

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225
Fax 908.429.5508

ATHLETIC FIELD APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Applicant: _____	Name of Organization: _____
Street/Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____
Day Phone Number: () _____	Phone Number: () _____
Cell Phone Number: () _____	E-Mail Address: _____

- 1. Type of event: ___ League Play ___ Tournament ___ Practice/Informal Play
- 2. Specific field: ___ Soccer Field North Branch #1 (Lights) ___ Soccer Field North Branch #2 (Weekend Only Fall)
 ___ Soccer Field Duke Island Park ___ Cricket Colonial Park ___ Fitness Instruction

3. Date(s) requested: _____
Time: From _____ a.m./p.m. To _____ a.m./p.m.

4. Maximum number of participants expected: _____

5. APPLICANT'S PRIORITY CLASSIFICATION (select the classification in which/your organization belongs):
- Somerset County Entities
 - Somerset County Recreation Departments and Public/Private Schools
 - Not for Profit Organizations**
 - For Profit organizations

** Provide proof of your 501(c)(3) status.

6. On site person who will be in charge of the event: Name _____
Address: _____
Day Phone Number: _____ Cell Phone Number: _____

7. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming The Somerset County Park Commission, and the County of Somerset, it's elected and appointed Officers, Agents, Volunteers, and Employees as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

The applicant by his or her signature certifies that: 1. All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. 2. The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. 3. The individual and/or the organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. 4. Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT): _____ **Date:** _____

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

BASEBALL and SOFTBALL LEAGUE/TOURNAMENT REQUEST

Signature and complete applications are necessary to process confirmations and permits. Return this application to: *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Applicant Name: _____ Name of Organization: _____
Street/Address: _____ Address: _____
City/State/Zip: _____ City/State/Zip: _____
Day Phone Number: () _____ Phone Number: () _____
Cell Phone Number: () _____ E-Mail Address: _____

1. Type of event: __ League Play __ Tournament __ Practice/Informal Play
2. Specific field: __ Softball Field North Branch #1 (lights) __ Softball Field North Branch #2
 __ Softball Field Duke Island __ Softball Field Colonial Park
 __ Softball Field Torpey (lights) __ Baseball Field Torpey (lights)
 __ Softball Field Quail Brook Park __ Scoreboard (see separate application)

3. Date(s) requested: _____
- Weekdays: 3:00pm-6:30pm 7:00pm-10:30pm
Weekends: 9:00am-12:00 noon 12:30pm-3:30pm 4:00pm-7:00pm 7:30pm – 10:30pm-(lighted fields)
Rain Date(s) _____

4. Maximum number of participants: _____

5. APPLICANT'S PRIORITY CLASSIFICATION (select which classification you/your organization fall into):

- County of Somerset Entities
- County of Somerset Municipalities and Public/Private Schools
- Not for Profit Organizations**
- For Profit organizations

** Provide proof of your 501(c)(3) status.

6. Will you have a food concession? _____ Will you have other concessions? _____

7. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____ Cell Phone Number: _____

8. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming The Somerset County Park Commission, and the County of Somerset, it's elected and appointed Officers, Agents, Volunteers, and Employees as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or the organization requesting a permit, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, age, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY PERMIT FOR BASEBALL AND SOFTBALL TOURNAMENT/LEAGUE CHECKLIST

<input type="checkbox"/> Softball Field North Branch #1	Certificate of Insurance	_____
<input type="checkbox"/> Softball Field North Branch #2	League/Informal Games	_____
<input type="checkbox"/> Softball Field Duke Island	Tournament Fee	_____
<input type="checkbox"/> Softball Field Colonial Park		
<input type="checkbox"/> Softball Field Quail Brook Park	Concession Fee	_____
<input type="checkbox"/> Softball Field Torpey	Concession Clean-up Bond	_____
<input type="checkbox"/> Baseball Field Torpey	Lights Fee	_____
	Scoreboard	_____
	TOTAL	_____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION

PO Box 5327 • North Branch NJ 08876

908.722.1200 ext. 225

COMMERCIAL FILMING & PHOTOGRAPHY PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Name of Applicant: _____

Name of Organization: _____

Street/Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Day Phone Number: () _____

Phone Number: () _____

Cell Phone Number: () _____

1. Name and Purpose of the filming/photography event for which a permit is requested: _____

2. Date(s) and time(s) of the filming/photography event:

A. Set-up for the filming/photography event will begin _____ (am/pm) on _____ (Month/Day/Year)

B. The filming/photography event will begin _____ (am/pm) on _____ (Month/Day/Year)

C. The filming/photography event will end _____ (am/pm) on _____ (Month/Day/Year)

D. Clean-up/Take-down will be completed by _____ (am/pm) on _____ (Month/Day/Year)

E. Rain Date _____

3. Maximum number of participants expected: _____ (if unsure, please provide an estimate)

4. Specific Somerset County Park Commission grounds or facilities requested: _____

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____

Cell Phone Number: _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____

Phone #: _____

7. **IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED BELOW ON A SEPARATE SHEET(S) OF PLAIN PAPER AND ATTACH TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION.**

A. Provide plans for the set up of the film/photography site.

B. List all props, platforms, stages, sound equipment, vehicles, electrical wiring, decorations, catering equipment, tables, chairs, tent, and/or other items to be used.

