

**RULES AND REGULATIONS GOVERNING THE ISSUANCE/ DENIAL OF PERMITS FOR SPECIAL EVENTS WITHIN THE BOUNDARIES OF THE MONMOUTH COUNTY PARK SYSTEM AS ADOPTED BY THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS ON MARCH 24, 2003 BY RESOLUTION NO. R-03-2-24=70**

**BE IT RESOLVED** by the Monmouth County Board of Recreation Commissioners that the following supplemental regulations be adopted for issuance or denial of permits for special events upon the lands of the Monmouth County Park System. These supplemental regulations are in addition to all rules and regulations governing the use of the Monmouth County Park and Recreation Areas as adopted by the Monmouth County Board of Recreation Commissioners. **APPLICANTS ARE REQUIRED TO OBTAIN A COPY OF ALL APPLICABLE RULES AND REGULATIONS GOVERNING THE USE OF PARK LANDS WITHIN MONMOUTH COUNTY.**

**RULES OF GENERAL APPLICABILITY**

1. The Monmouth County Board of Recreation Commissioners will allow special events upon the lands of the Monmouth County Park System in accordance with regulations adopted by the Board of Recreation Commissioners, provided that a permit therefore has been issued by the Secretary/ Director of the Board of Recreation Commissioners or his duly designated representative. To ensure public safety and the protection of park resources and values and to avoid assigning the same location and time to two or more activities, the Park System may manage these activities by regulating the time, location, number of participants, use of facilities, and number and types of equipment to be used.
2. Locations within a park that are available for special events will be designated by the Board of Recreation Commissioners in accordance with criteria found in these regulations. When the Secretary/ Director allows one type of activity in an area or facility, he must allow a similar activity, if requested, provided that all applicable permit criteria and requirements are met and that an appropriate area or facility are available.

**SPECIAL EVENTS DEFINITIONS**

3. The term “special events” includes sports events, pageants, celebrations, historical reenactments, regattas, entertainments, exhibitions, parades, fairs, festivals, and similar events which are not public assemblies (see Paragraph 4 of the rules and regulations for public assemblies, “Public Assemblies Definitions”), and which are engaged in by one or more persons, the conduct of which has the effect, intent, or propensity to draw a crowd or onlookers. The term does not include casual park use by visitors which does not have an intent or propensity to attract a crowd or onlookers.

**PERMIT APPLICATIONS**

4. Permit applications may be obtained at the Office of the Secretary/ Director – Monmouth County Park System, Newman Springs Road, Lincroft, N.J. 07738.
  - A. Applicants shall submit completed permit applications in writing on a form provided by the Monmouth County Park System so as to be received by the

Secretary/ Director at least thirty (30) calendar days in advance of any proposed special event. This thirty (30) calendar day period will be waived by the Secretary/Director if the size and nature of the activity will not require the commitment of park resources or personnel in excess of that which are normally available or which can reasonably be made available within the necessary time period.

- B. The Secretary/ Director shall accept permit applications only during the hours of 8:00 a.m. – 4:30 p.m., Monday through Friday, holidays excepted. Permit applications for special events are processed in order of receipt, and the use of a particular area is allocated in order of receipt of fully executed applications, subject to the limitations set forth in this section. However, County events have priority use of the particular park area during the indicated period. Applications that are incomplete or fail to contain all information required will not be processed and the application shall be deemed automatically rejected by the Secretary/ Director.
- C. Applications for special events are deemed to be denied unless a permit is issued by the Secretary/ Director. However, where a permit has been granted, or is deemed to have been granted pursuant to this subsection, the Secretary/ Director may revoke that permit for misrepresentations, errors, or omissions to the permit application or pursuant to applicable regulations.

#### **PERMIT GUIDELINES**

- 5. Issuance of a permit is subject to the following guidelines:
  - A. A permit application shall set forth the name of the applicant; the date, time, duration, nature and place of the proposed event; an estimate of the number of persons expected to attend; a statement of equipment and facilities to be used, and any other information required by the permit application form.
  - B. In determining whether to approve a proposed special event, the Secretary/ Director shall consider and base the determination upon the following criteria:
    - 1. Whether the objectives and purposes of the proposed special event relate to and are within the basic mission and responsibilities of the Monmouth County Park System and that there is a meaningful association between the park area and the special event, and that the event contributes to the visitor understanding of the significance of the park area.
    - 2. Whether the park area requested is reasonably suited relative to the accessibility, size, and nature of the proposed special event.
    - 3. Whether the proposed special event can be permitted within a reasonable budgetary allocation of the Monmouth County Park System funds considering the event's public appeal, and the anticipated participation of the general public therein.

