

# **SPECIAL USE PERMIT APPLICATION PACKAGE**

Any Special Use Permit (SUP) Application (Application) must be submitted to the State Park Service (SPS) area administering the Application with sufficient time given for planning and permitting purposes. SUP Applications are considered on a first-come, first-served basis. Please keep in mind that the larger and more complex the event is, the more time will be needed for this review process. Failure to have the Application completed and postmarked ninety (90) days in advance of the proposed SUP could result in the Application being denied.

**A.) PERMIT PROCESS**

- 1.) The first step in the SUP process is to complete this Application package and return to SPS area Superintendent. In order to ensure adequate time for SUP evaluation the application should be submitted at least 90 days prior to the event. If the special use or event is extremely large or complex, at least one-year's prior notice is recommended. Applications are first accepted 16 months prior to an event.
- 2.) Upon review of this Application, area Superintendent may require an Operations Plan to be completed or additional information may be required for approval. If an Operations Plan is needed, it must be submitted sixty (60) days prior to the date of special event (larger events will require more time). Please see Paragraph J, below, for further explanation regarding Operations Plan.
- 3.) After all Application items are received, the SPS area superintendent will notify you, in writing, within twenty-one (21) days, whether your Application is approved, conditionally approved, or denied.
- 4.) If approved, you will receive a SUP Permit for your signature, Pre-Event Bill, and an Event Fee Estimation (if applicable) of amount due after completion of the event. If conditionally approved, a list of necessary items will be provided. If denied, you will receive a letter detailing the reasons for denial.
- 5.) Once the final SUP Permit is fully executed the Applicant is authorized to use or have an event at the designated SPS area. Advertising or promotion for any event must not occur prior to the SUP being fully executed. If early advertising is needed the SUP process must start further in advance.
- 6.) No changes to the SUP will be permitted unless submitted in writing and approved by the SPS.
- 7.) Failure to comply with any of the above requirements may result in the Application being denied.
- 8.) Within seven (7) business days after the event, a Event Bill with an Event Evaluation(s) will be sent to the Applicant, and payments will be expected within seven (7) business days upon receipt.

**B.) FEES**

1.) PRE-EVENT (FEES TO BE PAID PRIOR TO THE EVENT)

**SUP Base Application Fee:**

**\$60.00 NJ residents, non-commercial      \$ 150.00 NJ commercial**  
**\$75.00 Non-residents, non-commercial      \$ 200.00 Non-residents, commercial**

The base fee covers the normal processing and handling of one permit.

**SPS Area / Facility Fees:**

Any area-specific fees that appear on the Fee Schedule (ex: field charges, facility charges, etc.).

2.) POST-EVENT (FEES TO BE PAID AFTER THE EVENT)

**Administrative:**

Labor costs for large scale events that require excessive SPS or SPP staff time for preparation or oversight, e.g. time expended for telephone calls, e-mails, faxes, meetings with the event organizer, etc.

**Maintenance:**

Labor costs for the purpose of providing maintenance staff at the request of the Permittee OR in response to excessive, curatorial and maintenance needs arising from the activity.

**State Park Police:**

Labor costs for the purpose of providing SPP coverage at the request of the Permittee OR as a requirement driven by the type of event, e.g. providing SPP coverage before or after normal area hours of operation; specific concerns based on the type of event (e.g. traffic control); etc.

All hourly labor costs are established by the SPS Fee Schedule, currently at **\$60.00** per hour, per person.

The applicant will be provided an estimated cost which will be attached to the permit. A Post-Event itemized bill will be sent to the applicant **within seven (7) days** of event completion.

C.) **INSURANCE**

Insurance to be provided by the Applicant shall be as follows:

- (i) Public liability insurance as broad as the standard coverage forms currently in use in the State of New Jersey which shall not be circumscribed by any endorsements limiting the breadth of coverage. The policy shall be endorsed to include:
  - 1) Broad Form Comprehensive General Liability
  - 2) Premises/Operations
  - 3) Products/Completed Operations
  - 4) Protection and Indemnity; and
  - 5) Applicant owned, operated, or non-owned motor vehicles.

