



# Englewood

Department of  
Parks & Recreation

130 W Englewood Ave • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 781-0784

## SPECIAL EVENT PERMIT APPLICATION

The procedure for applying for a City of Englewood facility is as follows:

1. Complete and Submit Application at least **4 weeks in advance** with the following:
  - A. Completed Hold Harmless Agreement (Pg 5.)
  - B. Certificate of Insurance
    - a. The certificate of insurance must list your name or group's name as the insured. In addition, the City of Englewood must be listed as additional named insured. The liability limit for bodily injury and property damage must not be less than \$1,000,000 per occurrence.

After the application, certificate of insurance and hold harmless agreement are received, the application will be

1. Reviewed for availability of date(s), times and appropriate space.
2. Sent for approval to all Department Heads: Recreation Director, Police Chief, Health Director (vended foods), Fire Chief (open flame/propane gas), Public Works Director (trash receptacles) and City Manager.
3. Assessed a fee which will be invoiced and must be paid prior to issuance of a valid permit.

## PRIORITY OF USERS

1. City use including the Recreation sponsored or co-sponsored sports and activities
2. Board of Education and Little League sponsored activities
3. Resident Groups/Businesses

## FEES

**\$50 per (2) hours, Per field**      **Parks, Facilities and Fields**

## VENDING, FOOD PREPARATION, & OPEN FLAME PERMITS

Neither vending, food preparation nor open flames are permitted in parks without a permit. Vendors must complete the attached permits for the Englewood Health Department (201-568-3450) and/or Fire Department (201-568-6304). Permits are issued only for specific events in conjunction with a park, field or facility request. Please complete a separate application.

## POLICY ON USE OF MUNICIPAL FIELD

1. The fields will be **CLOSED** between the months of **December 1<sup>st</sup> and April 1<sup>st</sup>**.
2. **The City reserves the right to cancel any or all reservation(s) if deemed necessary.**
3. Any group or person using cleats on any field will **VOID** their permit. Turf shoes are permissible.
4. The City reserves the right to determine a security deposit for events. Deposits will be refunded during regular office hours.

## CITY OF ENGLEWOOD: RESOLUTION

WHEREAS, the City of Englewood owns property within the City including ball fields and recreational facilities; and WHEREAS, pursuant to NJSA 40:61-22, the City of Englewood may implement rules for the use, regulation, supervision, and control of activities conducted on such properties;

NOW, THEREFORE, BE IT RESOLVED that the City Manager may adopt and promulgate reasonable rules and regulations not inconsistent with statute or ordinance governing the use of City parks and ball fields: and

BE IT FURTHER RESOLVED that all ball fields, parks, and recreational facilities owned by the City of Englewood shall not be leased or rented to any persons or entities without prior approval by the City Manager; and any persons or entities that wish to rent or lease such property shall be required to provide information including but not limited to Proof of Insurance, the purpose for which the field is being used, the time, date, duration of any such usage, and confirmation that any such person or entity shall indemnify the City for any damages or injury and shall be responsible for any damage to such property, security, and cleanup as a result of the activities.

### 5-36 Penalties:

**Any person violating any provision of this article shall be subject to a fine in an amount not exceeding \$500 or imprisonment for a term not in excess of 90 days, or both. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.**

partners and if a corporation, the names of the officers of such corporation, the home address of all persons listed in the application; the place or places of business at which such amusement device is to be located and the type of amusement device to be used.

(c) Upon filing such application, the applicant shall furnish a policy or duplicate policy of liability insurance with limits of not less than \$500,000 for injury to one person, nor not less than \$1,000,000 for one accident which policy shall be approved as to form and validity by the City Solicitor.

(d) Such application shall be submitted with the license fee required.

### Article 7. MECHANICAL AMUSEMENT DEVICES:

#### 5-37 Definition.

Amusement device shall mean and include amusement devices designed for and used by children such as but not limited to any mechanically or electrically operated pony, horse, boat, airplane, and/or equipment of similar design which may be placed in or outside of any premises to which the public is invited, and which devices are to provide an up and down, rocking, and/or circular motion for the enjoyment of not more than 2 children at a time.

5-40 License fee; term and expiration date.

(a) The annual fee for a license for each such device shall be as referenced in the fee ordinance of the City of Englewood.

(b) A license issued hereunder shall expire on December 31 of the year of issuance.

#### 5-38 License required.

No person shall operate any such amusement device unless he first obtains a license from the City Clerk.

#### 5-39 Application required; liability insurance policy.

(a) Application for such license shall be made to the City Clerk upon such forms as he shall prescribe.

(b) Such application shall contain the name of the person, if a partnership, the names of the

5-41 Prohibited locations.

No amusement device as defined herein shall be located, placed, maintained, or operated on any public street, highway, or other public place in the City.