C. List all contractors, suppliers, groups, or individuals providing support services, such as caterers, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided).

- D. Please provide a list showing the name, address, phone number, and contact person for any other companies or organizations involved in this filming/photography event.
- E. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your filming/photography event? **YES** _____ **NO** _____. If the answer is yes, please attach explanation on a separate page.

Please answer the following questions, (for each item below, please circle appropriate answer).

- A. Have you visited or are you familiar with the site you have requested? **Yes** **No**
- B. Will you be erecting a tent(s)? If so how many? _____ Size(s)_____ **Yes** **No**
- C. Have you or has your organization ever applied for or been issued a permit for a special event at any Somerset County Park Commission facility? **Yes** **No**
If so, please give the date of your last permit: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, age, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY PERMIT FOR COMMERCIAL FILMING AND PHOTOGRAPHY CHECKLIST

- Fee _____
- Certificate of Insurance _____
- Site Plan _____
- Tents _____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

CROSS COUNTRY TRACK APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Applicant: _____ Name of Organization: _____
Street/Address: _____ Address: _____
City/State/Zip: _____ City/State/Zip: _____
Day Phone Number: () _____ Phone Number: () _____
Cell Phone Number: () _____ E-Mail Address: _____

1. Type of event: Meet Practice
2. Specific Trails: North Branch Park Natirar Park Other:
 Duke Island Park Colonial Park

3. Date(s) requested: _____
Time: From _____ a.m./p.m. To _____ a.m./p.m.

4. Maximum number of participants expected: _____

5. Maximum number of spectators: _____

6. On site person who will be in charge of the event: Name _____

Day Phone Number: _____ Cell Phone Number: _____

7. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or the organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT): _____ **Date:** _____

SOMERSET COUNTY PARK COMMISSION

PO Box 5327 • North Branch NJ 08876

908.722.1200 ext. 225

DOG/HORSE SHOW PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator*

Name of Applicant: _____

Name of Organization: _____

Street/Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Day Phone Number: () _____

Phone Number: () _____

Cell Phone Number: () _____

1. () **Dog Show** Type: () **Match** () **Point** () **Other Show** (specify) _____

 () **Horse Show** () **Other Event** (list): _____

Is event AKC registered? _____

2. Date(s) and time(s) of the Event:

A. Set-up for the Event will begin _____ (am/pm) on _____ (Month/Day/Year)

B. The Event will begin _____ (am/pm) on _____ (Month/Day/Year)

C. The Event will end _____ (am/pm) on _____ (Month/Day/Year)

D. Clean-up/Take-down will be completed by _____ (am/pm) on _____ (Month/Day/Year)

3. Maximum number of participants and spectators expected: _____ (if unsure, please provide an estimate)

4. Maximum number of animals expected: _____

5. Specific Somerset County Park Commission grounds or facilities requested: _____

6. Will there be overnight campers? _____ Number of units (estimate): _____

Arrival date of first camper: _____ Departure date of last camper: _____

7. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____ Cell Phone Number: _____

8. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

9. **IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED BELOW ON SEPARATE SHEET(S) OF PLAIN PAPER AND ATTACH TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION.**

A. Provide plans for the event: Please describe all activities and time schedule. List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, tent, and/or other items to be used.

- B. List all contractors, suppliers, groups, or individuals providing support services, such as caterers, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided).
- C. If your event will involve the setting up of booths, tables, tents, etc., please provide a diagram showing the location of each and a list of the names of each individual or group assigned to each booth or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed (i.e. printed material, leaflets, bumper stickers, tee shirts, buttons, etc.), please provide a list of all such items for each booth area.
- D. Please include a statement that you understand that you are responsible for providing the necessary staff required to execute all event logistics. Park Maintenance Staff and/or Park Rangers will only be responsible for duties directly related to the park. This statement shall also include that you understand that you must provide volunteer or paid staff to perform overflow parking duties, if size of event warrants overflow parking. A pre-event planning meeting with the Event Coordinator and Park Commission staff including Recreation Manager, Permit Coordinator, Park Rangers, and Park Foreman will be held no later than 14 days before the permit date to determine these duties.
- E. Please provide a list showing the name, address, phone number, and contact person for any other organizations or co-sponsoring organization involved in this special event.
- F. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your event? **YES** _____ **NO** _____. If the answer is yes, list each individual, group or organization and give all available information, such as name, address, phone number and the background for your concern.

Please answer the following questions, (for each item below, please circle appropriate answer).