Limits of liability shall be maintained at the minimum level of One Million (\$1,000,000.00) Dollars per occurrence as a combined single limit for bodily injury and for property damage.

- (ii) Property insurance to cover loss or damage on an "All Risk" of physical loss form of coverage against fire, loss, theft, and damage on the contents owned by Applicant. Said insurance shall be in an amount not less than the appraised value of those contents. Applicant shall obtain and provide, at its own expense, an appraisal of the contents owned by Applicant for the purpose of obtaining and maintaining the aforementioned insurance.
- (iii) Worker's Compensation applicable to the Laws of the State of New Jersey and Employer's Liability Insurance with limits of not less than One Million (\$1,000,000.00) Dollars per occurrence for bodily injury liability and One Million (\$1,000,000.00) Dollars occupational disease per employee with an aggregate limit of One Million (\$1,000,000.00) Dollars occupational disease.
- (iv) Such other insurance and in such amounts as may from time to time be reasonably required by the SPS.
- (v) The limits of said policies described in (i) through (v) above shall be increased from time to time to meet changed circumstances including but not limited to changes in the purchasing power of the dollar, as measured by changes in the Consumer Price Index and changes indicated by the course of plaintiffs' verdicts in personal injury actions.

B. All insurance policies providing the coverage required shall be obtained from an insurance company authorized to do business in the State of New Jersey and shall, except for Worker's Compensation Insurance, name the **State of New Jersey, Department of Environmental Protection as an "Additional Insured"** with respect to this SUP. Prior to the approval of this SUP, Applicant shall provide SPS with a current certificate of

insurance in form and substance satisfactory to SPS showing that Applicant has obtained the insurance coverage required. The certificate shall provide that the insurance coverage shall not be canceled for any reason except after thirty (30) days written notice to:

STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
DIVISION OF PARKS AND FORESTRY  
STATE PARK SERVICE  
MAIL CODE 501-04  
PO BOX 420  
TRENTON, NEW JERSEY 08625-0404

The certificate of insurance shall also provide for thirty (30) days notice, in writing, to Department prior to any expiration, or non-renewal during the term the insurance is required to be maintained in accordance with this SUP. Permittee shall further be required to provide Department with valid certificates of renewal of the insurance upon expiration of the policies. Permittee shall also upon request, provide Department with copies of each policy required under this SUP certified by the agency or underwriter to be true copies of the policies provided to Permittee.

C. Permittee expressly understands and agrees that any insurance protection required by this SUP shall in no way limit Permittee's obligations assumed in this SUP, and shall not be construed to relieve Permittee from liability in excess of such coverage, nor shall it preclude Department from taking such other actions as are available to it under any provision of this SUP or otherwise in law.

**D.) ADDITIONAL PERMITS**

- 1.) Applicant may be required to contact municipal, county, state or federal authorities. However, SPS will offer assistance in providing points of contact and information regarding the possible requirements by these offices.
- 2.) Examples of applicable permits include but are not limited to: Tax ID, Vendor Licensing and Division of Community Affairs – Tent, Fire or Electric.
- 3.) Copies of all permits must be provided to the administering SPS area as soon as possible and at least thirty (30) days prior to event.

**E.) GENERAL**

- 1.) The Applicant will comply with all Federal, State, Municipal, SPS, laws, rules and/or regulations. Failure to comply may result in denial and/or cancellation of the SUP and denial of future SUP Applications.
- 2.) Applicant is responsible to maintain the site in a clean and sanitary fashion before, during, and after the event.

