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

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*): _____ Time Leaving (*Clean-up*): _____

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: _____

Maximum number of people expected to be on-site at one time: _____ *(Must be approved by MCPC)*

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

Please initial 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) will need to be added to the Participant Contact List.
- **Observation** – MCPC Staff may come out at any time to evaluate your event and the adherence to MCPC policies and procedures.
- **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 an open flame on site (i.e., grills, ground fires/campfires, sternos)
    - A complete copy of Morris County Park Commission's Rules and Regulations can be found online at www.morrisparks.net/rules.

Initial: _____

PAYMENT INFORMATION:

- **Security Deposit** – A Refundable Security Deposit will be 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 Morris County Sheriff's Officers 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** is due within 30 days of receiving your invoice to secure your reservation.
    - All remaining **Rental Fees, Event Fees** and the **Security Deposit** are due 90 days prior to your event.
        - Includes all fees associated with the area/s being used or affected by the event and an Event Fee (assessed based on the number of people approved to be on site).
    - **Additional Fees** - i.e., Maintenance, Police, portable restroom rentals etc. are due in full 30 days prior to your event.
    - Late Fees - $25 will be assessed weekly for late payments. Failure to pay or reoccurring late payments may result in cancellation of the event by the MCPC.

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 .

- **Cancellation requests made by the Event Organizer:**
    - 61 days 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 are **no Refunds or Reductions provided**.
    - There are no refunds for inclement weather.
- **Cancellation by the MCPC:**
    - 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.

- **Cancellation by Executive Order or Federal Directive:**
  - In the event that a Federal Directive or an Executive Order from the Governor of New Jersey is in effect that causes the MCPC to close the rental facility, the renter's non-refundable deposit will be credited to the household for a future rental date.

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: _____

Initial: _____

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**

Initial: _____

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).

Initial: _____

AMPLIFIED SOUND

Use of a DJ, Live Music, P.A. System or similar device for amplified sound may require a 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

Initial: _____

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.

Where will event participants/spectator park?

Participants will be arriving via: ☐ **Car** ☐ ***Bus** ☐ **Both**

***BUS –** Will the bus stay on site? ☐ ***YES** ☐ **NO**

*If YES, how many will there be? _____ Where will they park? _____

Initial: _____

PORTABLE RESTROOMS

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 portable restroom? ☐ ***YES** ☐ **NO**

***If YES,** how many units: _____ Regular Units _____ Accessible Units

Note - Fall Cross Country events at Central Park of Morris County will have access to port-a-john units provided by the MCPC for a flat fee. To request additional units, complete the quantity request above.

The MCPC works with a contractor to provide units on MCPC property. Prices will be provided upon request based on current contract and MCPC Fee schedule.

- ADA Accessible Unit
- Standard Unit
- Additional Cleanings (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 and provide the required documents.

Initial: _____

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? _____

Initial: _____

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.

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

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

Initial: _____

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.

- 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.**
- 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.
- Vendors wanting to collect money on site are required to pay $30 for a vending permit.
- If Vendor insurance information is not approved the Vendor is not permitted on site.
- 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.*)

Number of Food Vendors: _____ Number of Merchandise Vendors: _____ Other: _____

Initial: _____

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. Minimum of 4 hours, per worker.
  Prices will be provided upon request based on current contract and MCPC Fee schedule.
- Cancellations/Adjustments
  - Requests received and processed by the MCPC within 48 hours of the event will be required to pay for a minimum of 2 hours per worker/shift scheduled for the event.

Initial: _____

POLICE

The Morris County Sheriff's Office will review Event details. They will assess the number of officers needed and their assignments. MCPC can require a Sheriff's Officer for any event. (973.326.7654)

- Examples requiring an officer to be present: crowd control, traffic control/parking, security, if there is a DJ/Band/P.A. System being used, etc.
- When an officer is required, there is an additional fee. Minimum of 4 hours, per officer.
  Prices will be provided upon request based on current contract and MCPC Fee schedule.