- | | | | |
|----|--|------------|-----------|
| A. | Have you visited or are you familiar with the site you have requested? | Yes | No |
| B. | Will there be vendors at your event? If so how many? _____
Will these vendors be selling food? | Yes | No |
| C. | Will you be erecting a tent(s)? If so how many? _____ Size(s) _____ | Yes | No |
| D. | Are you requesting electricity? | Yes | No |
| E. | Are you requesting easy access to water? | Yes | No |
| F. | Will there be music at your event? | Yes | No |
| G. | Have you or has your organization ever applied for or been issued a permit for an event at any Somerset County Park Commission facility?
If so, please give the date of your last permit: _____ | Yes | No |

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY PERMIT FOR DOG/HORSE SHOW CHECKLIST

Fee	_____	Certificate of Insurance	_____
Fee Other	_____	Site Plan	_____
Pre-event/Post-event Fee	_____	Electricity	_____
Clean-Up Bond	_____	Access to Water	_____
Total Fee	_____	Number of Vendors	_____
		Tents	_____
		Food Vendors	_____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

HOWE ATHLETIC COMPLEX
LEAGUE/TOURNAMENT REQUEST

Signature and complete applications are necessary to process confirmations and permits. Please note that applications are accepted for each season separately. Please see accompanying guidelines for additional information.
 Return this application to: *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Applicant Name: _____ Name of Organization: _____
 Street/Address: _____ Address: _____
 City/State/Zip: _____ City/State/Zip: _____
 Day Phone Number: () _____ Phone Number: () _____
 Cell Phone Number: () _____ E-Mail Address: _____

1. Season: __ Spring __ Summer __ Fall

2. Sport: __ Cricket __ Soccer 35 X 50 (1) __ Soccer 50 X 80 (1) __ Soccer 60 X 120 (2)
 Field # 1 **Field # 2** **Field # 3 & 4**

3. Type of event: __ League Play __ Tournament __ Practice/Informal Play

4. Weekdays: 3pm-6pm 6:30pm – 8:30pm (daylight savings)

Weekends: 9am-11am 11:30am-1:30pm 2pm-4pm 4:30pm-6:30pm 7pm-9pm (daylight savings)

5. Date(s) requested: _____

Time: From _____ a.m./p.m. To _____ a.m./p.m.

6. Maximum number of participants/spectators: _____

5. APPLICANT'S PRIORITY CLASSIFICATION (select the classification in which/your organization belongs):

Somerset County Entities
 Somerset County Recreation Departments and Public/Private Schools
 Not for Profit Organizations**
 For Profit organizations

** Provide proof of your 501(c)(3) status.

7. On site person who will be in charge of the event: Name _____
 Address: _____
 Day Phone Number: _____ Cell Phone Number: _____

8. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied by applicant. **3.** The individual and/or the organization requesting a permit, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, age, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY PERMIT FOR HOWE ATHLETIC COMPLEX TOURNAMENT/LEAGUE CHECKLIST

Spring	_____	Certificate of Insurance	_____
Summer	_____	League/Informal Games	_____
Fall	_____	Tournament Fee	_____

TOTAL _____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327
North Branch NJ 08876
(908) 231-0802 ext. 21 FAX: (908) 429-0539

NATURAL AREAS - SPECIAL EVENT PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch, NJ, 08876, Attn: Ranger Administrator.*

Name of Applicant: _____ Name of Organization: _____

Street/Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Day Phone Number: () _____ Phone Number: () _____

Evening Phone Number: () _____

1. Name and Purpose of the special event for which a permit is requested: _____

2. Date(s) and time(s) of the Special Event:

A. Set-up for the Special Event will begin _____ (am/pm) on _____ (Month/Day/Year)

B. The Special Event will begin _____ (am/pm) on _____ (Month/Day/Year)

C. The Special Event will end _____ (am/pm) on _____ (Month/Day/Year)

D. Clean-up/Take-down will be completed by _____ (am/pm) on _____ (Month/Day/Year)

E. Rain Date(s) _____ (am/pm) _____

3. Maximum number of participants expected: _____ (if unsure, please provide an estimate)

4. Specific Somerset County Park Commission grounds or facilities requested: _____

5. On site person who will be in charge of the Special Event: Name _____

Address _____

Day Phone Number () _____ Evening Phone Number () _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as a primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission as an additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters as the address listed on the top of this application or faxed to 908-429-5508 Attn: Permit Coordinator.

Insurance company name, address, and phone number: _____

7. **IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED BELOW ON A SEPARATE SHEET(S) OF PLAIN PAPER AND ATTACH TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION.**

A. Provide plans for the special event: Please describe all activities, principal speakers and time schedule, and the proposed route of any march or parade planned.

B. List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, tent, and/or other items to be used.

C. List all contractors, suppliers, groups, or individuals providing support services, such as caterers, musical groups, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided)

- D. If your special event will involve the setting up of booths, tables, tents, etc., please provide a diagram showing the location of each and a list of the names of each individual or group assigned to each booth or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed (i.e. printed material, leaflets, bumper stickers, tee shirts, buttons, etc.), please provide a list of all such items for each booth area.
- E. Please provide a list showing the name, address, phone number, and contact person for any other organizations or co-sponsoring organization involved in this special event.
- F. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your special event? **YES** _____ **NO** _____. If the answer is yes, please attach explanation on a separate page.