- 3.) Site rental is “as is”. The Applicant must provide all amenities, for example: chairs, tables, equipment, etc.
- 4.) The SUP, in-whole or in-part, is not assignable or transferable.
- 5.) Applicant must have a representative on-site to direct deliveries and pick-ups. SPS will not accept nor be responsible for deliveries. Deliveries without Applicant representation will be turned away.
- 6.) The Applicant will not charge any fee for the use of the area to any individual or organization without the written approval of the area Superintendent.
- 7.) Only one complete SUP Application per site per day will be accepted, unless the area can accommodate multiple events. Second applications will be requested to find another date or another site, if the site does not accommodate multiple uses.
- 8.) The permitted area will be left in the same condition at the end of the event, as it was before the activity. Applicant is responsible for all damage by its agents, contractors, and attendees.
- 9.) Requests for the exclusive use of specified areas must be made at time of application. Public thoroughfares must remain open at all times.

**F.) COMMERCIAL PHOTOGRAPHY**

- 1.) Definitions:
  - a.) **Movie** is defined as a major motion picture production.
  - b.) **Video** is all motion picture filming that are not a major motion picture production.
  - c.) **Still** is any single-frame photography.
- 2.) For commercial photography only, and on a case-by-case basis as determined by SPS staff, the thirty (30) day SUP signing deadline may be waived. This decision will be made based on complexity of event and available resources at the area.
- 3.) SUP conditions may require SPS or State Park Police (SPP) personnel to be assigned to the event to provide for public safety and resource protection. We may not be able to accommodate changes. To ensure a successful shoot please submit a complete and accurate Application in a timely manner.

**G.) BREAKING NEWS**

- 1.) Breaking News is defined as an unplanned, currently occurring event.
- 2.) Prior to setup for a Breaking News Event, the Applicant must notify the SPS area’s Administrative Office.

## **H.) FIRST AMENDMENT GUIDELINES**

The New Jersey State Park Service will allow public assemblies, meetings, demonstrations, religious activities and other public expressions of views conducted under the First Amendment of the U.S. Constitution in SPS areas, in accordance with SPS regulations provided that a SUP has been obtained from the area Superintendent. To ensure public safety, protect resources and avoid assigning the same time and location to two or more activities, the SPS may manage these activities by regulating the time, location, number of participants, use of facilities and number and types of equipment used, but not the content or message. Locations within the area that are available for public assemblies and other First Amendment activities, including the distribution of printed matter, will be designated on a map by the area Superintendent. When the SPS allows one group use an area or facility for expressing views, it must allow all other groups a similar opportunity, if requested. No group wishing to assemble lawfully may be discriminated against or denied the right of assembly, provided that all applicable SUP criteria and requirements are met. Whenever religious activities are conducted in SPS areas, any SPS actions pertaining to them must reflect a clearly secular purpose, must have a primary effect that neither advances nor inhibits religion and must avoid excessive governmental entanglement with religion. New Jersey SPS or SPP Staff on duty at an area in which a First Amendment activity is being conducted will be neutral toward the activity but will remain responsible for the protection of participants, spectators, private property, public property and SPS resources. On-duty SPS or SPP staff may not participate in the First Amendment activity. SPS employees exercising their First Amendment rights when off duty, and not in uniform, will not imply any Official SPS or SPP endorsement of the activity.

## **I.) APPLICATION**

**\*SEE ATTACHED SUP APPLICATION\***

## **J.) OPERATIONS PLAN**

### **Directions for submitting the SUP Operations Plan:**

The Operations Plan is a planning document that organizes all the necessary elements for managing a special use or event at the location. To help develop the operations plan, there are a series of questions separated into seventeen (17) sections. Please try to answer each question in the form of a complete sentence and place within the appropriate section. If a section or question does not apply to the special use or event, please write "N/A or Not Applicable". In addition to these questions, please provide as much information about the event as possible. The more information initially provided, will streamline the Application, review, and approval process.

## **1. SUMMARY**

- 1.1. Provide a brief summary of the proposed event.
- 1.2. Important details to include are: type of event, location of event, dates, number of attendees, need for State resources or employees, etc.

## **2. CONTACT INFORMATION**

- 2.1. Primary Contact Name
- 2.2. Email Address (Optional)
- 2.3. Phone Number- (Cell Phone Preferable)
- 2.4. Office Number
- 2.5. Fax Number

## **3. PROJECT SCHEDULE**

The Applicant shall submit a detailed schedule (dates and times) of the setup, event, and breakdown. Include drop-offs and deliveries in schedule.