4. Whether the proposed event is duplicative of events previously offered in the Monmouth County Park System or elsewhere in or about Monmouth County.
5. Whether the activities contemplated for the proposed special event are in conformity with all applicable laws and regulations.

C. A permit shall be denied if such activities would:

1. Cause injury or damage to park resources; or
2. Be contrary to the purposes for which the natural, historic, development, and special use zones were established; or unreasonably impair the atmosphere of peace and tranquility maintained in wilderness, natural, historic, or commemorative zones.
3. Unreasonably interfere with interpretive, visitor service, or other program activities, or with the administrative activities of Monmouth County Park System; or
4. Substantially impair the operation of public use facilities or offices of Monmouth County Park System concessionaires or contractors; or
5. Present a clear and present danger to the public health and safety; or
6. Result in significant conflict with other existing uses.

D. As a condition of permit issuance, the Secretary/ Director may require:

1. The filing of a bond payable to the Board of Recreation Commissioners, in an amount adequate to cover costs such as restoration, rehabilitation, and clean-up of the area used, and other costs resulting from the special event. In lieu of a bond, a permittee may elect to deposit cash equal to the amount of the required bond.
2. In addition to the requirements of Paragraph D-1 of this section, proof of liability insurance must be provided in the amount of \$1,000,000.00 bodily injury and \$1,000,000.00 property damage. An additional endorsement in the liability section must name the County of Monmouth as an additional insured.
3. In addition to the requirements of Paragraphs D-1 and D-2, if the event sponsor sells or distributes food or non-food items that represent an unreasonable risk of injury to persons and/or property, the sponsor shall submit to the Board of Recreation Commissioners a Certification of Insurance as proof of comprehensive general liability, including products liability, in an amount no less than \$1,000,000.00, to be valid and in effect for the duration of the event, and naming the County of Monmouth as an additional insured.

- E. The permit may contain such conditions as are reasonably consistent with protection and use of the park area for the purposes for which it is established. It may also contain reasonable limitations on the equipment used and the time and area within which the event is allowed.
- F. Permit issuance shall be conditioned upon applicant's payment of all expenses in connection with the special event, including, by way of example, but not limited to first aid, sanitation, traffic, security, and utilities.
- G. Violation of the terms and conditions of a permit issued in accordance with this section is prohibited and may result in the suspension or revocation of the permit.

## **REGULATIONS APPLICABLE TO SPECIAL EVENTS**

### **Temporary Structures:**

In connection with permitted special events, temporary structures may be erected for the purpose of logistical needs such as first aid facilities, lost children areas, or the provision of shelter for electrical and other sensitive equipment or displays. All such structures shall be erected in such a manner so as not to unreasonably harm park resources and shall be removed as soon as practicable after the conclusion of the permitted special event. The Secretary/ Director may impose reasonable restrictions upon the use of structures in the interest of protecting the park areas involved, traffic and public safety considerations, and other legitimate park concerns. Permitted structures shall be capable of being removed upon 24-hours notice and the site restored, or the structure shall be secured in such a fashion so as not to interfere unreasonably with the use of the park area of other permittees authorized under this section.

### **Temporary Speaker Platform:**

A temporary speaker's platform which is reasonably required to serve the special event participants is allowed provided that such speaker's platform is authorized by a permit. The regulations pertaining to temporary structures shall also apply to temporary speaker platforms and said regulations are incorporated herein by reference.

### **Signs**

All signs and mounting must be approved prior to the event, and their size and location must not create a hazard or damage Park system facilities or property.

### **Sound Amplification Equipment:**

Sound amplification equipment is allowed in connection with permitted special events, provided prior notice has been given to the Secretary/ Director except that:

- A. The Secretary/ Director reserves the right to limit the sound amplification equipment so that it will not unreasonably disturb a non-participating person in, or in the vicinity of, the area.
- B. A permit may contain additional reasonable conditions and additional time limitations consistent with this section, in the interest of protecting park resources, the use of nearby areas by other persons, and other legitimate park value concerns.