Please answer the following questions, (for each item below, please circle appropriate answer).

- | | | | |
|----|--|------------|-----------|
| A. | Have you visited or are you familiar with the site you have requested? | Yes | No |
| B. | Will there be vendors at your event. If so how many?
Will these vendors be selling food? | Yes | No |
| C. | Are you requesting electricity? | Yes | No |
| D. | Are you requesting easy access to water? | Yes | No |
| E. | Will there be music at your event? | Yes | No |
| F. | Have you or has your organization ever applied for or been issued a permit for a special event at any Somerset County Park Commission facility?
If so, please give the date of your last permit:_____ | Yes | No |

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender disability, sexual orientation, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY PERMIT FOR NATURAL AREA SPECIAL EVENTS CHECKLIST

Certificate of Insurance _____ Fee _____ Site Plan _____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

NORTH BRANCH GREENWAY PARK
Roller Hockey Rink

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Applicant: _____

Name of Organization: _____

Street/Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Day Phone Number: () _____

Phone Number: () _____

Cell Phone Number: () _____

Govt/School Non-Profit * Corporate/Commercial

E-Mail Address: _____

* Please provide proof of your 501(c)(3) status.

1. Type of event: League Play Tournament Practice/Informal Play

2. Date(s) requested: _____

Time: From _____ a.m./p.m. To _____ a.m./p.m.

3. Maximum number of participants expected: _____

4. Will you have food concession? _____ Will you have other concessions? _____

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____

Cell Phone Number: _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____

Phone #: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or the organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT): _____ **Date:** _____

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

NORTH BRANCH PARK
TRAINING ROOM RENTAL APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Name of Organization: _____ Name of Applicant: _____
 Street/Address: _____ Phone Number: () _____
 _____ Alternate Contact: _____
 City/State/Zip: _____ Phone Number: () _____

1. Date(s) requested: _____
 2. Beginning time (including set-up): _____ am/pm Ending time: _____ am/pm
 3. Maximum number of participants: _____
 4. Purpose of event: _____

5. Type of Setup: Classroom style _____ Theater style _____ Board Table _____ U-shape _____
 6. Additional needs: Head table _____ Podium _____ Table for AV _____ Table for catering _____

7. Will event be catered? _____
 8. Is event open to public? _____ Will donations be requested? _____

9. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY

	<u>Up to 30 people</u>		<u>31 – 75 people</u>	
	Gov't/Non-profit	Other	Gov't/Non-profit	Other
Weekdays 8am-5pm	\$50	\$100	\$70	\$150
Evening meetings	\$125	\$175	\$150	\$225

\$25 building attendant fee per hour for opening doors prior to 8am and for daytime meetings that are not completed by 5pm.

Date received _____ Confirmation received _____ Insurance received _____ Permit fee/Clean up Bond received _____

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.231.0802 ext. 22

OVERNIGHT CAMPING PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Ranger Administrator.*

Name of Applicant: _____

Name of Organization: _____

Street/Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Day Phone Number: () _____

Phone Number: () _____

Cell Phone Number: () _____

1. () Scout Camping/Colonial Park () Recreational Vehicle/North Branch Park

2. Event date(s) _____

3. Event time(s) _____ Rain Date(s) _____

4. Maximum number of participants expected: _____ (if unsure, please provide an estimate)

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____ Cell Phone Number: _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

Please answer the following questions, (for each item below, please circle appropriate answer).

- | | | | |
|----|---|------------|-----------|
| A. | Have you visited or are you familiar with the site you have requested? | Yes | No |
| B. | Are you requesting electricity? | Yes | No |
| C. | Are you requesting easy access to water? | Yes | No |
| D. | Will there be music at your event? | Yes | No |
| E. | Do you wish to utilize the dumping station? (North Branch Park Only) | Yes | No |
| F. | Are you going to have a campfire?(Colonial Park Only) | Yes | No |
| G. | Have you or has your organization ever applied for or been issued a permit for overnight camping at any Somerset County Park Commission facility?
If so, please give the date of your last permit: _____ | Yes | No |

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

PUBLIC ASSEMBLY PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission*
PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.

Name of Applicant: _____

Name of Organization: _____

Street/Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Day Phone Number: () _____

Phone Number: () _____

Cell Phone Number: () _____

1. Name and Purpose of the public assembly event for which a permit is requested: _____

2. Specific Somerset County Park Commission grounds or facilities requested: _____

3. Date(s) and time(s) of the public assembly event:

A. Set-up for the public assembly event will begin _____ (am/pm) on _____ (Month/Day/Year)

B. The public assembly event will begin _____ (am/pm) on _____ (Month/Day/Year)

C. The public assembly event will end _____ (am/pm) on _____ (Month/Day/Year)

D. Clean-up/Take-down will be completed by _____ (am/pm) on _____ (Month/Day/Year)

E. Rain Date _____

4. Maximum number of participants expected: _____ (if unsure, please provide an estimate)

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____ Cell Phone Number: _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

7. **IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED BELOW ON A SEPARATE SHEET(S) OF PLAIN PAPER AND ATTACH TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION.**

A. Provide plans for the public assembly event: Please describe all activities, principal speakers and time schedule, and the proposed route of any march or parade planned.