- 3.1. Set-up will begin on what date and time.
- 3.2. Time event staff will be on and off site each day.
- 3.3. If the event will involve multiple days, please give a detailed project schedule stating the dates and times.
- 3.4. Does the set-up, cleanup, or break-down require access before or after hours the SPS area's normal operating hours?
- 3.5. Will vehicular access be required to the site for set-up or break-down?
- 3.6. Will there be any deliveries to the SPS area for this event?

## **4. LOCATION OF EVENT AND SITE MAP**

- 4.1. Submit a detailed site plan (map) showing the layout of the event. Important details include: location of tents, staging, dumpsters, restroom facilities, generators, food areas, parking, transportation routes, and signage. Ensure you read through this entire document before finalizing the submission for this section.
- 4.2. Vehicular access for site set-up and deliveries is limited. Remote locations in the area may necessitate the need for non-motorized alternative ways of getting equipment and staff out to the site (i.e.: carts, hand trucks, etc.).
- 4.3. A topographic map or GPS shape file may be required if the event travels through one or more areas with the SPS. Please coordinate with area superintendent on which type of map would be appropriate.



## **5. PERMIT DOCUMENTATION**

This section was developed as guidance for consideration regarding additional permits the event may require. These may include: Health and Safety, Department of Community Affairs (DCA) for fire, building or electric, Taxation, Gaming, Insurance, etc.

- 5.1. Will there be a need to dig in the ground for any reason? If YES, please explain.
- 5.2. If YES, submit a Health and Safety Plan (please ask to review the SPS Health and Safety Plan for more information).
- 5.3. Will tents be installed? Will stakes be installed?
- 5.4. If YES, to either digging or stake installation, contact “U Dig” for a utility mark-out (1-800-272-1000). It is the Permittee’s responsibility to ensure the mark-out has taken place and show SPS the noted locations for pre-approval prior to digging or placement of stakes.
- 5.5. Will there be any tents larger than 30’ x 30’ (900 sq ft total)?
- 5.6. If YES, contact the Division of Community Affairs (DCA) fire inspection. Please call DCA at (609) 633-6132.
- 5.7. Do tents meet or exceed the National Fire Protection Association’s Code #102 requirements?
- 5.8. Will any temporary equipment or structures be installed on the site (bleachers, stands, etc.)?
- 5.9. If YES, please describe in detail the building proposal. If possible, please include any diagrams or building plans.
- 5.10. If NO, please skip to section 6.
- 5.11. Please be advised that before approval is given, the SPS requires DCA review and approval of all plans for any temporary structures. Please contact (609) 777-4521 for building permits.
- 5.12. If NO, please skip to section 6.

## **6. FOOD AND CONCESSIONS**

Use this section to provide a description of the food services the event plans to offer.

- 6.1. Will the event be serving food?
- 6.2. If YES, will there be a fee for food?
- 6.3. Will there be cooking on the premises?
- 6.4. What will be used to cook / heat the food?
- 6.5. Where will the food area be located?
- 6.6. Please provide copies of Board of Health Certification with the vendor list.
- 6.7. Will there be non-food concession items sold at the event?
- 6.8. If YES, what type of concession items would be offered for sale?

**Note:** This SPS area may have a concession agreement with a food concessionaire. This event does not have to contract with this company to provide food as long as sales are confined to the premises of the special event. However, Applicant may wish to contact them for assistance please ask the area Superintendent for their contact information.

## **7. SANITARY SEWERAGE**

Restroom facilities exist in certain areas and may be used. Once the number of attendees or use exceeds acceptable limits, other facilities must be brought in at expense of the Applicant. Please note that potable water is not available at all locations.

