



**Morris County Park Commission:  
Event Application**

**Return to:** Morris County Park Commission  
Attn: Parks and Visitor Services Dept.  
P.O. Box 1295,  
Morristown, NJ 07962-1295  
[events@morrisparks.net](mailto:events@morrisparks.net)

Organization Name: \_\_\_\_\_

Is this organization a designated 501 (c) 3 organization?      **YES**      **NO**

Employer Identification Number #: \_\_\_\_\_

Event Organizer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Responsible for communicating all aspects of the event and working with MCPC personnel.*

Organization's Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

To host an Event on Morris County Park Commission (MCPC) property, review the following information and complete the application. Incomplete applications will not be reviewed and will be returned.

Submitting this form does not guarantee availability or approval. Every application is reviewed and must receive approval by the Morris County Park Commission pending completion of all other requirements.

**EVENT INFORMATION:**

Name of the Event: \_\_\_\_\_

Type of Event:

Competition/Sporting Event      Race/Walk      Festival      Other: \_\_\_\_\_

Brief Description of the Event: \_\_\_\_\_

Event Website: \_\_\_\_\_

Facility/Park and Area (Location) requested: \_\_\_\_\_

Event date(s) requested: \_\_\_\_\_

Time Entering (Include Set-up Date/Time): \_\_\_\_\_ Time Leaving (Clean-up Date/Time): \_\_\_\_\_

Attendee Arrival Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Please list the number of anticipated...

Total Attendees/Participants: \_\_\_\_\_ Morris County Participants (included in Total): \_\_\_\_\_

Maximum Number of Attendees/Participants expected to be on-site at one time: \_\_\_\_\_ (Must be approved by MCPC)

Event Staff: \_\_\_\_\_ Vendors (any groups/organizations/business): \_\_\_\_\_ Spectators: \_\_\_\_\_

*Please note that the MCPC sets capacities for all parks. Attendee/Participant counts must be updated based on registration/participation and approved by the MCPC. Final head counts and updates are due one (1) week prior to the event.*

Please Initials on the Lines Provided Below

**GENERAL INFORMATION:**

(Please note there are additional fees that are **required** for events with more than 250 attendees.)

- **Event Updates** - The following email address ([events@morrisparks.net](mailto:events@morrisparks.net)) will need to be added to the Participant Contact List.
- **Other** –
  - Electricity, water access, garbage cans and removal of garbage is not provided for all events, in all park areas. (Renter will need to confirm if services are available at the event location.)
  - Drones are not permitted.
  - Proper fire safety permits must be obtained from the Morris County Fire Marshal as needed.
    - A tent exceeding 900 sq. feet or a tent with any dimension greater than 30 feet
    - When there will be on open flame on site (i.e. grills, ground fires/campfires)
  - A complete copy of Morris County Park Commission’s Rules and Regulations can be found online at [www.morrisparks.net/rules](http://www.morrisparks.net/rules).

**Initial:** \_\_\_\_\_

**PAYMENT INFORMATION:**

- **Security Deposit** – A Refundable Security Deposit will assessed based on the type of event being organized. The deposit will be collected to cover potential damages or additional fees incurred the day of the event (i.e. Overtime fees for additional Park Police or Maintenance workers). This fee will be evaluated by MCPC Staff ranging from \$250.00 - \$1,500.00 depending on the event.
- **Payment Schedule** -
  - A **10% Non-Refundable Deposit** (10% of the Facility Rental Fee) is due within 30 days of receiving your invoice to secure your reservation.
  - Facility Rental Fees (the cost of renting the area/s being used by the event) and the **Security Deposit** (Refundable) are due 90 days prior to your event.
  - Additional Fees - i.e. Maintenance, Park Police, the Event Fee (assessed based on the number of attendees), etc. are due in full 30 days prior to your event. If full, timely, payment is not received, your event will be **cancelled**.

**Initial:** \_\_\_\_\_

**CANCELLATION POLICY:**

Event may be cancelled by the Event Organizer or the MCPC. All requests by the Event Organizer to cancel must be made in writing to [events@morrisparks.net](mailto:events@morrisparks.net) .

- **61 day or more before** the event **90% of the invoice will be refunded**.
- **31-60 days prior to** the event, **70% of the invoice will be refunded**.
- **30 days or less** from the event, there is are **no Refunds or Reductions provided**.

