



Office of Parks & Recreation

Special Event Request

Organization Name: _____ Date: _____

Address: _____

Contact Person: _____

Phone #: _____ Cell () Home () Work ()
Cell () Home () Work ()

E-Mail Address: _____

Event: _____

Park: Alvin Williams () David B. Crabel () Donaldson () Fords () Johnson ()
Medwick () Merrill () Phillips () Raritan Bay () Roosevelt () Spring Lake ()
Thomas Edison () Thompson () Warren () Other () _____

Exact Location(s) _____

Please attach route for walks and 5k runs

Date: 1st Choice _____ 2nd Choice _____

Times: Set up _____ Start _____
End _____ # of People _____

Detail Requests: (not all listed items are allowed at every park)

DJ/ Music () Inflatables () Food/Vendors () [no selling, donated goods only]

Other Details () _____

Multiple horizontal lines for additional details.

Rules and Regulations:

- 1) Special Events are subject to the Rules and Regulations set forth by the Middlesex County Board of Chosen Freeholders and the Middlesex County Office of Parks & Recreation. For complete disclosure of Rules and Regulations, please go to our website at www.co.middlesex.nj.us .
- 2) All Special Event requests are subject to approval by the Director, Office of Parks & Recreation.
- 3) Requests are handled in the order they are received. The Parks Office will make every effort to contact you within 2 weeks of the date your request is received.
- 4) All Special Event permit holders MUST provide a Certificate of Insurance. The Middlesex County Office of Parks & Recreation must be named ADDITIONAL INSURED and CERTIFICATE HOLDER. Permits will not be issued without Certificate of Insurance. For more information, please refer to the following link on our website: <http://co.middlesex.nj.us/parksrecreation/permits.asp>
- 5) Permits must be picked up at least one (1) month prior to date of Event.
- 6) Any violation of Department Rules and Regulations will result in Cancellation/ Termination of Event and/or Additional Fees or Fines.

The applicant hereby certifies that all the information provided is complete and correct, and that no false or misleading information, or false statements have been given. Giving false information will be the basis for denial or revocation of a permit. The attached Rules and Regulations for permit approval have been read, are understood, and will be fully complied with by the applicant.

Date: _____

Signature: _____

**PLEASE FAX, EMAIL or MAIL to:
ATTENTION: ERIN DRAKOULIS**

Fax: (732) 745-8148 or (732) 745-8209

Email: erin.carroll@co.middlesex.nj.us

**Mail: Middlesex County
Office of Parks and Recreation
PO Box 661
New Brunswick, NJ 08903**