- 7.1. How many people will be at the event?
- 7.2. How many port-a-johns will be installed?
- 7.3. How many handicap accessible units will be used (one handicap accessible unit must be provided per every five units)?
- 7.4. What are the locations of the units? (Mark on the appropriate site map(s))
- 7.5. Who is providing the units?
- 7.6. When will they be dropped off?
- 7.7. When will they be picked up?
- 7.8. Is event planning to use SPS restrooms?
- 7.9. If YES, you may be assigned a SPS employee, for maintenance, at the rate of (\$60/hr) for the duration of your event and/or post-event clean-up.
- 7.10. Will the event need access to water?
- 7.11. If YES, there may be a charge for SPS hook-up to a water supply.

## **8. SOLIDWASTE COLLECTION & DISPOSAL**

- 8.1 SPS areas are “Carry-in / Carry-out” areas. All trashed generated by this event must be taken out of the area by the Permittee. There are not trash cans available for placement of trash.
- 8.2. SPS is not responsible for trash generated by the event. How will trash be disposed?
- 8.3. Will dumpsters be rented?
- 8.4. If NO, please skip to question 8.8.
- 8.5. Who will be the trash hauling company?
- 8.6. What date will it be delivered?
- 8.7. What date will it be removed?
- 8.8. Please note the dumpster location on the site map.
- 8.9. If carrying out event trash, please make sure all trash is removed at the end of visit. Any trash left behind will result an extra-charge for SPS staff to clean-up at the rate of (\$60/hr) & possible disposal costs.

**Note:** Applicants are responsible for maintaining the site in a clean and sanitary fashion throughout setup, event and breakdown/clean-up.

## **9. ELECTRICAL & LIGHTING**

- 9.1. Will electricity be required and in which amperage/voltage amounts?
- 9.2. If NO, please go to section 10.0.
- 9.3. Will there be a need more than a couple of standard outlets? If YES, Permittee must provide generators and the following information:
- 9.4. How many generators will there be? What is the size of the generators?
- 9.5. Where will they be located? Indicate generators on the site-map.
- 9.6. Will there be a need to use existing SPS electrical service? If YES, please contact the area Superintendent for more information.

**Note:** Electricity is not available in all locations; please ask for availability at the location requested. Applicant will make no changes to the existing electrical service without prior approval from the area Superintendent. All electrical connections to temporary service boxes will be done by licensed electricians, pre-approved by the SPS at the Applicant's expense.

## **10. SIGNAGE**

- 10.1. Will there be posting of any signs for this event?
- 10.2. If YES, fill out a sign map and submit it to area Superintendent.
- 10.3. No metal fasteners are acceptable for signage, only string or tape.
- 10.4. It is Permittee's responsibility to remove all signage at the end of the event. Failure to do so may result in a clean-up fee.

**Note:** Directional, informational and advertising signage is the responsibility of the Applicant. All signage must be freestanding (ex: staked signs). No tape, staples, nails, tacks, etc. are to be used to affix signs to any SPS property.

## **11. SECURITY**

All security plans must be coordinated and reviewed by the area Sergeant. A security plan will be a required part of large event planning, however it may be finalized at a later date. Please check with the area Superintendent to see if the event requires a security plan.

- 11.1. Will there be a need for security personnel?
- 11.2. If NO, please skip to question 12.0.
- 11.3. If YES, please detail security needs.
- 11.4. Will there be any overnight storage or security needs?
- 11.5. Any overnight security detail includes a SPP officer at the (\$60/hr) rate.
- 11.6. Event conditions may require SPS or SPP personnel to be assigned to the event to provide for public safety and resource protection at the expense of the Applicant for \$60/hr.

**Note:** State Park Police have jurisdiction in all SPS areas. All other security must be unarmed and licensed /bonded. Due to safety reasons, neither on-duty nor off-duty police officers from outside jurisdictions are permitted to work as security within SPS locations.

## **12. COMMUNICATIONS**

- 12.1. Will the event utilize portable radios for communication?
- 12.2. If YES, designated SPS or SPP contact must be provided with a radio for the duration of the event.