B. List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, tent, and/or other items to be used.

C. List all contractors, suppliers, groups, or individuals providing support services, such as caterers, musical groups, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided).

- D. If your public assembly event will involve the setting up of booths, tables, tents, etc., please provide a diagram showing the location of each and a list of the names of each individual or group assigned to each booth or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed (i.e. printed material, leaflets, bumper stickers, tee shirts, buttons, etc.), please provide a list of all such items for each booth area.
- E. Please provide a list showing the name, address, phone number, and contact person for any other organizations or co-sponsoring organization involved in this public assembly event.
- F. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your public assembly event? **YES** _____ **NO** _____. If the answer is yes, please attach explanation on a separate page.

Please answer the following questions, (for each item below, please circle appropriate answer).

- | | | | |
|----|---|--------------------------|------------------------|
| A. | Have you visited or are you familiar with the site you have requested? | Yes | No |
| B. | Will you be erecting a tent(s)? If so how many? _____ Size(s) _____ | Yes | No |
| C. | Will you be erecting temporary structures? If so, what? _____ | Yes | No |
| D. | Will there be sound at your event? | Yes | No |
| E. | Will you be providing a generator for electric power? | Yes | No |
| F. | Will you be distributing literature? | Yes | No |
| G. | Will there be vendors at your event? If so how many? _____
Will these vendors be selling food? | Yes
Yes | No
No |
| H. | Have you or has your organization ever applied for or been issued a permit for a public assembly event at any Somerset County Park Commission facility?
If so, please give the date of your last permit: _____ | Yes | No |

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY PERMIT FOR PUBLIC ASSEMBLY EVENT CHECKLIST

Fee	__NA__	Certificate of Insurance	_____
Fee Other	__NA__	Site Plan	_____
Pre-event/Post-event Fee	__NA__	Tents	_____
Clean-Up Bond	_____	Temporary Structures	_____
Total Fee	_____	Sound/Generator	_____
		Literature Distribution	_____
		Number of Vendors	_____ Food Vendors _____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

REMOTE CONTROL CAR/GO-KART TRACK PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Name of Applicant: _____

Name of Organization: _____

Street/Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Day Phone Number: () _____

Phone Number: () _____

Cell Phone Number: () _____

1. () Remote Control Car Track () Go Kart Track

2. Event date(s) _____

3. Event time(s) _____ Rain Date(s) _____

4. Maximum number of participants expected: _____ (if unsure, please provide an estimate)

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____ Cell Phone Number: _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ Date _____

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

ROCKET LAUNCH/FLYING FIELD PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Name of Applicant: _____

Name of Organization: _____

Street/Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Day Phone Number: () _____

Phone Number: () _____

Cell Phone Number: () _____

1. () Rocket Launch () Flying Field

2. Event date(s) _____

3. Event time(s) _____ Rain Date(s) _____

4. Maximum number of participants expected: _____ (if unsure, please provide an estimate)

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____

Cell Phone Number: _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____

Phone #: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ Date _____

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

VINNIE FURFARO FIELD SCOREBOARD APPLICATION
FOR TOURNAMENT USAGE

The Somerset County Park Commission will provide access to the scoreboard located on the Vinnie Furfaro field in North Branch Park in Bridgewater for use by an organized non-profit group conducting a tournament on the field, providing the group has obtained a Somerset County Park Commission permit for field usage of the tournament. The scoreboard will be operated by Somerset County Park Commission personnel the daily costs are \$40 for the first game of the day, and \$25 per game thereafter. With permit holder as operator the daily costs are \$20.00 for the first game of the day, and \$12.50 per game thereafter. Funds shall be refunded for games cancelled due to rain. Please complete application and mail with fee payable to Somerset County Park Commission to the attention of the Permit Coordinator at the above listed address. Once confirmed, the Permit Coordinator will sign and return the approved application.

Name of Organization: _____ Name of Applicant: _____
 Street/Address: _____ Day Phone # () _____
 City/State/Zip: _____ Cell Phone # () _____

Tournament Permit # _____	Dates and game times for which scoreboard is requested:	
Date _____	Date _____	Date _____
Time Game #1 _____	Time Game #1 _____	Time Game #1 _____
Game #2 _____	Game #2 _____	Game #2 _____
Game #3 _____	Game #3 _____	Game #3 _____
Game #4 _____	Game #4 _____	Game #4 _____
Daily Fee \$ _____	Daily Fee \$ _____	Daily Fee \$ _____
Total Fee enclosed \$ _____	Check # _____	

The applicant by his/her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** All rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or the organization requesting a use of the scoreboard, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