**MONMOUTH COUNTY PARK SYSTEM**  
**805 Newman Springs Road**  
**Lincroft, New Jersey 07738**

**APPLICATION/ PERMIT FOR A SPECIAL EVENT AS ADOPTED BY THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS ON MARCH 24, 2003 BY RESOLUTION NO. R-03-2-24=43.**

Please complete the following questions, printing in black ink or typing. If a section or sections do not apply please insert N/A. **INCOMPLETE APPLICATIONS OR APPLICATIONS WHICH HAVE NOT BEEN SIGNED WILL NOT BE PROCESSED!** After completing all questions sign, date, and return this application to Monmouth County Park System, Newman Springs Road, Lincroft, New Jersey 07738, Attn: Superintendent of County Parks.

Upon approval, a copy of your application/ permit and the terms and conditions of the permit will be returned. During the assembly this permit shall be in your possession at all times.

1.  
Name of Applicant: \_\_\_\_\_  
Street/Address: \_\_\_\_\_  
City/ State/ Zip: \_\_\_\_\_  
Day Phone Number: (    ) \_\_\_\_\_  
Evening Phone Number: (    ) \_\_\_\_\_

2.  
Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: (    ) \_\_\_\_\_

3. Purpose of the special event for which a permit is requested:  
\_\_\_\_\_  
\_\_\_\_\_

4. Date(s) and Time(s) of the Special Event:  
A. Set-up for the Special Event will begin \_\_\_\_\_(am/pm) on \_\_\_\_\_ (Month/Day/Year)  
B. The Special Event will begin \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)  
C. The Special Event will end \_\_\_\_\_ (am/pm) on \_\_\_\_\_ (Month/Day/Year)  
D. Clean-up/Take-down will be completed by \_\_\_\_\_ ( am/pm) on \_\_\_\_\_(Month/Day/Year)

5. Maximum number of participants expected: \_\_\_\_\_ (if unsure, please provide an estimate)

6. Specific Monmouth County Park System grounds or facilities requested: (See attached map of permitted assembly areas within a specific Monmouth County Park)  
\_\_\_\_\_  
\_\_\_\_\_

7. On site person who will be in charge of the Special Event: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Day Phone Number (    ) \_\_\_\_\_ Evening Phone Number (    ) \_\_\_\_\_

8. IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED BELOW ON A SEPARATE SHEET(S) OF PALIN PAPER AND ATTACH TO THIS APPLICATION. ***FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION OR REVOCATION OF YOUR PERMIT ONCE ISSUED.***

- A. Provide plans for the special event: Please describe all activities, principal speakers and time schedule, and the proposed route of any March or Parade planned.
- B. List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, tent, and/or other items to be used.
- C. List all contractors, suppliers, groups, or individuals providing support services, such as caterers, musical groups sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided).
- D. If your special event will involve the setting up of booths, tables, tents, etc., please provide a diagram showing the location of each and a list of the names of each individual or group assigned to each booth or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed (i.e. printed material, leaflets, bumper stickers, tee shirts, buttons, etc.), please provide a list of all such items for each booth area.
- E. Please provide a list showing the name, address, phone number, and contact person for any other organization or co-sponsoring organization involved in this special event.
- F. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your special event? **YES\_\_\_ NO\_\_\_**. If the answer is yes, list each individual, group or organization and give all available information, such as name, address, phone number and the background for your concern.

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**Please answer the following questions, (for each item below, please circle Y for Yes or N for No):**

- A. Have you visited or are you familiar with the site you have requested? Y N
- B. Do you plan to advertise or issue press releases regarding the special event? Y N
- C. Are you requesting permission to serve food or beverages? Y N
- D. Have you or has your organization ever applied for or been issued a permit for a special event at any Monmouth County Park? Y N  
If so, please give the date of your last permit: \_\_\_\_\_
- E. Is your organization/ group a profit (P) or non-profit (NP) organization? P NP  
(If non-profit attach a copy of articles of incorporation)

The applicant by his or her signature certifies that:

1. All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution.
2. The attached rules and regulations for permit approval and all rules and regulations governing the use of the Monmouth County Park System have been read, are understood, and will be fully complied with by applicant.

Signature of Permitted (Do Not Print) \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY**  
**PERMIT FOR SPECIAL EVENTS**

The individual, group or organization is hereby granted permission to hold a special event and is subject to the terms and conditions of this permit.

General Permit Conditions – See Attached Pages

Specific Terms, Conditions or limitations applicable to this permit:

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Permit valid from \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm On \_\_\_\_\_ (Month/Day/Year)

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Park Representative

