



### Special Event Permit Application

A Special Event is any organized activity that occurs, either wholly or partially, on City of Newark Property and requires the provision and coordination of City of Newark Services for its successful execution.

To hold a Special Event, please complete and submit an application through the Newark City Parks Foundation website (newarkcityparks.org) at least sixty (60) days prior to the event start date, except for First Amendment activities or demonstrations. Please note that late applications will incur a fee, so be sure to submit within the specified time frame. Your application must include all necessary information and documents for processing. Assuming there are no issues or concerns related to the processing of your application, you should receive your special event permit within 20 working days from the date of receipt.

Applications, except for First Amendment activities, require a non-refundable **\$50 application processing fee**, which must be paid in the form of a money order, cashier’s check, or certified check made out to the City of Newark when the application is submitted. Please note that Newark City Parks Foundation maintains the right to refuse applications based on factors such as availability, security, and event protocols, among others.

For any questions about the special events application process, please call (201) 341-8311 or email [hello@newarkcityparks.org](mailto:hello@newarkcityparks.org)

#### PERMIT FEES\*

##### Park Permit - \$500 per event

A Park Permit is required for the use of any of the following city-owned parks: Lincoln Park, Harriet Tubman Square Park, Mulberry Commons, Military Park, and Riverfront Park . The cost of the permit is \$500 per event, with an additional charge of \$250 for each additional day. In addition, applicants may be subject to a refundable security deposit of \$250. If damage occurs, the Newark City Parks Foundation may retain part or all of the security deposit, and additional charges may be assessed in order to restore the park to its original condition.NOTE: It is strictly prohibited for unauthorized vehicles to enter the park for loading, unloading, or parking purposes. NCPF will provide park users with designated loading and/or food truck zones. Failure to comply with these rules and regulations may result in the forfeiture of the security deposit. The event organizer shall assume full responsibility for any damage caused by vehicles or any other means during the event.

##### Demonstration – NO FEE

Event or gathering for the purpose of expression protected by the First Amendment. Demonstrations may include public assemblies, rallies, protests, speechmaking, marching, or vigils that occur upon any City property including a street, sidewalk, park or alley and interfere with the normal customary traffic regulations or controls governing such places for example, requires street or sidewalk closure.

##### Film and Photo Shoot - \$500 per day

In order to secure exclusive rights to utilize a park for filming or commercial photography purposes, prospective applicants are required to obtain a park permit. Additionally, a film permit must be procured from the Newark Office of Film & Television

#### Applicant Information

Applicant Name: \_\_\_\_\_

Organization/Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Home
- Business
- Cell

- Home
- Business
- Cell

Telephone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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

## Event Information

---

Select a Park:  Harriet Tubman Square    Military Park    Lincoln Park    Mulberry Commons    Riverfront Park

Date of Event: \_\_\_\_\_ Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Event Description:

Type of Event (check all that apply):

- Park Use\* - \$500/\$250 each additional day/\$250 refundable security deposit    Film and Photo Shoot - \$500 per day  
 Demonstration (includes Vigil and/or March) - NO FEE

Name of Event \_\_\_\_\_ Event Set Up Time \_\_\_\_\_

### Site Plan -

Please attach diagram showing the location and set-up of any tables, booths, stages, etc. List the names of the individuals, organizations or groups (if different from the applicant) assigned to each booth and describe the activity, service, or other function to be provided at the booths. If items are being given away or dispensed in another manner, please provide a related list.

Main Contact Person during event and Telephone Number (if different from Applicant, for emergency purposes only):

---

Number of Expected Attendees or Spectators \_\_\_\_\_

### Advertising & Other:

Will the event be advertised?    Yes    No

If yes, describe the advertising plan, including dates and media outlet(s). Please ensure you obtain approval for your event before you begin to promote or advertise the event. \_\_\_\_\_

---

Will any pamphlets, handbills, or advertising matter of any kind be distributed at the event?    Yes    No

If yes, attach a copy to the application upon submission.

### Support Services (check all that apply):

Sound Technicians    Medical/First Aid    Sanitation    Security    Other \_\_\_\_\_

Please list all contractors, suppliers, groups, and/or individuals providing support services: \_\_\_\_\_