**Note.** The Applicant is responsible for providing proper communication between itself and SPS officials. Permittee must provide one (1) on-site contact (including cell phone number) for each day on SPS premises. This agent will be the only authorized liaison between Permittee and SPS & SPP staff. If the event has SPS or SPP staff assigned, this person will be the primary contact on the day of the event. All communications will go through this person.

## **13. TRANSPORTATION & PARKING**

- 13.1. The Transportation Plan must include diagrams of all traffic routes that will be used by the event. This includes but is not limited to shuttle routes, routes for walk-a-thons or runs, drop-off and loading areas, and entrance & exit routes. Please remember to include the Transportation and Parking Plan on the site map.
- 13.2. Any vehicular access for site set-up and deliveries is limited. Remote locations in the area may necessitate the need for non-motorized alternative ways of getting equipment and staff out to the site. See attached map for designated access points for walkway and fields.
- 13.3. Should event need to use any non-public roads (this includes but is not limited to paths, service roads, sidewalks, etc.) They need to be pre-approved and marked on the Transportation and Parking Map. Without prior permission, SPS staff on-site will not make changes to the SUP on the day of the event.
- 13.4. The Transportation and Parking Plan will be thoroughly analyzed for acceptability during this stage of the permitting process. Please be very concise and provide additional information if necessary.
- 13.5. Total number of attendees to the event?
- 13.6. How will attendees get to the event?
- 13.7. What is basis for reply to question 13.6?
- 13.8. How many parking spots proposed to be used in each location (place on map)? We will not allow all area parking spaces to be used for event parking because parking for the public must be maintained.
- 13.9. Will the event need off-site parking?
- 13.10. If YES, please include the locations of each off site area, number of parking spaces available for the event, and provide a plan to get attendees to and from the lots?

- 13.11. Will there be a shuttle?
- 13.12. If YES, what is the route of the shuttle (include in transportation plan on SPS map)?
- 13.13. Will a shuttle be provided to move public SPS patrons who are affected by the parking demands of the event?
- 13.14. How many staff will be working the event? Will there be any other companies hired to work on the event?
- 13.15. Where will staff and/or vendors park?
- 13.16. Are there any other transportation parking concerns we should be made aware of?
- 13.17. How will attendees be advised of the transportation route and parking locations?

**Note:** Applicant may be required to hire a professional parking company and bus/shuttle service at their expense. Professional parking company may not direct traffic on SPS administered roads. Only State Park Police may direct traffic on SPS administered roads.

#### **14. MEDICAL & EMERGENCY**

- 14.1. Will the event have emergency medical staff on site?
- 14.2. If YES, please provide us with a copy and list of what arrangements have been made and with whom.
- 14.3. The event site shall provide a network of access points and paths that will be kept clear at all times for service and emergency vehicles.

#### **15. FIRE SAFETY**

- 15.1. Were proper precautions made so that no flammable or volatile liquids or materials shall be stored in or adjacent to the area of the event, and that adequate fire fighting equipment is available to protect the health and safety of the people attending the event?
- 15.2. Will the event have cooking, heating or storing of flammable/volatile liquids on site or adjacent to the event?
- 15.3. If YES, Permittee is responsible for acquiring all needed DCA permits for cooking, temporary heating, etc. Please see section 5.7 for contact information for DCA.

#### **16. SITE RESTORATION**

- 16.1. Will the event leave a physical impact on the area that will require restoration work? If YES, what are the anticipated impacts? What is the plan to remedy these impacts? What is the anticipated timeline?
- 16.2. Permittee is responsible for complete site restoration. Failure to restore the site to its previous condition or better will result in Permittee being responsible for the labor and materials used to restore the site after event.

16.3. On what date and time will be the final site inspection take place?

**Note.** The Applicant will submit detailed plans for site restoration and final clean up of the event site. The site will be restored to the same or better than pre-event status. A final site inspection is required at completion of site restoration.

