



City of Camden

CITY PARKS/PROPERTIES & ATHLETIC FIELDS PERMIT

Department of Human Services – Bureau of Recreation

• 1000 North 6th Street • Camden, NJ 08102

This application must be submitted fifteen (15) business days prior to your event.

Permit requires a valid photo ID

\$10 application fee

APPLICATION FEES ARE NON-REFUNDABLE

MONEY ORDERS ONLY OR CASHIER CHECK PAYABLE TO THE CITY OF CAMDEN

LIGHTING FEE: \$50 PER DAY OR \$200 PER SEASON (UP TO 8 WEEKS)

1 DAY EVENT

\$ 150 NON-MUNICIPAL AGENCIES/GROUPS
\$ 50 CAMDEN RESIDENT OR MUNICIPAL GROUP

SEASONAL EVENTS – UP TO 8 WEEKS

ATHLETIC FIELDS ONLY

\$ 600 NON-MUNICIPAL AGENCIES/GROUPS
\$ 400 CAMDEN RESIDENT OR MUNICIPAL GROUP

CITY OF CAMDEN YOUTH ORGANIZATIONS ARE EXEMPT (ONLY PAY APPLICATION FEE)

**** CITY OF CAMDEN ORGANIZATIONS WILL BE REQUIRED TO SUBMIT PROPER DOCUMENTATION ****

City buildings, parks, streets and all other city-owned or controlled property constructed or maintained for the benefit of the public shall be for the use of the public in general. To that end, no person or entity shall be given any special or exclusive privilege to use any public property under the control of the City without first obtaining a Special Event Permit.

All expenses for insurance, security, restrooms, tents, sound systems, and services provided by the Police and Fire Departments shall be paid by the event organizer. Insurance Certificates for \$1,000,000.00 naming the City as an additional insured may be required. Securing and paying for insurance is the responsibility of the applicant.

Clean-up of the property is required after each event; Park Must Be Completely Vacated By Dusk

The City reserves the right to cancel or alter your event as deemed necessary to protect the health, welfare and safety of the public. In the event that your application for block party is denied, the City will contact you to discuss alternate options.

Any misrepresentation in this application or willful deletion of any information described herein may result in the immediate revocation of the permit. If a question does not apply, please write "N/A" in that space. The application will be returned if the information is incomplete. Please type or print clearly. Attach additional sheets if necessary.

Department of Human Services
Bureau of Recreation
1000 North 6th Street
Camden, NJ 08102
Phone: 856-757-7285
Fax: 856-757-7360

Additional Contact Information:

Parks & Open Spaces (856) 968-4783
Camden County Metro PD (856) 757-7029
Code Enforcement (856) 757-7345
Camden County Parks (856) 795-7275



OFFICE USE ONLY

Date Received: _____

Received By: _____

City of Camden

CITY PARKS/PROPERTIES & ATHLETIC FIELDS PERMIT

Department of Human Services – Bureau of Recreation
• 1000 North 6th Street • Camden, NJ 08102

ORGANIZATION NAME: _____

CONTACT PERSON: _____ PHONE: _____

ORGANIZATION'S ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ CELL: _____ FAX: _____

EMAIL ADDRESS: _____

Name and Description of Event:

LOCATION:

1ST CHOICE _____
(NAME OF PARK) (ADDRESS) (AREA OF PARK REQUESTED)

2ND CHOICE _____
(NAME OF PARK) (ADDRESS) (AREA OF PARK REQUESTED)

Please select date for event & time (8-hour limit):

PREFERRED DATE: _____ TIME: _____ TO _____

ALTERNATE DATE: _____ TIME: _____ TO _____

Estimated crowd size: _____ **Set up time:** _____

Athletic Event: # Participants: _____ **# Spectator:** _____

Reason for Event (Please select one):

- Athletic Event
 Religious
 Community Event
 City Sponsored
 Private gathering

*** PARK REQUESTED: No one shall monopolize field use ***

Special Events Check off List

(Departmental Permits required for approval of permit)

Code Enforcement

License & Inspections – (856) 757-7131

- Special Peddler Application (If selling items)

Building Bureau – (856) 757-7032

- Building (900 Square Ft.)
- Electric
- Plumbing
- HVAC
- Stage
- Tent Permit (6x6 or bigger requires Fire & Building Inspection)- (856) 757-7514

Camden County Police Department

- Police Secondary Agreement - (856) 757-7247
(Event Security, Traffic Control and Crowd Management)

Camden County Health Department

- Health Certificate (If selling food) – (856) 374-6052

Department of Public Works

Parks & Open Spaces

- Stage and Sound (Rental) – (856) 757-7069

Human Services

- Street Closure Permit-(856) 757-7285

Fire Department – 856-757-7514

- Tents
- Grills
- Moon Bouncer
- Generator

INDEMNIFICATION

Permittee (organization/applicant) shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and save the City, its officers, agents, employees, and representatives harmless from any penalties for violation of any law ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee or its officers, agents, and employees.

My signature indicates that I have read and understand the above information. I also understand and agree that the permittee is responsible for clean-up and restoring the event area to its former condition and if this is not the case, the permittee will have to reimburse the City the cost of the clean-up. I further understand that I am responsible for adhering to all requirements and paying for any fees or charges for my special event.