**Initial:** \_\_\_\_\_

**CANCELLATION OF EVENT:**

The MCPC reserves to itself the right to cancel an event, either before it takes place, or during the event taking place. The basis for cancellation of an event before it takes place is limited to weather and field conditions, such as field saturation, which could result in field damage. Cancellation of an event during the event is limited to conditions which would cause health and safety issues. The right to cancel an event before it takes place or during the event is reserved to the sole discretion of the MCPC.

If an event is cancelled by the MCPC, the MCPC shall have no duty, responsibility, or liability to the Renter for any lost profits or expenses incurred by the Renter. The Renter shall have no recourse against the MCPC for any income loss or expenses incurred by the Renter as a result of the cancellation.

**Initial:** \_\_\_\_\_

**EVENT DETAILS**

When and where will registration/enrollment take place? \_\_\_\_\_

Will there be on-site registration the day of the event? **YES** **NO**

Do you plan on having 50/50's or Raffle's at your event? **YES** **NO**

*Proper licensing/certificates must be obtained from the state and town and provided to the MCPC.*

Will money be collected on site? **YES** **NO**

If **YES** by who (Vendors, Event Organizer, Etc.): \_\_\_\_\_

**Please Mark**, all fees that will be collected at the event:

Registration      Merchandise      Food      Raffle or 50/50      Other: \_\_\_\_\_

**ALCOHOL**

It is the responsibility of the Event Organizer to comply with the State of NJ, Department of Law and Public Safety, Division of Alcohol Beverage Control. A copy of the issued license from the Division of Alcohol Beverage Control must be submitted to MCPC prior to the event. All events providing alcohol must have **Liquor Liability** listed on the insurance.

Will the alcohol be provided? **YES** **NO**

If **YES** how will the Alcohol be distributed/served? \_\_\_\_\_

Will the event be a "bring your own beer" style event? **YES** **NO**

**TEMPORARY STRUCTURES**

Examples of temporary structures are: Bleachers, Tents, Stages, Viewing Towers, etc.  
Some structures/tents may require additional permitting and fees.

Will there be any temporary structures? **YES** **NO**

If **YES**, indicate the types of structures: \_\_\_\_\_

*Location must be identified on the Site Map, Supplier must be identified as a Vendor.*

**Tent – Specific Information**

- Pole/frame tents require additional fees.
- A tent that is 900 square feet or has a dimension of 30' or greater will require a permit from the Morris County Fire Marshal. (This also applies to the placement of smaller tents side by side.)

Will there be any 10'x10' pop-up tents? **YES** (# of tents \_\_\_\_\_) **NO**

Will any of your tents exceed the 10'x10' size restriction?

**\*YES** (tent size \_\_\_\_\_, # of tents \_\_\_\_\_) **NO**

\*A tent exceeding 900 sq. feet or a tent with any dimension greater than 30 feet require a \$250 Refundable Security Deposit (per tent).

**AMPLIFIED SOUND**

Use of a DJ, Live Music, P.A. System or similar device for amplified sound requires a Park Police Officer.

- Applicant is responsible for complying with all local sound ordinances and restrictions.
- Additional fees will apply.

Will there be a sound system/amplified sound? **YES** **NO**

Will there be a DJ or Live Music? **YES** **NO**

Identify entertainer(s): \_\_\_\_\_

*Supplier must be identified as a Vendor*

**PARKING**

Parking is limited. The MCPC may require events to provide alternative parking plans. The MCPC will require written approval from the alternate parking site to show adequate offsite parking has been obtained at least 30 days prior to the event or the reservation will be cancelled.

Will the event participants be parking on site?      **YES**                      **NO**

Is transportation being provided for participants?      **YES**                                      **NO**

If **YES**, briefly describe: \_\_\_\_\_

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**PORT-A-JOHNS**

Events with over 250 attendees require port-a-john units at the expense of the applicant. MCPC has the discretion of the number of units required and their placement.

Will this event need port-a-johns?      **YES**                                      **NO**

If **YES**, how many units: \_\_\_\_\_ Regular Units      \_\_\_\_\_ Accessible Units

The MCPC works with a contractor to provide units on MCPC property.

- o ADA Accessible Unit - \$103.00
- o Regular Unit - \$71.00
- o Additional Cleanings - \$20.00 per unit (NOT AVAILABLE ON WEEKENDS)

Would you want the MCPC to order the port-a-john units?

**YES**, add the cost of the units to my invoice.                      **NO**, I will order my own units provide the required documents.

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**ANIMALS**

Includes animals brought for leisure, entertainment (i.e. petting zoo), education, dog shows, rescues, etc.