---

---

**Equipment** (check all that apply):

- Banner/Decorations (banners may not be secured to any trees, utility poles, or street/traffic lights. The minimum vertical clearance for banners across any roadway is fourteen (14) feet.)
- Electrical Equipment (All receptacles must be Ground Fault Circuit Interrupter (GFCI) protected. A GFCI is an inexpensive electrical device that prevents electrocutions, as well as burn and electric shock injuries. All rules and regulations promulgated by the City of Newark and the State of New Jersey shall be adhered to. Contact the Uniform Construction Code (UCC) office at (973) 733-3957 or in Room B-13 of City Hall if you have any questions about the electrical sub-code and how to comply.)
- Extension cord - 300 feet or less (Must use number twelve (#12) wire, receptacles must be GFCI protected.)
- Extension cord - longer than 300 feet (Must use number ten (#10) wire, receptacles must be GFCI protected.)
- Generator (If you plan to use a generator that exceed 2000 watts, you must obtain a permit from the Uniform Construction Code (UCC) Office in City Hall, Room B-23.
- Sound Equipment - Application forms for permits to utilize outdoor sound devices (loudspeaker, public address system, or bullhorn) must be filed with the application or at least fifteen (15) days in advance of the event. There is no fee for sound permit. (Sound permit application is provided in the Appendix)
- Tables
- Stage/Platform (Any stage or platform 36 inches or higher requires a permit from the Uniform Construction Code (UCC) office, available in Room B-13 in City Hall. Applicant must also provide sketches (with dimensions) to the UCC office, ensure proper handrails are installed, and comply with all other UCC requirements.)
- Tents More than 900 sq. ft. and longer than 30 ft. (Apply for permit at Fire Department – 1010 18th Avenue)
- Tents More than 16,800 sw. ft. and longer than 140 ft. (Apply for permit in City Hall, Room B-13)

My initials below certify that I have read and understand the conditions that must be adhered to by the electrical sub-code.

Initials \_\_\_\_\_ Date \_\_\_\_\_

**Toilets**

- You will require access to toilets during the usage of the park (Military Park and Mulberry Commons).
- Event organizers will be providing portable toilets.

**Street or Sidewalk Closure**

Special Events may require a Street Closure Permit in addition to other applicable permits if the event includes the closing of a City street or sidewalk. Street Closures are required when an event will not comply with normal traffic regulations. Upon receipt of an approval letter by the City of Newark, you will need to contact the Division of Traffic & Signals at (973) 733-3969 to arrange to pick up barricades for your event. There is a \$20 refundable deposit for each barricade that must be paid with a money order or personal check. The barricades must be returned within seven (7) days. Failure to return the barricades within seven (7) days will result in the forfeiture of the \$20 deposit and require payment of an additional \$55 replacement fee. Citizens are not allowed to use their cars or anything other than a City-issued barricade to close a street.

**Vendors:**     Food     Merchandise     No Vendors

Vendors must obtain permits through the Central License and Permit Office in Room B-17 of City Hall. All food concessions must have a valid business license. Be advised that a Special Event Vendor fee will apply in the amount of \$50 per day to vend a special event.

|  |   |  |
|--|---|--|
| Applicant proposes to sell (please check all of the following that apply): |   |  |
| <input type="checkbox"/> Hot Beverages                                     | <input type="checkbox"/> Art & Artisan Goods  | <input type="checkbox"/> Food Truck      |
| <input type="checkbox"/> Cold Beverages                                    | <input type="checkbox"/> Books                | <input type="checkbox"/> Ice Cream Truck |
| <input type="checkbox"/> Snacks  | <input type="checkbox"/> Clothing/Accessories | <input type="checkbox"/> Food Push Cart  |
| <input type="checkbox"/> Meals   | <input type="checkbox"/> Shish Kabob          | <input type="checkbox"/> Ice Cream Cart  |
| <input type="checkbox"/> Other:  |   |  |

## Related Special Events Permits

Please read the following permit requirements carefully and check all that may apply to your event.

Note: These additional permits are to be applied for, after the Special Events Permit application has been approved

### Alcohol served or sold (Please note the additional insurance requirement)

Applicant must submit a permit application to the Newark Division of Alcoholic Beverage Control (ABC) in Room 102 City Annex at least fifteen (15) working days prior to the event. Upon obtaining authorization from the Newark Division of ABC, the applicant is required to file an application with the Division of ABC in Trenton at least ten (10) working days prior to the event via mail only. The Division of ABC in Trenton may disapprove, deny, and/or cancel any application without notice, reason, or cause.

### Fireworks (Please note the additional insurance requirement)

Applicant must submit a copy of the firework vendor's (1) Permit to Manufacture Explosives and (2) Permit to Use Explosives, both issues by the New Jersey Department of Labor, Office of Safety Compliance. Applicant must obtain and complete a "Permit Application for Storage/Use of Explosives" issued by the City of Newark Fire Department, Division of Fire Prevention and Life Safety. The permit fee is three hundred (\$300) dollars.

### Amusement Rides (Please note the additional insurance requirement)

Applicant must provide proof that the owner/operator of the amusement rides has acquired the necessary permits from the New Jersey Department of Community Affairs, Bureau of Code Services.

### Animals (Please note the additional insurance requirement)

At least one (1) week prior to the event, the applicant must submit a health certificate for each animal to participate, as well as the name of a veterinarian who will provide care for any injured or sick animal, a copy of the handler's licenses required under Federal and/or State law, and verification of access to animal transport. (Applicant must be able to show compliance with all of the above requirements in order to receive Special Event Permit.)