FOR OFFICE USE ONLY
Signature of SCPC Permit Coordinator _____ **Date** _____

Notes to Park Maintenance and/or Park Rangers:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

FRANK “NAP” TORPEY SCOREBOARD APPLICATION

The Somerset County Park Commission will provide access to the scoreboard located on the Frank “Nap” Torpey complex in Bridgewater for use by an organized non-profit group conducting a tournament on the field, providing the group has obtained a Somerset County Park Commission permit for field usage of the tournament. The scoreboard will be operated by Somerset County Park Commission personnel the daily costs are \$40 for the first game of the day, and \$25 per game thereafter. With permit holder as operator the daily costs are \$20 for the first game of the day, and \$12.50 per game thereafter. Funds shall be refunded for games cancelled due to rain. Please complete application and mail with fee payable to Somerset County Park Commission to the attention of the Permit Coordinator at the above listed address. Once confirmed, the Permit Coordinator will sign and return the approved application.

Name of Organization: _____ Name of Applicant: _____
 Street/Address: _____ Day Phone # () _____
 City/State/Zip: _____ Cell Phone # () _____

Tournament Permit # _____	Dates and game times for which scoreboard is requested:	
Date _____	Date _____	Date _____
Time Game #1 _____	Time Game #1 _____	Time Game #1 _____
Game #2 _____	Game #2 _____	Game #2 _____
Game #3 _____	Game #3 _____	Game #3 _____
Game #4 _____	Game #4 _____	Game #4 _____
Daily Fee \$ _____	Daily Fee \$ _____	Daily Fee \$ _____
Total Fee enclosed \$ _____	Check # _____	

The applicant by his/her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** All rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or the organization requesting a use of the scoreboard, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization’s behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

FOR OFFICE USE ONLY
Signature of SCPC Permit Coordinator _____ **Date** _____

Notes to Park Maintenance and/or Park Rangers:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

SHOWMOBILE PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Deputy Director.*

Name of Applicant: _____ Name of Organization: _____
Street/Address: _____ Address: _____
City/State/Zip: _____ City/State/Zip: _____
Day Phone Number: () _____ Phone Number: () _____
Cell Phone Number: () _____

1. Name/address/telephone numbers of two organization members besides applicant who will be onsite the day of event.
1. _____
2. _____
2. Type of event: _____
3. Date(s) requested: _____
4. Actual time of event: From: _____ am/pm To: _____ am/pm
Set-up Showmobile: By: _____ am/pm Dismantle: _____ am/pm
5. Address to which vehicle/sound equipment is to be delivered: _____

6. Maximum number of participants and spectators expected: _____ (if unsure, please provide an estimate)
7. Special needs/requests: _____

8. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

DIRECTIONS FROM THE SOMERVILLE CIRCLE MUST BE ATTACHED

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, age, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

SPECIAL EVENT PERMIT APPLICATION

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Name of Applicant: _____ Name of Organization: _____

Street/Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Day Phone Number: () _____ Phone Number: () _____

Cell Phone Number: () _____

1. Name and Purpose of the special event for which a permit is requested: _____

2. Date(s) and time(s) of the Special Event:

A. Set-up for the Special Event will begin _____ (am/pm) on _____ (Month/Day/Year)

B. The Special Event will begin _____ (am/pm) on _____ (Month/Day/Year)

C. The Special Event will end _____ (am/pm) on _____ (Month/Day/Year)

D. Clean-up/Take-down will be completed by _____ (am/pm) on _____ (Month/Day/Year)

E. Rain Date _____ (am/pm) _____

3. Maximum number of participants expected: _____ (if unsure, please provide an estimate)

4. Specific Somerset County Park Commission grounds or facilities requested: _____

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____ Cell Phone Number: _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

7. **IN ORDER TO DETERMINE WHETHER OR NOT YOUR REQUEST MEETS THE CRITERIA FOR A PERMIT, PLEASE SUPPLY THE INFORMATION REQUESTED BELOW ON A SEPARATE SHEET(S) OF PLAIN PAPER AND ATTACH TO THIS APPLICATION. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN DENIAL OF YOUR PERMIT APPLICATION.**

A. Provide plans for the special event: Please describe all activities, principal speakers and time schedule, and the proposed route of any march or parade planned.

B. List all props, platforms, stages, sound equipment, electrical wiring, decorations, catering equipment, tables, chairs, tent, and/or other items to be used.

C. List all contractors, suppliers, groups, or individuals providing support services, such as caterers, musical groups, sound technicians, electricians, first aid, security, traffic control, sanitation, etc. (including name, address, phone number and service provided).