Will there be animals on site?      **YES**                                      **NO**

If **YES**, what type of animals? \_\_\_\_\_

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**AMUSEMENT RIDES**

Applies to the use of any amusement style rides or attractions. (i.e. Rock Walls, Inflatables, etc.) Refer to Morris County Park Commission’s Inflatable and “Fair” Style Attractions Policy.

Will there be any amusement style attractions on site?                      **YES**                                      **NO**

If **YES**, list the anticipated rides/attractions: \_\_\_\_\_  
*Supplier must be identified as a Vendor*

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**VENDORS**

The term Vendor can include but is not limited to the following: Caterer, Food Vendor, DJ, Rental Service (providing tents, chairs, etc.), a business providing Games, Rides/Inflatables or a Sponsor/Outside Group attending your event.

- o Any Vendor (as defined above) that will be on site will have to submit their insurance information for approval. The same requirements apply to the applicant and the vendors. **Ask for a vendor application.**
- o The Event Organizer is responsible for providing the MCPC staff with a list of vendors, at least 30 days prior to the event. Three (3) weeks before the event the appropriate insurance information must be collected and submitted for review.
- o Vendors wanting to collect money on site are required to pay \$30 for a vending permit.
- o If Vendor insurance information is not approved the Vendor is not permitted on site.
- o Vendors must comply with all state, county and local health and safety requirements.

Will there be vendors on site the day of the event?                      **YES**                                      **NO**

If **YES**, provide details in the Event Summary. *(All Municipal/State guidelines must be followed.)*

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**MAINTENANCE**

MCPC can require a worker at any event. A maintenance worker/s will be required for an event with over 250 attendees to maintain the garbage and the grounds.

- When Maintenance is required there is an additional fee.  
\$42.50 per hour for a minimum of 4 hours, per worker.

**Initial:** \_\_\_\_\_

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**POLICE**

Park Police will review all Event details. Park Police will assess the number of officers needed and their assignments, MCPC can require Park Police for any event.

- Example’s requiring Park Police to be present: crowd control, traffic control/parking, security, if there is a DJ/Band/P.A. System being used, etc.
- When Park Police is required there is an additional fee.  
\$75.00 per hour, for a minimum of 4 hours, per officer.

Will assistance be needed for parking?      **YES**      **NO**

Will there be any road/street crossings?      **YES**      **NO**

*(Street crossings located outside MCPC property may require local town and Police approval.)*

Will assistance be needed for crowd control?      **YES**      **NO**

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**EMERGENCY MANAGEMENT**

Planning for an Emergency -

- Safety Precautions – First Aid Kits and AED’s will not be provided by the MCPC.
- **Morris County Office of Emergency Management** – The MCPC in partnership with the Morris County Office of Emergency Management (MCOEM) will review completed applications and determine the need for ambulance/ems coverage. Regardless of the decision by MCOEM to facilitate ambulance/EMS coverage based on the needs assessment, applicants must complete an Emergency Action Plan (EAP) and submit it to the MCPC.

**Initial:** \_\_\_\_\_

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**HISTORY OF THE EVENT**

Has this event ever been held at another facility?      **YES**      **NO**

If yes, what facility/facilities? \_\_\_\_\_

May we contact them for a reference?      **YES**      **NO**

Has any request for the use of a Morris County Park Commission facility ever been denied?      **YES**      **NO**

If **YES**, why? \_\_\_\_\_

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**NOT FOR PROFIT GROUPS (registered 501 (c) 3):**

To receive the Not for Profit rate from the Morris County Park Commission you must meet and submit the following requirements.

1. Proof of 501 (c) 3 approvals from the Internal Revenue Service – Department of Treasury.
2. Supply a list of all current Officers for the organization.
3. A letter from the organizations Officers verifying the request complies with the purpose of the 501 (c) 3.
4. Copies of Event Registration Forms and Advertising, submitted no later than 45 days prior to the event.

All 4 requirements must be met in order to be approved to receive the Not for Profit rate.

**Initial:** \_\_\_\_\_

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## MANDATORY SUPPORTING DOCUMENTS

Initial when each document is completed and **ATTACHED** to this application.

### 1. Event Summary:

On a separate document, describe in detail all aspects of your event.

Include, the purpose of the event, arrangements for parking, music/p.a. systems, tents, port-a-johns and facility/area usage. Provide a list of vendors and include any anticipated need for Maintenance and/or Park Police. Note all equipment and/or supplies that will be brought on site and any additional information you may have about the event. Morris County Park Commission permission is necessary for all aspects of this event. Any changes to the event have to be submitted to the Morris County Park Commission and reflected in the final approval.

