



Making It Better, Together.

Camden County Department of Parks Public Event/Festival Application

In order to hold your event this application will need to be completely filled out and returned to the Parks Department within **ONE MONTH OF RECEIPT OF THIS APPLICATION**. If the application is not completed and returned along with the permit fee and copy of insurance within the time period, the applicant's event will be voided.

EVENT INFORMATION

NAME OF EVENT: _____

DATE REQUESTED: _____ LOCATION REQUESTED: _____

SET-UP TIME: _____ EVENT START TIME: _____ FINISH TIME: _____

PROJECTED ATTENDENCE: _____

WILL YOU BE HAVING: TENTS: QUANTITY & SIZE: _____

SOUND SYSTEM

VENDORS: FOOD MERCHANDISE

CONTACT INFORMATION

NAME OF ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

EVENT DAY PHONE #: _____

FOR OFFICE USE ONLY

DATE REQUEST APPROVED: _____

DATE APPLICATION RECEIVED: _____

FEE PAID: _____

INSURANCE RECEIVED: _____

AUTHORIZED BY: _____

PERMIT# _____

DESCRIPTION OF EVENT

The Following section is information for WIGGINS PARK RIVERSTAGE ONLY

WIGGINS PARK RIVERSTAGE

WIGGINS PARK, CAMDEN CITY

BASE FEE (4 hour minimum)

\$550.00/HOUR

Includes:

4 Staff-2 Parks Department Employees and 2 Safety Technicians .

Access to electricity.

Stage operation and electric provided exclusively by Camden County Parks Department.

ADDITIONAL LABOR

Camden County Parks retains the right of first refusal in regards to contract requirements for additional stage labor.

ADDITIONAL LABOR CHARGES (4 hour minimum)

Evenings (after 3:30 pm and Saturdays)

Hourly per person \$45.00 (first 8 hours)

Hourly per person \$55.00 (after 8 hours)

Sundays and Holidays

Hourly per person \$55.00

Applicant is responsible for:

Sound equipment and lighting

Portable toilets and cleaning

Security (Camden County Sheriff's Department) \$65.00 per hour

Purchase of vending rights \$1,500.00

\$5,000.00 deposit is required at the time of permit approval.

Deposit will be applied toward final charges.

INSURANCE REQUIREMENTS

1. A Certificate of Insurance must be submitted to the Department of Parks prior to issuance of a permit. Certificate shall:
 - A. List the Program.
 - B. Name Camden County Board of Chosen Freeholders, County of Camden as additional insured.
 - C. **Have limits set at no less than \$500,000 Bodily Injury and \$500,000 Property Damage.
 - D. List all insured, the insurance company, and the insurance broker.
 - E. Provide coverage on the date(s) of use and the rain date.
2. Auto and Workers' Compensation Coverage Certificates, when applicable, must be submitted to the Department of Parks prior to issuance of a permit. Certificates shall:
 - A. **Have limits set at \$300,000/\$300,000 on auto and general liability.
3. When a private subcontractor is being utilized (i.e. caterer, tent rental company, moon bounce, petting zoo or pony rides), that subcontractor must provide the appropriate Certificate of Insurance as outlined in Sections 1 and 2 above, prior to the issuance of the permit.

INDEMNIFICATION

I hereby agree to indemnify and hold harmless CAMDEN COUNTY and/or its agents, servants or employees for any and all claims of any damages of any kind, suits, litigation, arbitration, and proceedings of any kind for injuries, property damage, theft or other causes arising from or in connection with

_____ on _____, unless due to
(Activity) (Date)
negligent acts or omissions or intentional misconduct of Camden County Parks Department.

It is expressly agreed and understood by the parties that CAMDEN COUNTY shall not be responsible for any claims from the aforesaid event without regard to the fault or negligence of any person or entity, whether or not such person or entity is a party to this agreement, and regardless of whether the aforesaid fault or negligence is sole, concurrent, joint, contributory or comparative.

*APPLICANT (Signature) _____ (Print Name) _____
TITLE _____ DATE _____

*If applicant represents a corporation, partnership, or sole proprietorship, this application must be signed by an officer of the corporation, principal or owner.

PERMIT FEES-(per day)

NON-PROFIT \$150.00
OTHER \$500.00
GATED EVENTS \$2,000.00

RETURN TO: CAMDEN COUNTY PARKS DEPT.
1301 PARK BOULEVARD
CHERRY HILL, NJ 08002
ATTN: PERMITS

MAKE CHECKS PAYABLE TO: CAMDEN COUNTY

PUBLIC/SPECIAL EVENTS RULES-Do Not Return With Permit

1. The permit holder will be responsible for insuring the grounds are left clean and in “as found” condition. When available, every effort should be made to utilize the recycling cans. Bags of trash should be left piled adjacent to trash/recycling cans.
2. Portable toilet for general park use are located throughout the parks and are cleaned on a regular basis. When an event has the potential to impact heavily on these units, the permit holder may be responsible for cleaning the existing units prior to the event and every day of the event and/or for providing additional portable toilets for events attracting 100 or more and for cleaning these units every day of the event. A minimum of one additional unit per every 100 people may be required, depending on location, length of program, other available facilities, etc. The Department of Parks will determine the required number of units. The schedule of available park units is available upon request.
3. If the County is co-sponsor, all printed materials are to be approved in advance by Camden County.
4. All merchandise and food vendors must be approved by Camden County prior to the event. Permit holder must obtain a list of insurance and inspection requirements from the office of Special Events or permit holder may request “pre-approved” vendor list.
5. Permit holder is responsible for securing all permits required from the Camden County Fire Marshal’s Office, this includes tents larger than 10 X10, and cooking operations using propane (not required for charcoal). All costs shall be borne by the permit holder. Permitting with the Fire Marshal’s Office will take approximately two weeks. Camden County Fire Marshal-(856) 374-6176.
6. The location of all staging and tents must be approved by the office of Special Events prior to event. **No use of amplified public address systems prior to 9:00 am. This includes bullhorns.**
7. The Camden County Division of Special Events reserves the option to require one or more Sheriff’s Officers or Park Ambassadors at said event, with all costs borne by the permit holder. The Police and/or Special Events Coordinator shall determine the number of officers required and/or make other arrangements.
8. The County reserves the right to cancel and/or terminate a program if we determine that there is a clear and present health or safety danger to the public.
9. Failure to comply with all requirements and scheduling deadlines may result in denial to use the park.
10. Permit fees are not refundable. If your event is canceled, postponed or rained out, fees can be applied to a future date if rescheduled within the calendar year.
11. Fees for police coverage, electricity, labor and equipment are additional and will be determined upon review of each individual application.
12. Event signs can only be posted the morning of the event and must be removed immediately following the end of the event. Any signs put up prior to day of event and left after the event will be removed by park staff.