

Subject: General Permit Guidelines

Guidelines: To provide a mechanism whereby the general public may request specific park areas and facilities within the Essex County Park System for an approved event.

1. All events must be of recreational merit. This will be determined via the approval process. Items sold in the parks must relate specifically to the event.
2. Permit applications are considered on a first come, first serve basis (with exceptions at the discretion of the Parks Director.)
3. An event is not authorized within the park unless a permit has been issued. The permittee must possess the original permit during the event.
4. The permittee shall comply with all laws, park ordinances and regulations of federal, state and municipal authorities that apply to the park.
5. Insurance May Be Required: A certificate of Insurance evidencing general liability insurance of at least \$1,000,000 per occurrence/\$3,000,000 aggregate and naming Essex County as an additional insured. Applicant hereby indemnifies and holds the County harmless from all liability, claims, actions and costs that may arise in connection with the Special Event for which a permit may be granted.
6. Please be reminded that although areas are reserved and permitted, for your use, all county parks are open to the public.
7. Signs or advertisements of the event or program cannot be posted on the premises unless approved by the Parks Director, or authorized representatives.
8. The permittee will not erect structures or additions to the existing structures within the park unless approved by the Parks Director, or authorized representatives.
9. The Parks Director and Essex County Police Director or authorized representatives shall have access to the permitted area at all times and reserve the right to suspend any unsafe, unlawful or unacceptable use of the area.
10. The permittee or his/her agents shall make no changes to the existing electrical service without prior approval from the Parks Director. All electrical hookups to temporary service boxes will be done by a park's electrician at permittee's expense.
11. Permittee is responsible for parking in designated areas only, not on grassy lawns or walkways.
12. The permitted area shall be left in good condition. Permittee is responsible for all damage by its agents, participants and/or spectators.
13. Miscellaneous Fees: All other fees relating to permits such as police coverage, electricity, maintenance bonds, labor equipment, etc. will be determined upon review of each individual request.
14. During the planning stages of the event the Parks Director or authorized representatives may alter or add conditions as necessary.
15. The permitted area may be unavailable for an event or a portion thereof because of fire, flood or other emergency over which the Department of Parks has no control. The Department of Parks because of emergency may find it necessary to cancel, postpone or move the event location.
16. Failure to comply with the Department of Parks regulations or park guidelines may result in cancellation of permit or denial of future permit requests.
17. During specific seasons parks may be closed to vehicular traffic.
18. Prohibited: **ALL ALCOHOLIC BEVERAGES**, glass containers and bottles.

