

## Linden Department of Parks & Recreation Guidelines for Special Event Permits

If an emergency or other problem arises during your event, call the Linden Police Department at 908-474-8500. For non-emergency issues, call the Department of Parks & Recreation during regular business hours (Monday-Friday from 9am-5pm) at 908-474-8600.

Permits are non-transferable and must be in the possession of the applicant during park use. Permits cannot be transferred, reassigned, 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**

- All groups will abide by procedures detailed by the CDC and local health departments for COVID-19
- Music/sound is not to be heard beyond 25 feet of the event. Please adhere to Police Regulation Chapter 3-2.
- 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.
- No dogs in the parks at any time.
- Metal detectors and digging are not permitted.
- No feeding of waterfowl or other wildlife.

### **Special Event Permit Guidelines**

- Special Event application and permit fees are NON-REFUNDABLE. In the event of inclement weather, call 908-474-8627 to schedule an alternate reservation for your group.
- Charging admission fees, selling any items, food, novelties, etc. for profit, is strictly prohibited, without specific permission.
- Any additional attractions (petting zoos, pony rides, 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.
- No Bounce Houses Allowed.
- All Picnic areas close at 8pm.
- 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, if deemed necessary, by the Department of Parks & Recreation.
- 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 be purchased in conjunction with the 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 Office.
- State law forbids the possession or consumption of alcoholic beverages under 21 years of age.

### **Concession/Kitchen Specifics**

- All applicants are responsible for removing all personal items/equipment brought into the facility.
- Applicant must supply their own cleaning supplies.
- Failing to leave the kitchen in a clean condition will result in loss of deposit.
- Use of deep fryers is prohibited.

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**Signature of Acknowledgment**

**Date**