

SOMERSET COUNTY PARK COMMISSION

SUBJECT: GENERAL PERMIT GUIDELINES

Policy

The Park Commission will provide a mechanism whereby the general public may permit specific facilities within the park system for a designated purpose. Specific permit policies and procedures must be followed in addition to the following guidelines.

Guidelines

1. Permit applications will be processed beginning January 2nd of the calendar year. Unless noted otherwise, applications will be considered on a first come - first served basis.
2. No event will be permitted on any Park Commission property unless a written permit has been granted by the Park Commission. The permittee must have the original approved permit in his/her possession at the site and time of the event.
3. If the permit is granted, the permittee shall be subject to the Rules and Regulations of the Park Commission, and to all regulations, ordinances, and laws of all other Municipal, State, and Federal Departments, including compliance with the Americans with Disabilities Act insofar as they may apply to the specific terms of the permit.
4. A certificate of insurance, in the amount designated by the Park Commission must be received 14 days in advance of the permit date.
5. During the planning stages of the event, the Park Commission may alter or add terms and conditions as necessary. The permit, if granted, is not transferable and is revocable at any time at the discretion of the Park Commission.
6. All materials must be returned within 14 days of receipt of the confirmation.
7. The applicant is responsible for cleaning and restoring the area after the event. A clean up bond may be required.
8. ANY and ALL concessions associated with an event must be approved in advance, in writing, by the Commission. All food concessions must have any and all licenses and permits that are required by the municipality in which the event will be conducted, in addition to the Park Commission Permit. All licenses and permits must be displayed during the entirety of the event.
Twp. of Bridgewater: 908.725.6300
Twp. of Franklin: Somerset County Board of Health 908.231.7000
Twp. of Franklin: Fire Prevention Department 732.873.2500 ext. 6303
Twp. of Warren: 908.753.8000
9. Tents and/or temporary structures must have a permit granted by the respective Fire or Safety Departments of the municipality in which the event will be conducted. Tents are not permitted at the Colonial Park, Pine Grove picnic area.
10. New Jersey Law requires anyone digging to call at least three full business days (excluding weekends and holidays) prior to beginning work. The hired vendor shall contact New Jersey One Call at 811 or 800-272-1000. Please visit NJ One Call for training and safety at nj1-call.org.
11. Permittees that wish to sell 50-50 tickets or other types of NJ state approved games of chance must secure all state mandated licenses. The license must be displayed while using permitted park property.
12. Electrical energy is limited. The Park Commission will provide electrical energy only if ample service and outlets are available at the site and requested through Special Event /Dog Show applications.
13. **PROHIBITED:** All alcoholic beverages, glass containers, and bottles.
14. Somerset County Park Commission may not be named as co-sponsor of any permitted event.
15. When publicizing a permitted event in a Somerset County Park Commission park facility, the name Somerset County Park Commission must be written preceding the actual park location name (i.e. Somerset County Park Commission's Duke Island Park). The publication must be submitted to the Park Commission prior to permit being issued.
16. Requests to adjust permit requirements must be approved by the Park Commission.
17. The Park Commission reserves the right to void or alter a permit when it is in the best interest of the health, safety or welfare of the general public. Whenever possible the Park Commission will make every effort to work with the permittee to find an alternate site or to reschedule the event.
18. Failure to comply with Park Commission rules and regulations may result in cancellation of permit or denial of future permit request.

PERMITS WILL BE ISSUED IN ACCORDANCE WITH ESTABLISHED MAXIMUM CAPACITY LIMITS.