| 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 |

1. Fees are due upon approval of application. Fees not received within 10 days of approval may result in cancellation of permit. Fees sent less than three weeks before event must be made by money order.
2. Separate checks or money orders must be submitted for permit fee and security deposit.
3. Additional fees may apply for use of more than one area.
4. FEES ARE SUBJECT TO CHANGE
5. 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.
6. Once a permit is booked, there is an administrative fee of 10% of the permit fee (minimum \$5) for changes or cancellations (must be made 2 weeks prior to approved date).
7. There are NO fee waivers or discounts for non-profit organizations.



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Bergen County Department of Parks
Guidelines for Special Events

The health and safety of Bergen County residents is our number one priority. These guidelines are intended to mitigate the risk of organized gatherings and events.

The public health data on which this document is based can and do change frequently. As such these guidelines are subject to change. You are encouraged to keep informed of guidance from both the New Jersey Department of Health and the Centers for Disease Control and Prevention (CDC), which may change regularly.

The more people an individual interacts with at a gathering and the longer that interaction lasts, the higher the potential risk of becoming infected with COVID-19 and COVID-19 spreading.

The risk of COVID-19 spreading at events and gatherings increases as follows:

- Lowest risk: Virtual-only activities, events, and gatherings.
- More risk: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., community, town, city, or county).
- Higher risk: Medium-sized in-person gatherings that are adapted to allow individuals to remain spaced at least 6 feet apart and with attendees coming from outside the local area.
- Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area

ACKNOWLEDGMENT FORM

As a condition of being granted the permit applied for, I agree to comply with the following guidelines:

1. All attendees are required to be six feet apart from other attendees at all times, excluding immediate family members, caretakers, household members, or romantic partners, as well as a limited number of individuals organizing or maintaining the gathering.
2. There may be no contact between attendees, excluding immediate family members, caretakers, household members, or romantic partners, and a limited number of individuals organizing or maintaining the gathering.
3. If there are individuals organizing or maintaining the gathering, they should, where applicable, demarcate six feet of spacing in the area of the gathering to demonstrate appropriate spacing for social distancing, such as through the placement of cones, flags, or other markings.
4. Any physical items, including equipment, may not be shared by multiple attendees of the same gathering except for immediate family members, caretakers, household members, or romantic partners, unless such physical items are sanitized before and after use by different individuals.



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5. Where the number of individuals at the gathering is 25 persons or fewer, the gathering is not required to comply with numbers 1-4. Where the outdoor gathering is a religious service or political activity, such as a protest, the gathering is not required to comply with numbers 1-4.
6. When it is not practicable for individuals in outdoor public spaces to socially distance and keep a six-foot distance from others, excluding immediate family members, caretakers, household members, or romantic partners, all individuals shall wear face coverings. This requirement shall not apply when wearing a face covering would inhibit that individual's health or when the individual is under two years of age.
7. If seating is provided, such as chairs or mats, all seating must be limited to single individuals, except for immediate family members, caretakers, household members, or romantic partners, and must be placed six feet apart at all times, and such seating must be sanitized before and after that individual's use in accordance with CDC guidelines.
8. If any physical items, including equipment, are provided, such items may not be shared by anyone except for immediate family members, caretakers, household members, or romantic partners, and such physical items must be sanitized before and after use.
9. Advise employees and attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.
10. Encourage attendees to [wash hands often](#) and cover coughs and sneezes and require employees to wash their hands frequently.
11. Ensure adequate supplies to support healthy hygiene behaviors. Supplies include soap, water, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch trash cans.
12. To the degree the gathering requires pre-payment, or seeks donations of any kind, contactless options for pre-payment or donation, such as online or by telephone, must be offered wherever feasible. At the event, touchless payment options should be used as much as possible.
13. Consider ways to significantly reduce the number of attendees, including limiting event attendance to staff and guests who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19. If attendance is open to staff and guests from other communities, cities, town or counties, provide information to attendees so they can make an informed decision about participation.



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14. Stagger and limit attendance times to minimize the number of guests at the venue and use multiple entrances and exits and discourage crowded waiting areas.
15. Rotate or stagger shifts and arrival times to limit the number of employees in a venue at the same time.
16. Broadcast regular [announcements](#) on reducing the spread of COVID-19 on public address systems.
17. Include messages about behaviors that prevent spread of COVID-19 when communicating with staff, vendors, and attendees (such as on the event website and through event [social media accounts](#)).
18. Identify and address potential language, cultural, and disability barriers associated with communicating COVID-19 information to event staff and participants. Tailor information so that it is easily understood by various audiences and is available in alternative formats (e.g., large print, braille, American Sign Language) and languages.
19. Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing [signs](#) or other visual cues and physical guides such as tape or chalk marks.
20. Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least 6 feet apart. Barriers can be useful at cash registers and other areas where maintaining physical distance of 6 feet is difficult.
21. If the event includes food service, refer to CDC's COVID-19 considerations for [restaurants and bars](#).
22. Train staff on all safety protocols.
23. If feasible, conduct daily health checks (e.g., temperature screening and/or [symptom checking](#)) of staff and attendees safely and respectfully, and in accordance with any applicable privacy laws and regulations.
24. Find freely available CDC print and digital resources about COVID-19 on [CDC's communications resources](#) main page.

By signing below, I acknowledge that I have read and understand these guidelines and agree to follow them.

Signature: _____

Name: _____

Date: _____