

Date received in  
Recreation:

Initials: \_\_\_\_\_

PLAINFIELD DIVISION OF PARKS & RECREATION

510 Watchung Avenue, Plainfield New Jersey  
07061 (908) 753-3097 / (908) 226-8038 Fax  
recreation@plainfieldnj.gov

PARKS & PLAYGROUNDS USAGE APPLICATION

**The sale, serving and/or consumption of alcoholic beverages on public property is absolutely prohibited.**

Print in ink or type    ♦    SIGN AND DATE Incomplete or illegible applications will not be processed.

Facility Usage Fee: \$25.00 Per (2) TWO HOUR BLOCK

**\*\*FEE MUST BE PAID BY CHECK OR MONEY ORDER AT TIME OF APPLICATION APPROVAL\*\***

**Please allow 30 days for approval process**

The name on this request is the person who will be held responsible for the terms of this permit:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Park or Playground requested: (please check one)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Bryant School Playground | <input type="checkbox"/> Hannah Atkins Playground   | <input type="checkbox"/> Mathewson Playground |
| <input type="checkbox"/> Milt Campbell Field      | <input type="checkbox"/> Rock Avenue Baseball Field | <input type="checkbox"/> Rushmore Playground  |
| <input type="checkbox"/> Seidler Field            | <input type="checkbox"/> Madison Avenue             | <input type="checkbox"/> OTHER _____          |

Specify area(s) of park or playground requested:

- |   |   |  |                                       |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Basketball Court | <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Football Field    | <input type="checkbox"/> Soccer Field |
| <input type="checkbox"/> Grassy Area      | <input type="checkbox"/> Parking Lot    | <input type="checkbox"/> Concession Stands | <input type="checkbox"/> Playground   |

Number of people expected:     less than 100         100 to 200         more than 200

**AT THE DISCRETION OF THE POLICE DEPARTMENT officers may be required**

**TYPE OF EVENT**

- SPECIAL EVENT (Concerts, Bike Races, Fairs, etc.)
- SPORTS (Games, Tournaments, Clinics, etc.)
  - Basketball  Baseball  Soccer  Other (Please Specify: \_\_\_\_\_)
- FAMILY & FRIENDS (Reunion, Cookout, Celebrations, etc.)

**Provide a detailed description of activities to be held during this park usage (place answer below):**

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**Specify dates and hours requested:**

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|--|--------------|
| (1 <sup>st</sup> Choice) DATE(S):      | EVENT TIME:  |
|  | SET UP TIME: |
| Will this event be held Rain or Shine? | RAIN DATE:   |
| (2 <sup>nd</sup> Choice) DATE(S):      | TIME(S):     |

Is this a Public or Private event? \_\_\_\_\_

If Public, explain: \_\_\_\_\_  
\_\_\_\_\_

Will this event be advertised? \_\_\_\_\_  
If YES, how? (FLIERS or INVITATIONS-must be attached)

Will tents be set up?  No  YES  
If YES, how many and what size? \_\_\_\_\_  
Will tents be staked into the ground? \_\_\_\_\_

Will there be SIGNS, BANNERS, and/or TRAIL MARKINGS displayed?  
 No  
 YES [If YES, banners that promote sex, violence and drugs/alcohol will NOT be permitted for any application. Include diagram/with dimension and language of banner.]

Will there be a GRILL?  
 No  
 YES:  CHARCOAL or  **PROPANE**  
[If **PROPANE**: a **FIRE SAFETY PERMIT** from the **PLAINFIELD FIRE DIVISION-BUREAU OF FIRE PREVENTION** (315 Central Avenue) must be obtained.]

Will there be food served to participants and public?

- No
- YES [If yes, other than a family cookout -you must obtain a **SPECIAL EVENT LICENSE** food permit from the **CITY OF PLAINFIELD NJ – DIVISION OF HEALTH (510 Watchung Avenue)**.

VENDORS

Will there be food or novelty vendors? \_\_\_\_\_

If YES, how many? \_\_\_\_\_ [Attach a list of all vendors]

Each vendor is required to obtain a Health Permit; food vendors require a HEALTH PERMIT and VENDOR PERMIT.

**Vendor Permits can be obtained from the City Clerk's Office (515 Watchung Avenue).**

Will there be MUSIC?

- No
- YES **In accordance with Municipal Ordinances, there is no amplified sound in the parks on Sunday. For DJs and Bands a Public Entertainment Permit from the City Clerk's Office (515 Watchung Avenue) must be obtained.**

If YES:  DJ  Band  Radio/CDs

Stage [Specify the type, size, and use. Insurance must be attached]

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INFLATABLE PLAYGROUND EQUIPMENT

Will there be any inflatable items? \_\_\_\_\_ If YES, how many? \_\_\_\_\_

Please provide a photograph and/or description of any inflatable item you plan to have at your event and include, generators, insurance, etc.

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Specify any and all items of equipment requested from the Division of Parks and Recreation: (ie: Sports Lighting, Scoreboard, Markers, etc.)

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If approved, you will be issued a permit and notified regarding the following:

- You may be required to provide a certificate of insurance naming the City of Plainfield as an additional insured. Amount to be determined at time of approval.
- You may be required to hire Plainfield Police Officers at the prevailing overtime rate. Number of officers and hours needed to be determined at time of approval.
- You may be required to obtain a Mayor's/Entertainment Permit.

### **HOLD HARMLESS AGREEMENT:**

I sign this Hold Harmless as my voluntary act and by this act, I hereby agree to release and hold harmless the City of Plainfield, its officers, agents, and employees, from any demand, claim, liability, damages, losses, suits, obligations, actions, causes of action or judgment including attorney fees and costs, which may occasioned by any injury that may sustain, or which are the alleges result of any act or omission of any organization, corporation, guest, invitee, licensee, visitor or other person present on the City owned or operated premises in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held (as described in the Parks Playgrounds Usage Application) on the dates set forth in this application. My signature below indicates that I acknowledge and fully understand all the provisions stated on this form.

Signature\_\_\_\_\_

Date\_\_\_\_\_