## Insurance

Unless an exception is granted, all Special Events, and except First Amendment Activities in accordance with applicable law, require a Certificate of Insurance naming the City of Newark as an additional insured and an Additional Insured Endorsement (form CG 2026, CG2012 or its equivalent. (See examples of documents in Appendix.). The Certificate of Insurance should include a hold harmless provision that reads as follows:

The City of Newark and its officers and employees are additional insured. The \_\_\_\_\_ shall defend, indemnify and hold harmless the City of Newark, its agents servants and administrators from and against any and all claims, or actions at law, whether for personal injury, property damage or liability including any costs of defense incurred by the City of Newark which arise from any acts, omissions of the insured, its agents, or employees arising out of or related to the permit(s) and use of the City of Newark's parks, streets, and/or facilities for [NAME OF EVENT].

Do you have insurance for this event:       Yes    No    N/A      If yes, Agency: \_\_\_\_\_

A certificate of insurance evidencing general liability insurance (an occurrence policy) of at least \$1,000,000.00 (one million dollars) and naming the City of Newark as an additional insured must be submitted for the application to be accepted for processing. The City reserves the right to request additional liability insurance depending on the scale and duration of the event, including but not limited to the following:

Will your event include vehicles, aircraft, or other equipment, devices, or activities that are excluded from coverage in your general liability insurance policy?    Yes    No

If so, separate additional liability insurance for the applicable exclusion with coverage of at least \$1,000,000.00 (one million dollars) must be provided.

Will alcoholic beverages be served or sold at your event?       Yes    No

If so, separate additional liquor liability insurance with coverage of at least \$1,000,000.00 (one million dollars) must be provided.

Will contracted emergency medical Services or first aid stations provided at your event?       Yes    No

If so, separate additional medical liability insurance with coverage of at least \$1,000,000.00 (one million dollars) must be provided by vendor naming City of Newark as an additional insured.

Will fireworks or other special effects be displayed at your event?  Yes  No

If so, separate additional general liability insurance with coverage of at least \$2,000,000.00 (two million dollars) and naming the City of Newark as an additional insured must be provided by the pyrotechnics company.

Will contracted security guards or officers be used at your event?  Yes  No

If so, separate additional security guard liability insurance with coverage of at least \$1,000,000.00 (one million dollars) and naming the City of Newark as additional insured must be provided by the security company.

Will amusement ride be used at your event (including inflatables)?  Yes  No

If so, separate additional general liability insurance naming the City of Newark as an additional insured must be provided by the operator, along with a current certificate of inspection.

**APPLICANT ACKNOWLEDGEMENT/AUTHORIZATION/INDEMNIFICATION**

As the applicant, I hereby certify the information I have provided in this application and any attachments is complete and accurate, and that no false or misleading information or false statements have been given. I understand that failure to do so and to abide by the rules and regulations promulgated by the City of Newark for holding Special Events may lead to the denial of the application, cancellation of the event, the denial of future Special Event applications, or other legal action.

In addition, as the applicant, I hereby agree to defend and hold harmless the City of Newark, its agents, servants, and administrators from and against any and all claims, or actions at law, whether for personal injury, property damage, or liability including and cost of defense incurred by the City of Newark which may arise from any acts omissions of the injured, its agents, or employees arising out of or related to the permit(s) and use of the City of Newark’s parks, streets, properties, and/or facilities which are deemed not the to be the sole responsibility of the City of Newark.

I acknowledge that the City of Newark reserves the right to deny a permit to any event that interferes with the healthy, safety, order, and well-being of the general public.

As the applicant/owner, I further certify that I am authorized to sign this application and execute the Hold Harmless & Indemnification Agreement contained therein on behalf of (Name of Organization): \_\_\_\_\_

For the Special Event and/or Block Party beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT (NAME)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

NOTE: Please recheck your application to ensure that it is complete with all the requested information. This will enable your application to be processed without delay. Providing there are no concerns or issues related to the processing of your application, the special event permit will be available within 20 workdays of the receipt of your application.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|          |                                      |                |
|----------|--------------------------------------|----------------|
| PRODUCER | CONTACT NAME:                        |                |
|          | PHONE (A/C, No, Ext):                | FAX (A/C, No): |
|          | E-MAIL ADDRESS:                      |                |
|          | <b>INSURER(S) AFFORDING COVERAGE</b> |                |
|          | INSURER A :                          | NAIC #         |
|          | INSURER B :                          |                |
|          | INSURER C :                          |                |
|          | INSURER D :                          |                |
|          | INSURER E :                          |                |
|          | INSURER F :                          |                |

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
|          | <b>GENERAL LIABILITY</b><br><input type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           |          |               |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COM/OP AGG \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS  |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                   |
|          | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$   |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      |               |                         |                         | <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER<br>E L EACH ACCIDENT \$<br>E L DISEASE - EA EMPLOYEE \$<br>E L DISEASE - POLICY LIMIT \$                    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Description of event to include date

|   |  |
|---|--|
| <b>CERTIFICATE HOLDER</b><br><br>City of Newark<br>920 Broad Street<br>Newark, nJ 07102 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE |
|---|--|