



Middlesex County Department of Parks & Recreation

Special Event Request

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

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

Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell ( ) Home ( ) Work ( )  
\_\_\_\_\_ Cell ( ) Home ( ) Work ( )

E-Mail Address: \_\_\_\_\_

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

Park: Alvin Williams ( ) Donaldson ( ) Fords ( ) Johnson ( ) Merrill ( ) Phillips ( )  
Raritan Bay ( ) Roosevelt ( ) Spring Lake ( ) Thomas Edison ( ) Thompson ( )  
Warren ( ) Other ( ) \_\_\_\_\_

Exact Location(s) \_\_\_\_\_

**Please attach route for walks and 5k runs**

Date: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Times: Set up \_\_\_\_\_ Start \_\_\_\_\_  
End \_\_\_\_\_ # of People \_\_\_\_\_

Detail Requests: (not all listed items are allowed at every park)

DJ/ Music ( ) Inflatables ( ) Food/Vendors ( ) [no selling, donated goods only]  
Other Details ( ) Please Explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rules and Regulations:

- 1) Special Events are subject to the Rules and Regulations set forth by the Middlesex County Board of Chosen Freeholders and the Middlesex County Department of Parks & Recreation. For complete disclosure of Rules and Regulations, please go to our website at [www.co.middlesex.nj.us](http://www.co.middlesex.nj.us) .
- 2) All Special Event requests are subject to approval by the Chairman, Department of Parks & Recreation.
- 3) Requests are handled in the order they are received. The Parks Department will make every effort to contact you within 2 weeks of the date your request is received.
- 4) All Special Event permit holders MUST provide a Certificate of Insurance. The Middlesex County Department of Parks & Recreation must be named ADDITIONAL INSURED and CERTIFICATE HOLDER. Permits will not be issued without Certificate of Insurance. For more information, please refer to the following link on our website: <http://co.middlesex.nj.us/parksrecreation/permits.asp>
- 5) Permits must be picked up at least one (1) month prior to date of Event.
- 6) Any violation of Department Rules and Regulations will result in Cancellation/ Termination of Event and/or Additional Fees or Fines.

The applicant hereby certifies that all the information provided is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information will be the basis for denial or revocation of a permit. The attached Rules and Regulations for permit approval have been read, are understood, and will be fully complied with by the applicant.

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

Signature: \_\_\_\_\_

Fax: 732-745-7351