**17. SPECIAL REQUESTS**

17.1. Does the event have any special requests that fall outside the suggestions of this document?

17.2. If YES, please use this section to outline the request in best terms possible.

**K. APPLICATION SUBMISSION**

SUP Application and any applicable documentation must be submitted to the SPS area administering the Application with sufficient time given for planning and permitting purposes. SUP Applications are considered on a first-come, first-served basis. Please keep in mind that the larger and more complex the event is, the more time will be needed for this review process. Failure to have the Application completed and postmarked ninety (90) days in advance of the proposed SUP could result in the Application being denied. Once all required Application documentation is received, you will receive a final decision by the area superintendent as to whether the application is approved, within twenty-one (21) days.

**L. APPEAL PROCESS**

If an Applicant's SUP is rejected for any reason by the area Superintendent and the Applicant wishes to appeal the decision, they may do so. All written appeals will be considered by the Regional Superintendent. Appeals will be sent to: Regional Superintendent, **AREA SPECIFIC TO LIST PERTINENT ADDRESS INFO**

**Department of Environmental Protection  
Division of Parks and Forestry  
State Park Service**

**Special Use Permit (SUP) Application**

*Please print/type the following application and return it with the non-refundable application fee made payable to "Treasurer- State of New Jersey" at the State Park Service (SPS) area that will administer the event, at least 90 days prior to the requested date. \*Non Commercial Application fee is \$60 for NJ residents, and \$75 for out of state residents. Commercial application fee is \$150 for NJ residents and \$200 for out of state residents. Contact the administering SPS area with any questions, pertaining to this application or process. At SPS discretion, an additional Operations Plan may be required, depending on complexity of request. This SUP request is not fully approved until a SPS authorized **Special Use Permit**, is issued and signed by all required parties.*

**State Park Service (Area):** \_\_\_\_\_

**Type of Special Use/Event:** \_\_\_\_\_

**Date & Time of use:** (Date) \_\_\_\_\_ (Start/Time) \_\_\_\_\_ (End/Time) \_\_\_\_\_

**Applicant(s) Name:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone/Contact #'s:** (Home, Bus.) ( ) \_\_\_\_\_ (Cell) ( ) \_\_\_\_\_ (pref.)

**FAX #:** \_\_\_\_\_ **Email Address (Optional):** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Estimated # of Vehicles:** \_\_\_\_\_

*Please Check Yes (Y) or No (N) to answer the following questions*

**Have you completely read and understand the SUP Application Package?** Y  N

**Are you familiar with the site?** Y  N  **Will there be any fees charged?** Y  N

**Will you offer food for sale?** Y  N  **Will any items/goods be for sale?** Y  N

**Are you a SPS Officially Recognized Friends Organization (ORFO)?** Y  N

**Does request include commercial photography?** Y  N  **If YES: (Still  Video  Movie )**

**Will you be requesting assistance with/of: Maintenance:** Y  N  **Park Police/Security:** Y  N

**Parking:** Y  N  **Water/Electric Connection:** Y  N  **Early or Late Open/Close:** Y  N

*Application continues on next page*

**Please make a selection and check off the appropriate box below that your classification:**

\_\_\_\_\_ Individual or non-profit; New Jersey resident [\$ 60.00]      \_\_\_\_\_ Individual or non-profit; Non-resident [\$150.00]  
\_\_\_\_\_ Commercial; New Jersey resident [\$ 75.00]      \_\_\_\_\_ Commercial; Non-resident [\$200.00]

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*In the space provided below give a brief description of your proposed special use or event and give further explanation to any questions above, in which you checked/answered Yes (Y). Also, please describe any special needs you may have.*

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**The applicant by his/her signature certifies that:** 1.) All information is correct. False information will result in denial or revocation of permit. 2.) All SPS rules and regulations pertaining to use of area are understood and will be fully complied with by the applicant. 3.) Applicant will not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.

**Name of Applicant (Print):** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR SPS USE ONLY**

**SPS Approved:** Yes \_\_\_ No \_\_\_ Conditional \_\_\_ **Superintendent:** \_\_\_\_\_

**SPP Approved:** Yes \_\_\_ No \_\_\_ Conditional \_\_\_ **Sergeant:** \_\_\_\_\_

**Comments/Explanation of Conditional Approval:**

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