# SPECIAL EVENT PERMIT APPLICATION

(Please Print)

Date: \_\_\_\_\_

APPLICANT INFORMATION			
Last Name:	First:	Middle Initial:	<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.
Street address:		Apartment #:	
City:	State:	ZIP Code:	Primary phone no.:
E-Mail Address:			

EXPECTED ATTENDANCE		
<b>Off duty Englewood Police will be required at group's expense depending on group size.</b>		
Number of Residents:	Number of Non-Residents:	Total Attendees:
Purpose of Event (Be Specific):		Date of Event:
Are you Requesting Use of Electricity? <input type="checkbox"/> Yes <input type="checkbox"/> No      If Yes, For What Purpose?		
Are you Requesting Use of Bathrooms? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will You be Supplying Your Own Bathroom? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PARK REQUEST					
<b>Permits are issued no earlier than 9am.</b>					
<input type="checkbox"/> Artus	<input type="checkbox"/> Crystal Lake	<input type="checkbox"/> Denning	<input type="checkbox"/> Depot/Veterans	<input type="checkbox"/> Dunning	<input type="checkbox"/> Glenbrook
<input type="checkbox"/> Mackay	<input type="checkbox"/> Madison	<input type="checkbox"/> Morris	<input type="checkbox"/> Triangle/Hudson	<input type="checkbox"/> Trumbull	<input type="checkbox"/> Tryon/Herring

Time Slots, \$50 per 2hrs, per Area			
<input type="checkbox"/> 9am-11am <input type="checkbox"/> 11am-1pm <input type="checkbox"/> 1pm-3pm <input type="checkbox"/> 3pm-5pm <input type="checkbox"/> 5pm-7pm <input type="checkbox"/> 7pm-9pm			
<b>Please be mindful of Set up and Break down times.</b>			
Will Security be Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you Requesting Special Parking Arrangements? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>*If Yes, a meeting must be scheduled with the Englewood Police Department.*</b>	
Set Up Time:	Break Down Time:	Merchants & Vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No
		If Yes, How many?	If Yes, How many?
			<b>*Note: If yes, a meeting must be scheduled with the Englewood Health Department.*</b>
			Rain Date:
			Start Time:
			End Time:

FOR OFFICE USE ONLY		
<input type="checkbox"/> Proof of Insurance	<input type="checkbox"/> Site Area Plan	<input type="checkbox"/> Non-Municipal Site Approval
<input type="checkbox"/> Parking Plan	<input type="checkbox"/> Security Plan	<input type="checkbox"/> Security Plan
<input type="checkbox"/> Signed Rules & Regulations + Hold Harmless Agreement	Date Approved:	Signature & Title:

**DEPARTMENT APPROVAL**

OFFICAL USE ONLY.

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Contact No. \_\_\_\_\_ Completed Application Received: \_\_\_\_\_

**DEPARTMENT APPROVALS**

**RECREATION DEPARTMENT**

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_ Fee(s) Paid: \_\_\_\_\_ Comments: \_\_\_\_\_

**POLICE DEPARTMENT**

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_ Fee(s) Paid: \_\_\_\_\_ Comments: \_\_\_\_\_

**HEALTH DEPARTMENT**

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_ Fee(s) Paid: \_\_\_\_\_ Comments: \_\_\_\_\_

**FIRE DEPARTMENT**

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_ Fee(s) Paid: \_\_\_\_\_ Comments: \_\_\_\_\_

**PUBLIC WORKS**

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_ Fee(s) Paid: \_\_\_\_\_ Comments: \_\_\_\_\_

**CITY MANGER'S OFFICE**

Date Received: \_\_\_\_\_ Signature: \_\_\_\_\_ Fee(s) Paid: \_\_\_\_\_ Comments: \_\_\_\_\_

**PERMIT ISSUED**

## PARK RULES AND REGULATIONS

Applicant accepts the responsibility for participants and spectators and their compliance with the rules and regulations set forth by City of Englewood Code. Violators of the below rules and regulations will result in revocation of issued permit(s) and the denial of further use.

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Setting up and cleaning up of facility after use is the responsibility of the applicant.</li> <li>2. Alcoholic beverages are prohibited.</li> <li>3. No open flames/gas without approval.</li> <li>4. Smoking is prohibited (includes adjacent sidewalks).</li> <li>5. Defacement of park property is prohibited.</li> <li>6. No dogs allowed (excluding Crystal Lake and Denning Parks).</li> <li>7. Motor vehicles of any kind are prohibited anywhere in the park and legally parked in designated areas.</li> </ol> | <ol style="list-style-type: none"> <li>8. Signs and circulars may not be posted, pasted, or affixed within the park unless approved in advance.</li> <li>9. Ball playing of any type must be played in designated area(s) unless a permit is issued.</li> <li>10. The supervision of the restrooms is the responsibility of the in-season sport, its coaches, administrators, and volunteers.</li> <li>11. Failure to obtain or present permit upon request will result in permit annulment.</li> <li>12. Three missed dates will nullify your permit.</li> </ol> |
|---|---|

<b>I have read and understand the above rules and regulations expressed above.</b>	
<i>Signature of responsible party</i>	<i>Date</i>

### HOLD HARMLESS AGREEMENT

Applicant Name:	Contact No.:
Address:	

The undersigned agrees to indemnify and hold the **CITY OF ENGLEWOOD** and its officers, agents, and employees harmless from any and all liability, claims cost and attorney’s fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the **CITY OF ENGLEWOOD** is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by the **CITY OF ENGLEWOOD** I agree to furnish a Certificate of Insurance specifically naming the **CITY OF ENGLEWOOD** as additional insured providing general liability coverage including, bodily injury and property damage with the minimum limits of liability not less than \$1,000,000. In order to induce the **CITY OF ENGLEWOOD** to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

Alcoholic beverages <input type="checkbox"/> will/ <input type="checkbox"/> will not be served.	Total number of persons anticipated:	Live entertainment <input type="checkbox"/> will/ <input type="checkbox"/> will not be provided.	Other:
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This agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated above. The **CITY OF ENGLEWOOD** reserves the right to cancel or interrupt the event if the representatives set forth herein are not adhered to or if the **CITY OF ENGLEWOOD** determines that a situation that might lead to personal injury, property damage or violation of law exists.

<i>Signature of Responsible Party</i>	<i>Date</i>
<i>Name of Company</i>	