- D. If your special event will involve the setting up of booths, tables, tents, etc., please provide a diagram showing the location of each and a list of the names of each individual or group assigned to each booth or area, and the activity, service, or function that will be provided at each booth or area. If items are to be given away or otherwise dispensed (i.e. printed material, leaflets, bumper stickers, tee shirts, buttons, etc.), please provide a list of all such items for each booth area.
- E. Please include a statement that you understand that you are responsible for providing the necessary staff required to execute all event logistics. Park Maintenance Staff and/or Park Rangers will only be responsible for duties directly related to the park. This statement shall also include that you understand that you must provide volunteer or paid staff to perform overflow parking duties, if size of event warrants overflow parking. A pre-event planning meeting with the Event Coordinator and Park Commission staff including Recreation Manager, Permit Coordinator, Park Rangers, and Park Foreman will be held no later than 14 days before the permit date to determine these duties.
- F. Please provide a list showing the name, address, phone number, and contact person for any other organizations or co-sponsoring organization involved in this special event.
- G. Is there any reason to believe, or is there any information indicating that any individual, group or organization will seek to disrupt your special event? **YES** _____ **NO** _____. If the answer is yes, please attach explanation on a separate page.

Please answer the following questions, (for each item below, please circle appropriate answer).

- | | | | |
|----|---|------------|-----------|
| A. | Have you visited or are you familiar with the site you have requested? | Yes | No |
| B. | Will there be vendors at your event? If so how many? _____
Will these vendors be selling food? | Yes | No |
| C. | Will you be erecting a tent(s)? If so how many? _____ Size(s) _____ | Yes | No |
| D. | Are you requesting electricity? | Yes | No |
| E. | Are you requesting easy access to water? | Yes | No |
| F. | Will there be music at your event? | Yes | No |
| G. | Have you or has your organization ever applied for or been issued a permit for a special event at any Somerset County Park Commission facility?
If so, please give the date of your last permit: _____ | Yes | No |

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY PERMIT FOR SPECIAL EVENTS CHECKLIST

Fee	_____	Certificate of Insurance	_____
Fee Other	_____	Site Plan	_____
Pre-event/Post-event Fee	_____	Electricity	_____
Clean-Up Bond	_____	Access to Water	_____
Total Fee	_____	Number of Vendors	_____ Food Vendors _____
		Tents	_____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 226

TENNIS TOURNAMENT/LEAGUE REQUEST

Signature and completed applications are necessary to process confirmations and permits. Return this application to *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Recreation Manager.*

Name of Applicant: _____ Name of Organization _____

Street/Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Day Phone Number: () _____ Phone Number: () _____

Cell Phone Number: () _____

1. Facility requested: ___ Green Knoll ___ Colonial Park Number of courts: _____

2. Specific Date(s) requested _____

Time: From _____ a.m./p.m. To _____ a.m./p.m.

3. Number of teams expected: _____ Number of players per team: _____

4. Will fees be charged? _____ What is the amount of league fees charged per person? _____

5. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____ Cell Phone Number: _____

6. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 722-6592 Attn: Permit Coordinator.

Name of company: _____ Phone #: _____

7. If request is to conduct tournament play, please specify the kind of play to be conducted (i.e. single/double elimination, ladder, match or medal, etc.): _____

NOTE: Please submit a copy of the proposed league schedule with this form.

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or the organization requesting a permit, agree that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY

PERMIT FOR TENNIS TOURNAMENT/LEAGUE CHECKLIST

Number of Dates _____

X

Number of Hours _____

X

Number of Courts _____

X

Hourly Rate _____

TOTAL _____

50% Deposit _____ +

\$20 Application Fee _____

Due Now _____

Total _____

Certificate of Insurance _____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

FRANK "NAP" TORPEY MULTI-PURPOSE SYNTHETIC TURF FIELD
LEAGUE/TOURNAMENT REQUEST

Signature and complete applications are necessary to process confirmations and permits. Please note that applications are accepted for each season separately. Please see accompanying guidelines for additional information.
Return this application to: *Somerset County Park Commission, PO Box 5327, North Branch NJ 08876 Attn: Permit Coordinator.*

Applicant Name: _____

Name of Organization: _____

Street/Address: _____

Address: _____

City/State/Zip: _____

City/State/Zip: _____

Day Phone Number: () _____

Phone Number: () _____

Cell Phone Number: () _____

E-Mail Address: _____

1. Season: ___ Spring ___ Summer ___ Fall
2. Sport: ___ Football ___ Soccer ___ Lacrosse (Girls) ___ Lacrosse (Boys)
3. Type of event: ___ League Play ___ Tournament ___ Game ___ Practice/Informal Play
4. Weekdays: 3pm-6pm 6:15pm – 8:15pm 8:30pm – 10:30pm
- Weekends: 8am-10am 10:30am-12:30pm 1pm-3pm 3:30pm-5:30pm 6pm-8pm 8:30pm – 10:30pm

5. Seasonal Date(s) requested: _____

6. Maximum number of participants/spectators: _____

7. APPLICANT'S PRIORITY CLASSIFICATION (select the classification in which/your organization belongs):

- Somerset County Entities
- Somerset County Recreation Departments and Public/Private Schools
- Not for Profit Organizations**
- For Profit organizations

** Provide proof of your 501(c)(3) status.

8. Will you need Press Box? _____ Will you need Sound System? _____ Will you need Team Rooms? _____

9. On site person who will be in charge of the event: Name _____

Address: _____

Day Phone Number: _____

Cell Phone Number: _____

10. Applicant must provide satisfactory evidence of comprehensive liability insurance in the aggregate amount of at least \$1,000,000 combined single limit and designated as primary in nature to that of the Somerset County Park Commission and naming the Somerset County Park Commission and the County of Somerset as additional insured on this policy. A certificate of insurance, as described, must be provided to the Somerset County Park Commission before a permit is issued to utilize the facility. It can be mailed to park headquarters or faxed to 908 429-5508 Attn: Permit Coordinator.

