

## SOMERSET COUNTY PARK COMMISSION

### SUBJECT: PICNIC PERMITS FOR CORPORATE GROUPS

#### Policy

The Park Commission will provide various picnic areas, groves, and pavilions that may be reserved for use by the general public, including corporate groups.

#### Guidelines

1. Groups of 20 or more people are required to apply for a permit. Smaller groups may utilize available picnic areas on a first come – first served basis. Groups of 300 or more must complete a Special Event Permit Application. Groups exceeding specified number of guests submitted on application will be charged additional fees.
2. Somerset County residents, corporations, and organizations may make reservations beginning March 1. Non-residents may make reservations beginning April 1.
3. Use of picnic areas will be limited by the established maximum capacities.
4. A certificate of insurance, in the amount designated by the Park Commission must be received 14 days in advance of the permit date. The Somerset County Park Commission and the County of Somerset, its Elected and Appointed Officials, Agents, Volunteers, and Employees must be named as additional insured on the certificate.
5. Use of tents or canopies with dimensions exceeding 10' x 10' must be approved by the municipality in which the park is located before the permit is issued. Tents are not permitted at the Colonial Park, Pine Grove picnic area. Access to picnic areas by catering vehicles must be approved by Permit Coordinator before the permit is issued.
6. Colored powder and confetti are not allowed within the park system. Groups who use the vibrant color powder or confetti at their event, are subject to immediate removal from the permitted area and forfeiture of all fees associated with the reservation.
7. Disc-jockey and band performances are not allowed in picnic areas.
8. Pony rides and amusement rides/games are not allowed. Groups who include attractions in their event, are subject to immediate removal from the permitted area and forfeiture of all fees associated with the reservation.
9. Refunds will be given only in the event of inclement weather at the reserved site. Requests for refunds must be made within three working days of the event.
10. Requests to reserve rain dates are not accepted. If a group wishes to reserve a second date, it is required to pay all applicable fees. If the first date is rained out, they may request a refund.
11. Requests to adjust permits must be made two working days in advance of the permit date.
12. Picnic area permits are void 30 minutes after the specified start time of the event.
13. Failure to comply with Park Commission rules and regulations may result in cancellation of permit and/or denial of future permit requests.
14. Parking is permitted in designated parking areas only.
15. As per Park Rules and Regulations, personal Fireworks are prohibited.
16. **PROHIBITED:** All alcoholic beverages, glass containers, and bottles.