Applicant's Representative Signature

Print Name

Title

Phone / Cell

Date

Applicant's Representative Signature

Print Name

Title

Phone: / Cell

Date

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

**** The City reserves the right to cancel or revoke this permit at any time in the best interest of the City of Camden ****

Return Complete Permit to:
City of Camden
Dept. of Human Services
North Camden Community Center
1000 North 6th Street
Camden, NJ 08102

Additional Contact Information:
Dept. of Human Services (856) 757-7285
Parks & Open Spaces (856) 968-4783
Camden County Metro PD (856) 757-7029
Code Enforcement (856) 757-7131
Camden County Parks (856) 795-7275

Conditions of this permit are limited to the following:

Signature – Human Services Division Head

Date:

Signature – Director of Human Services

Date:

FOR OFFICE USE ONLY

Non-Refundable Application Fee: **\$10** Permit Fee: \$_____ Light Fee: \$_____ Concession Stand Fee: \$_____

Total Paid: _____

Proof of Insurance Received: _____

Game Schedule Received: _____

Coverage Dates: _____

Practice Schedule Received: _____

Authorized By: _____

Date: _____

PERMIT INSTRUCTIONS & RULES

ALL APPLICANTS MUST:

1. **Agree to reimburse the City of Camden if damages and/or clean-up cost exceed the amount paid. The City reserves the right to bill, sue or take any measures necessary to collect any sums for the additional clean-up and/or damage to the property;**
 2. **Submit proof of one million dollars (\$1,000,000) general liability insurance with the City of Camden as the named insurer;**
 3. **Submit copy of Practice Schedule and Game Schedule.**
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This permit is issued to the applicant for the purpose of conducting the specified event at the designated City of Camden facility. In accepting this permit, the applicant (for itself, its members, and invitees) accepts and assumes the risk of all conditions existing in the area covered by the permit and the approaches thereto and agrees to hold harmless the City of Camden and its employees from all risks, liability, injury, damage and loss to all persons and property arising out of or resulting from any use of or presence within the area covered by this permit.

The undersigned representatives of the requesting application understand and agree to the following:

1. Two officers of applicant organization, or group, must sign this permit for use.
2. Permit – holders are required to **KEEP PERMIT WITH THEM AT ALL TIMES DURING FIELD USE.**
3. Payments are Non-Refundable. Permits are Non-Transferable. All Request forms must be fully completed in order to be processed. Please check the request for accuracy. Faxed or e-mailed applications will not be processed.
4. Activity (ies) will begin and end within the approved time frame.
5. Preparation of athletic field is the responsibility of the league or organization. Structural changes are prohibited. Fields should be used in safe conditions only, inspect fields prior to using and do not use the field if unsafe condition exists.
6. Vehicles or heavy equipment are prohibited on the athletic fields or grassy area of the park. Park all vehicles on street or parking lot areas.
7. All debris (trash) resulting from the approved activity will be picked up and deposited at the designated disposal location(s). Permit-holder must leave property in the same degree of cleanliness and orderliness as found. Permit-holder shall be responsible for enforcement of this requirement on its guests and/or invitees.
8. Specific and sufficient adults will be assigned the sole responsibility of providing security and deterring vandalism. The City may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and /or spectators.
9. **LOUD, VULGAR, CONFRONTATIONAL LANGUAGE** is not permitted on facility grounds or in its immediate vicinity. Permit-holder is fully responsible for the conduct of all spectators, as well as participants, and will be required to provide identifiable adult supervision/security upon request by Human Service personnel.
10. Amplified music and sound is prohibited. Noise will be kept to a minimum so as not to disturb others utilizing the facility and residents within the area.
11. All problems encountered within the facility will be made known to the Department of Human Services within 48 hours of the conclusion of the activity.
12. **ALCOHOLIC BEVERAGES ARE NOT TO BE DISPENSED AND/OR CONSUMED WITHIN THE FACILITY.**
13. Notification at least 24 hours in advance to the Bureau of Recreation if a facility with lights will not be utilized as planned. Notification is not required during inclement weather, during which no facility will be illuminated.
14. **NO SALES PERMITTED WITHOUT** permission from License & Inspection. This includes ALL food and beverages. Applicant, if engaged in fundraising, shall provide a financial report to the Department of Human Services.

VIOLATIONS OF ANY OF THE ABOVE MENTIONED MAY RESULT IN THE CANCELLATION OF THE PERMIT AND FUTURE PERMITS. VIOLATIONS MAY RESULT IN ADDITIONAL SANCTIONS, FINES AND/OR DISCIPLINARY ACTION, INCLUDING WARNINGS, LEGAL ACTIONS AND/OR MONETARY PENALTIES.

GENERAL INFORMATION

The granting of a permit to the applicant group entitles that group to exclusive use of designated area in the park area, ball field, recreational facility or gymnasium named in the permit for the times listed in the permit. Any conflict over permitted use of a City park or recreational facility shall be resolved by the Director of the Department of Human Services or his representative in the Bureau of Recreation.

Application Fee:

A non-refundable application fee of \$10 is assessed for each application submitted by any group for the use of a City park area, ball field, recreational facility or gymnasium. **This fee cannot be waived**

Hours of Operation

No person shall be permitted upon the lands and premises of any park or park property located in the City of Camden from the hours of 9:00 p.m. to 7:00 a.m. (permitted use hours are from 7:00 a.m. to 9:00 p.m.), unless approved by County or City designee.

Monitoring Use

In all cases, monitoring & equipment shall be manned only by the Department of Human Services staff or the Department of Public Works staff. The applicant will be required to pay \$50 per hour for use requiring monitoring during and for the use of any City equipment. The applicant will be required to pay \$350 fee (up to 7 hrs) for extended use past four (4) hours.

The applicant may be required to hire one Camden County Metro police officer and/or a security guard for the duration of the applicant's use of the facility.

Equipment Use:

In all cases, monitoring & equipment shall be manned only by the Department of Human Services staff or the Department of Public Works staff. The applicant will be required to pay \$50 per hour for any athletic field requiring monitoring during use or for the use of any City equipment. The applicant will be required to pay \$350 fee (up to 7 hrs.) for extended use past four (4) hours. City equipment includes but is not limited to the following: show mobile, portable restrooms, sound equipment, score board and bleachers.
