



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			/ / 2019
2			/ / 2019
3			/ / 2019
4			/ / 2019

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 APPLICATION

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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2019 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.