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**

Initial: _____

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) may 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. 973.829.8600 or oem@co.morris.nj.us

Initial: _____

FIRE MARSHAL

The County of Morris, Office of the Fire Marshal cover all fire safety permitting on MCPC property.
(Tent Permit Applications, Cooking Applications, Food Truck/Trailer Application, etc.)

- Safety Precautions – Are not provided by the MCPC.
- **Contact Information -** 973.829.8200 or firemarshal@co.morris.nj.us

Initial: _____

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? _____

Initial: _____

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

To receive the Not-for-Profit rate from the Morris County Park Commission the organization must meet the following requirements and submit them with the application.

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 organization's 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: _____

MANDATORY SUPPORTING DOCUMENTS:

1. **Event Summary:** Submit a separate document, describing in detail all aspects of the event**.** To be submitted with the application and may be updated with MCPC approval as needed.
   Include: the purpose of the event, arrangements for parking, music/p.a. systems, tents, port-a-johns and facility/area usage, crowd control measures, unique elements of the event, transportation details, etc. Provide a list of vendors and include any anticipated need for Maintenance and/or 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 must be submitted to the Morris County Park Commission and reflected in the final approval.

Initial: _____

2. **Site Plan:** All events must provide a detailed site plan. To be submitted with the application and may be updated with MCPC approval as needed.
   This document should include a diagram labeling the entrance and exit areas for the event, vendor placement, suggested port-a-john placement, designated parking areas, location of temporary structures, etc.

3. **Course Map:** Races and Walks must provide a course map. To be submitted with the application and may be updated with MCPC approval as needed.
   Course maps will be reviewed; potential modifications may be required.
   Use the MCPC Trail Map provided on the website (www.morrisparks.net) to identify the trails, pathways, etc. being used for the event, include the placement of course marshals, water stations and/or check points.

Initial: _____

4. **Emergency Action Plan (EAP):**
   The EAP must be submitted as a separate document and is due no later than three weeks prior to the event.
   The plan should include the following components:
   - **Primary Contact(s)** – Identify one or two contacts with full decision-making authority that will be present on-site during the event.
     - Details to Include: Name, phone number, and primary on-site location for each contact during the event.
   - **Communications Plan** – Outline how the staff and/or volunteers will communicate during the event.
     - Include details on communication methods (i.e., radios, phones, designated check-in points).
   - **Emergency Contact Information** – List key contacts for emergency situations, including Event Staff and relevant local emergency services.
     - Contacts to Include: Local First Aid or Morris County Office of Emergency Management, local Police and/or Morris County Sheriff's Office (973.326.7654) and **9-1-1** for all Emergencies.

- **On Site Responders** – Specify locations for all on-site responders and vehicles, such as EMS/EMTs, Fire Departments, Police Departments and their roles during the event.
- **Event Specific Protocols or Guidelines –** Provide protocols covering, at a minimum, the scenarios listed below. This includes detail activation procedures and includes the response actions. Additional safety procedures and contingency plans are encouraged to ensure thorough preparedness.
  - **Injury Response:** Outline procedures for recognizing and responding to both minor and sever injuries. Include on-site treatment protocols and emergency evacuation processes if needed.
  - **Severe Weather Protocols:** Define responses for extreme weather (i.e., high winds, lightening, extreme temperatures), such as designated shelter areas, evacuation routes, and notification procedures for attendees.
  - **Missing Person:** Detail steps for locating and managing missing person(s), including communication methods and coordination with staff, volunteers or Police.
  - **Safety Concerns and Hazard Response:** Specify procedures for assessing and addressing any unexpected safety hazard or concerns that may arise during the event.

Initial: _____

ADDENDUM CLAUSE

The MCPC reserves the right to issue additional requirements, agreements, or application addendums as needed to meet operational, safety, or policy updates related to the event.

Event organizers must review, sign, and return any addendums. Failure to submit signed copies of these issued requirements by the specified due date will be treated as a cancellation of the event by the renter, subject to the standard cancellation policy.

Initial: _____

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.

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.

- 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)
- 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**: _____