



SPECIAL EVENT/PICNIC APPLICATION

CITY OF LINDEN DEPARTMENT OF PARKS AND RECREATION

JOHN T. GREGORIO CENTER

330 HELEN STREET

Linden, NJ 07036

Phone (908) 474-8627

E-Mail Address: lindenrec@linden-nj.org

Complete this form and mail, deliver or e-mail it to the address above.

For address verification, a copy/scan of your of your driver's license and a utility bill must be submitted prior to proceeding.

Date:		Date application received at Parks:	
Name of Applicant:			
Contact person (if different):			
Organization Name (if applicable):			
Address:			
City:			
State:			
Zip:			
Phone:		Cell:	
E-Mail Address:			
NAME/TYPE/EVENT:			
ANTICIPATED ATTENDANCE:			
EVENT DATE:		Will the event be held Rain or Shine? () YES () NO	
RAIN DATE:		(Rain Dates for Community Events ONLY)	
FACILITY REQUESTED:	() MEMORIAL PARK () AL KALLA () DOROTHY FORD (ST. MARKS) () JOHN T. GREGORIO CENTER () 7TH WARD COMMUNITY CENTER () 8TH WARD COMMUNITY CENTER () LINDEN MULTI PURPOSE CENTER () RAYMOND WOOD BAUER PROMENADE AMPHITHEATRE		

Special Event/Picnic fees are charged for all reserved dates, including rain dates, set-up and break down dates. Picnic fees are non-refundable.

Provide a detailed description of activities to be held during this park usage (place answer below):

TIME(S): Beginning & ending times when participants will be present:

Event Start Time -- From:

Setup to begin:

Event End Time -- To:

Breakdown to be completed by:

Is this a Public or Private event? () YES () NO

If Public, explain:

(ie. is the public invited/welcome)

Will the event be advertised? () YES () NO

If YES, how?

Are you requesting a BEER and WINE permit? () YES () NO

(JTG and Memorial Only)

Beer/Wine permits are available for an additional \$25 fee with a reservation. Beer/Wine cannot be sold.

Will there be music? () YES () NO

Will sound be professional or self-run?

List all equipment you intend to bring to the site, including props, electrical wiring, decorations, tables, chairs (with size & quantity), etc:

The Permit Holder must adhere to Police Regulations, **NOISE**, Chapter 3-2.

List signs, banners and/or trail markings that will be put up on the day of the event and how they will be hung/posted:

Will the event be catered? () YES () NO

If YES, what equipment will they bring (answer below)?

Will there be food or novelty vendors? () YES () NO

If YES, please list what type of vendor(s) & what equipment will they bring?

Note: Each vendor will need to secure a Vendor Permit from appropriate department.

ADDITIONAL APPLICATION INFORMATION & INSTRUCTIONS

****NO BOUNCE HOUSES PERMITTED****

- Full payment is due when submitting the application.
- Refundable deposit required prior to the event.
- A certificate of insurance naming the City of Linden as an additional insured may be required. Amount to be determined at the time of approval by the City of Linden.
- Signs and banners may not be posted/hung on park property in advance and must be removed at the conclusion of the event. **Please -- DO NOT nail signs to trees.**
- Payment for port-a-johns may be required if the area does not have enough standard restrooms or port-a-johns to accommodate your event, as determined by Park Maintenance.
- Applicants are responsible for the cost of repairs for ground or property damage resulting from the event.
- Park vendor fees, Board of Health and Fire Department fees are not subject to fee waivers.
- Admission fees/donations may not be collected on City Property without prior approval from the City of Linden Department of Parks & Recreation.
- Adherence to all Department of Parks & Recreation guidelines and regulations is required.

ALCOHOL BEVERAGE PERMIT

ACCEPT

DECLINE

The above organization/group is permitted to consume beer/wine in the above named park/facility. Beer and wine is restricted to only this area. The sale of any alcoholic beverages is expressly prohibited. Violators will be subject to prosecution.

It is the responsibility of the Permit Holder to place all trash in the trash cans provided at the park/facility. PLEASE USE RECYCLING CONTAINERS FOR ALL BOTTLES AND CANS. The Permit Holder agrees to abide by the Alcoholic Beverage Control Laws of the State of New Jersey.

INSURANCE

PERSONAL INSURANCE

CITY INSURANCE

All applicants must provide a Certificate of Insurance in the amount of \$1,000,000.00 combined single-limit bodily injury, property damage, naming the City of Linden as co-insured.

Certificate of Insurance for an event must be submitted at least four (4) weeks in advance of the event.

Special Events coverage through: Garden State Municipal Joint Insurance Fund

Cost of Coverage \$60.00/\$90.00 this Event

Limits of General Liability Coverage: \$1,000,000.00 Combined Single Limits

City of Linden
Name of Insured (City)

Name/Organization of Additional Insured

HOLD HARMLESS AGREEMENT

It is understood and agreed that if this application is granted, the undersigned shall neither do, nor permit, anything to be done in or about the demised premises which shall or might subject the Linden Parks & Recreation Department/City of Linden to liability for injury to persons or property, and the undersigned shall indemnify and save harmless the City of Linden and the Linden Parks & Recreation Department from and against any and all liability, penalties, damage, expenses and judgments arising from injury to persons or property growing out of the use or occupancy of the demised premises of grounds by said applicant.

I have fully read and understand the above (signature): _____

***** For Office Use Only *****

Are OT or other services necessary? () YES () NO Time From: _____ To: _____

Police needs/comments below: Initial & Date: _____

*****Staff Comment Area*****

Reservation System Entry: Initial & Date: _____

\$50 Refundable Deposit Received Date _____ Returned Date _____

\$25 Beer/Wine Permit Received Date _____ Check/Money Order # _____

Additional Fees Received Date _____ Check/Money Order # _____

Director's Signature: _____