Name of company: _____

Phone #: _____

The applicant by his or her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** The attached rules and regulations for permit approval and all rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or the organization requesting a permit, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, age, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

OFFICE USE ONLY PERMIT FOR MULTI-PURPOSE SYNTHETIC TURF FIELD TOURNAMENT/LEAGUE CHECKLIST

Spring	_____	Certificate of Insurance	_____
Summer	_____	League/Informal Games	_____
Fall	_____	Tournament Fee	_____
		Concession Fee	_____
		Concession Clean-up Bond	_____
		Press Box	_____
		Team Rooms	_____

TOTAL _____

COMMENTS:

SOMERSET COUNTY PARK COMMISSION
PO Box 5327 • North Branch NJ 08876
908.722.1200 ext. 225

FRANK "NAP" TORPEY ATHLETIC COMPLEX CONCESSION APPLICATION

The Somerset County Park Commission will provide access to the concession stand facility located on the Frank "Nap" Torpey Athletic Complex in Bridgewater for use by an organized non-profit groups conducting a game on the fields, providing the group has obtained a Somerset County Park Commission permit for field usage. The fee for the concession rental is \$40 per date for in-county organizations, and for out-of-county organizations, the fee is \$80 per date. Security deposit of \$250 will be collected at the beginning of the permit season. Funds shall be refunded for games cancelled due to rain. Please complete application and mail with fee payable to Somerset County Park Commission to the attention of the Permit Coordinator at the above listed address.

Name of Organization: _____ Name of Applicant: _____
 Street/Address: _____ Day Phone # () _____
 City/State/Zip: _____ Cell Phone # () _____

Permit # _____

Dates and game times for which concession is requested:

Date _____	Date _____	Date _____
Time Game: _____	Time Game: _____	Time Game: _____
Daily Fee \$ _____	Daily Fee \$ _____	Daily Fee \$ _____

Date _____	Date _____	Date _____
Time Game: _____	Time Game: _____	Time Game: _____
Daily Fee \$ _____	Daily Fee \$ _____	Daily Fee \$ _____

Total Fee enclosed \$ _____ **Check #** _____

The applicant by his/her signature certifies that: **1.** All the information given is complete and correct, and that no false or misleading information or false statements have been given. Giving false information or making false statements, in connection with this permit application may constitute a criminal violation. Violations will be the basis for denial or revocation of a permit and may result in criminal prosecution. **2.** All rules and regulations governing the use of the Somerset County Park Commission have been read, are understood, and will be fully complied with by applicant. **3.** The individual and/or the organization requesting a use of the scoreboard, agree(s) that while using the facilities made available by the Somerset County Park Commission that they will not discriminate in any manner against any person by reason of race, color, gender, disability, sexual orientation, national origin, or religious or political affiliation. **4.** Applicant has been duly authorized by the organization to execute this application on the organization's behalf.

Signature of Applicant (DO NOT PRINT) _____ **Date** _____

FOR OFFICE USE ONLY
Signature of SCPC Permit Coordinator _____ **Date** _____

Notes to Park Maintenance and/or Park Rangers:



Warrenbrook Swimming Pool 2011 Seasonal Pass Application

Personal Information

Family Name _____ Telephone (Day) _____
Address _____ Telephone (Evening) _____
Town _____ Cell _____
Zip Code _____ Email _____

Family Seasonal Passes (Do not list children ages 3 and under)

First three family members	\$325	COUPLE
_____		Under 60 _____ \$230
_____		60 & over _____ \$170

Next additional family member	\$70	SINGLE
_____		4-59 yrs _____ \$115
All remaining family members	\$40 ea	60 & over _____ \$ 85

COUNTY RESIDENTS ONLY: COUNTY ID CARD	\$45 ea	COUNTY RESIDENTS ONLY: WEEKDAY/EVENING ID CARD \$60 ea
_____		_____
_____		_____
_____		_____

The information supplied above is factually true, and those listed above agree to abide by all rules, regulations, and policies governing the use of the Warrenbrook Swimming Pool as established by the Somerset County Park Commission.

Signature (Parent/Guardian for youth 17 and younger)

Date

Please make check payable to Somerset County Park Commission.

If paying by credit card (Visa, M/C, American Express, Discover only), please complete the information below:

Card Number

Expiration Date

Mail to: Somerset County Park Commission, Attn: Warrenbrook Pool, P.O. Box 5327, North Branch, NJ 08876

Register on line at www.somersetcountyparks.org