**Initial:** \_\_\_\_\_

### 2. Site Plan/Course Map:

- Site Plan: All events must provide a detailed site plan. This document should include a diagram labeling the entrance and exit areas for the event, vendor placement, suggested Porto placement, location of temporary structures, etc.
- Course Map: Races and Walks will need to use the MCPC Trail Map provided on the website ([www.morrisparks.net](http://www.morrisparks.net)) to identify the trails being used for the event, include the placement of course marshals, water stations and/or check points. Course maps will be reviewed, potential modifications may be required.

**Initial:** \_\_\_\_\_

### 3. Emergency Action Plan:

The Event's EAP must include the following information and be submitted at least three weeks prior to the event.

- Main Contact – Provide one or two contacts with full decision making authority that will be on site during the event.  
Include Name, Phone Number and the primary location for the main contact during the event.
- Communications Plan – Describe how the staff and/or volunteers will communicate during the event.
- Emergency Contact Information – List Event Staff, Local First Aid, Police Departments, etc.
- On Site Responders – include their primary location during event.  
(Examples: Trainers, EMS, EMTs, Firemen, Police, etc.)
- Response for Inclement Weather - Who activates this plan? What is the response for participants on site?
- Response for Injuries (minor and severe)
- Event specific protocols or guidelines

**Initial:** \_\_\_\_\_

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## INSURANCE REQUIREMENTS

The applicant and all vendors will need to meet all of the requirements requested by MCPC and the County of Morris. All insurance documents are due three (3) weeks prior to your event. For more information, visit [www.morrisparks.net/insurance](http://www.morrisparks.net/insurance).

**Required Documents - Including but NOT limited to the following requirements.**

- Certificate of Insurance**
    - General Liability Insurance\* - \$1 Million Each Occurrence, \$2 Million Aggregate
    - Business Auto\* - \$1 Million Each Accident
    - Workers Compensation - Proof of Workers Comp.  
Each Accident \$500,000/Disease each employee \$500,000/Disease Policy Limit \$500,000
- \*Morris County Park Commission and the County of Morris named as Additional Insured**

- Endorsement Form**  
Named Endorsement\* - Required for ALL multi day rentals - **CG 20 10, CG 20 26 or Equivalent**  
**\*Morris County Park Commission and the County of Morris named as Additional Insured**
- Hold Harmless** - Signed Indemnification/Hold Harmless Agreement Form.

*If all insurance documentation is not received your event will be cancelled and/or your vendors will not be permitted on site.*

- o Ask if your event qualifies you to use the Event Coordinator Insurance Requirements. (Event Coordinator approval allows groups to submit insurance coverage with higher limits to cover all of their on-site... vendors, merchants, deliveries, etc. – excludes food vendors.)

**Initial:** \_\_\_\_\_

**RESPONSIBILITIES & ACKNOWLEDGEMENTS**

Below are the responsibilities and acknowledgements of the Event Organizer/Applicant.  
Should the event be approved, I agree to the following as the applicant or on behalf of the organization for which this application is being made:

To ensure the physical setting is kept safe for participants and the general public attending the event

If I become aware of a situation that could lead to injury or property damage, I will take immediate and decisive action to prevent participants and the general public attending the event from engaging in activities or conduct that could cause property damage or harm to themselves or others

In the event of an incident, to follow the “Incident Reporting Procedures” below. An incident includes; bodily injury to a participant, myself, the public, or damage to Morris County Park Commission Property.

**Incident Reporting Procedures**

- Call 911, police, Ambulance, Fire, etc. when assistance is required;
- Within the next working day advise the MCPC (973.975.0625 and/or [events@morrisparks.net](mailto:events@morrisparks.net))
- Cooperate with MCPC Staff, police, investigating authorities and the insurance companies involved

I acknowledge that to use the Morris County Park Commission facilities and equipment provided to me, if applicable, in a manner consistent with its intended use and application to abide by the rules and regulations, policies and procedures of the Morris County Park Commission, I/the Organization understand the issuance of the Event Permit if one is required, or approval of this event, in no way constitutes approval to engage in any unlawful activity and hereby agree to conduct myself/organization in a manner that does not contravene any Federal, State or Municipal law.

**SIGNATURE**

I certify that I have read this entire application form and am fully aware of its term and conditions and of my obligations created by it. I certify that I am 18 years of age. By submitting this application electronically, I hereby agree to the terms and conditions on my own behalf, or the behalf or the organization that is being represented or for whom this application is being made.

**Event Organizers Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only**

Application Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Application:                    **Approved**                    **Denied**

Notes: \_\_\_\_\_