



PERMIT APPLICATION - Tournaments, Pavilions, Special Events



SPARTA PARKS AND RECREATION DEPARTMENT

Physical Address: 22 Woodport Road/ Mailing Address: 65 Main Street
Sparta, NJ 07871
973-729-2383 (Fax) 973-729-0795

Organization/ Individual Name:_____

Contact Information: (Please print legibly):

Name: _____

Address:_____ Phone:_____

Email:_____

Tournament:_____ Special Event: _____ Picnic: _____

Is this activity a Fund Raising Activity?_____

Facility:_____ Date:_____ Time (include set up and cleanup)_____

Facility:_____ Date:_____ Time (include set up and cleanup)_____

Facility:_____ Date:_____ Time (include set up and cleanup)_____

of participants/spectators per day & (# of teams in tournament including your own)_____

Please attach a separate sheet if this cannot be filled out fully to include Facility Name, Dates and Times necessary & # of participants/spectators per day.

Rain Dates can be requested but **are not guaranteed**. Please list rain date if desired:_____

Activities Planned: Please be specific: (i.e. bounce house, picnic with music etc)_____

Special Needs for your event:(i.e. electric, water, bathrooms)_____

Are other vendors going to be at the event? (food truck*, entertainment) _____

Please provide a list of vendors and a copy of their insurance of liability

(*Food trucks are special vendors that need health department and township certificates.)

REQUIREMENTS AND INFORMATION REGARDING YOUR PERMIT

Applications are **NOT FIRST, COME FIRST SERVED**. Applications will be considered based on priorities listed below. The Parks and Recreation Director will determine when each application will be considered.

*A full schedule of events/tournament games will be required at least 4 days in advance of the event and initial fees may change if more or less staff is needed based on schedules.

1. * Certificate of liability insurance required. (See page 2)
2. The Parks and Recreation Department staff determine field playability depending on weather conditions.
3. Permits will be valid only if in your possession when using facilities.
4. **Drinking of any type of alcoholic beverage is strictly prohibited.**
5. This permit is non-transferable and valid only for the dates indicated on the permit. If you are in violation of any rules and regulations of the Sparta Parks and Recreation Department, this permit must be surrendered to Parks staff, Police or Recreation staff. **Future requests may be denied.**
6. Garbage must be carried out of park by user, **unless otherwise specified on the permit.**

Priority Definitions

- PRIORITY ONE** - Sparta Parks & Recreation Department programs and sanctioned Sparta youth athletic organizations comprised of 100% Sparta residents during seasonal play.
- PRIORITY TWO** - Sparta non-profit township organizations and Sparta family gatherings.
- PRIORITY THREE** - Post season tournaments from Priority One category
- PRIORITY FOUR** - Sparta businesses and official organizations
- PRIORITY FIVE** - Sparta sanctioned athletic organization tournaments for fund raising purposes
- PRIORITY SIX** - County, non-profit, and charitable organizations
- PRIORITY SEVEN** - Private, for profit organizations including sports camps, private clubs and teams

- PLEASE REFER TO PAGE TWO (2) FOR FIELD FEE CHARGES



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All groups are required to supply a Certificate of Insurance naming the Township of Sparta as “Additional Insured on a primary and non-contributory basis” with the following: (Sparta Township, 65 Main St. Sparta, NJ 07871)

- * For profit organizations and larger non-profit corporations/associations they must provide evidence of minimum limits of General Liability \$1,000,000 for bodily injury and property damage per occurrence and \$2,000,000 in the aggregate. They must provide for all vehicles minimum limits of \$500,000 combined single limit for bodily injury and property damage.
- * For private individuals, non-profit organizations, corporations or associations they must provide evidence of minimum limits of General Liability \$500,000 for bodily injury and property damage per occurrence and \$1,000,000 in the aggregate. They must provide for all vehicles minimum limit of \$300,000 combined single limit for bodily injury and property damage.
- * For individual and informal residential groups, evidence of insurance is preferred but not required.

FEE SCHEDULE IN ADDITION TO BASE TOURNAMENT/SPECIAL EVENT FEE OF \$200.00

(Station Park, Dykstra Park & the Glen Pavilions):	Resident Fee	Non-Resident Fee
- Single use : up to 100 people	\$100	\$150
- Business single use	\$125	\$150
- Business multi-use *discretion of Parks and Recreation Director	fee range \$50/wk-\$125/wk	

Athletic Field Rental

- Batting Cage Fee-	\$20/hr	\$40/hr
- Field Use – Full day (4-8 hours)		
One field	\$75	\$150
Two fields	\$125	\$175
- Each additional field	\$50 (per field)	\$100 (per field)
- Turf Field: Half day (up to 4 hours)	\$ 100	\$175
- Turf Field: Full day (up to 8 hours)	\$ 150	\$225

Lights for any field: additional \$50 for first hour \$25 for each hour after

Basketball/Volleyball Courts:

- No lights: \$25 for 2 hours; \$15 for each additional hour
- Lights: \$50 for 2 hours; \$25 for each additional hour

NON-RESIDENT ADD \$25/HR

ADDITIONAL FEES VARY AND MAY APPLY:

All permit applications will be reviewed by the Parks and Recreation Director and fees assessed accordingly.

-Field Painting Fees	\$	_____
-Tournament/Special Event Deposit (In addition to the base fee of \$200.00)	\$	_____
-Dumpster	\$	_____
-Port-a-Jon(s)	\$	_____
-Deposit		
-Parks Staff need for event- number of staff determined by Recreation Director at a rate of \$55/per hour per staff member.	#staff_____ x#hrs_____ x\$55.00_____	Total \$_____

Parks and Recreation retains the right to revoke a permit or reassign a facility request if it is deemed necessary.

- APPROVED PERMITS MUST BE PICKED UP, SIGNED AND RETURNED TO THE RECREATION DEPARTMENT WITHIN SEVEN DAYS OF PERMIT APPROVAL, ACCOMPANIED BY A CERTIFICATE OF INSURANCE (WHEN NECESSARY), LEAGUE SCHEDULE AND ROSTERS WHERE REQUESTED OR THE PERMIT WILL BE VOID.
- THE OFFICIAL PERMIT IS ONLY VALID WITH BOTH RECREATION DIRECTOR SIGNATURE AND GROUP REPRESENTATIVE SIGNATURE.
- PLEASE MAKE CHECK PAYABLE TO “SPARTA PARKS & RECREATION”

I hereby waive and release all rights and claims for damages against the Township of Sparta, their employees and agents for any and all injuries which may be suffered by myself and/ or any participants during usage.

SIGNATURE OF GROUP

REPRESENTATIVE: _____DATE: _____

TOTAL FEES DUE AT TIME OF PERMIT ACCEPTANCE: \$_____