Revised 12/18/2017

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)

☐ Bryant School Playground  ☐ Hannah Atkins Playground  ☐ Mathewson Playground
☐ Milt Campbell Field  ☐ Rock Avenue Baseball Field  ☐ Rushmore Playground
☐ Seidler Field  ☐ Madison Avenue  ☐ OTHER_________________________

Specify area(s) of park or playground requested:

☐ Basketball Court  ☐ Baseball Field  ☐ Football Field  ☐ Soccer Field
☐ Grassy Area  ☐ Parking Lot  ☐ Concession Stands  ☐ 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

Date received in Recreation:

Initials: ___________
**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):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Specify dates and hours requested:

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<th>(1st Choice) DATE(S):</th>
<th>EVENT TIME:</th>
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Will this event be held Rain or Shine?

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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]
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

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.
________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

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