

July 2006

# Meadowedge Park



## Special Event Process

When this form is complete, please bring it to the Recreation Department 900 W. Bay Ave, Barnegat, NJ 08005 609-698-0080x122 for final approval. You will then be contacted concerning final approval. Paperwork must be submitted at least 1 month before your event to insure all Departments are properly notified.

### **General rules when using our facilities:**

- 1. No alcohol is permitted on Township property.**
  - 2. All garbage must be picked up and placed in proper receptacle.**
  - 3. Injuries and damage conditions must be reported to the Recreation Dept ASAP**
- A copy of your insurance policy with Barnegat Township named as the certificate holder must accompany this application.**

**The Township will bill the organization for full compensation of damages to the grounds and/or equipment including labor cost.**

Organization Name: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ # \_\_\_\_\_

Contact name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Event Title: \_\_\_\_\_

Proposed Event Date: \_\_\_\_\_ Rain Date/Plan: \_\_\_\_\_

Time of Event (including set-up & clean up): \_\_\_\_\_

Attach a copy of all advertising: \_\_\_\_\_

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Activity Description: \_\_\_\_\_

Location available: Picnic Area    Dock    Tennis Courts    Event Field    Pond

Parking: \_\_\_\_\_ # of cars expected \_\_\_\_\_

# of staff/volunteers \_\_\_\_\_ # of Participants \_\_\_\_\_

*If you are launching a canoe or kayak from Meadowedge Park you must purchase a launch permit from the Dock Master located at the Municipal Dock and display the permit on the dash of your car. A float plan must be filled out and place in the locked box near the launch site.*



\_\_\_\_\_ **Recreation:** Insurance certificates, Facility Use applications and plan submitted

\_\_\_\_\_ **DPW:** Requests for extra trash cans, traffic cones, field preparation, etc.

\_\_\_\_\_ **Police Department:** Traffic, parking & safety concerns

\_\_\_\_\_ **Zoning Department:** Sign Permits

\_\_\_\_\_ **Clerk's Office:** Permits for raffles, food vendors

Event approved by Meadowedge Commission \_\_\_\_\_ Date: \_\_\_\_\_

**For a large event, it is nessecary to notify the property owners that are near your location, especially if there are safety, parking, and traffic concerns**

## Special Event Planning

1. **The Plan:** Have a written plan/proposal. Include who (individual, company or organization) is holding it, who (organization) benefits. Describe the event, location, date, time, # of participants, # of volunteers, inclement weather plan/rain date. You can use this document to build a sponsorship packet, if you decide to solicit sponsors.  
**For a large event, it is polite to notify the property owners that are near your location, especially if there are safety, parking, and traffic concerns**
2. **Logistics:**
  - a. *Parking & Traffic Safety:* Where are volunteers parking, where are participants parking? If major roads will have pedestrian traffic, a high volume of cars – then contact Captain Drexler 609-698-0080x203 to review safety needs. If an officer is needed to direct traffic, you will need to make payment arrangements.
  - b. *Restrooms:* Two Port-a-potties are available on site. It is your organizations responsibility to provide additional port-a-potties if necessary. Contact the Recreation Department for names of local vendors.
  - c. *Food:* Contact Ocean County Health Department # 732- 341-9700 If you are serving food, you will need to fill out an application with the County Health Department. If you are using grills to prepare food, be sure to have a large safety zone marked out around it, and plan ahead as to what you are doing with any hot coals. If you use a gas grill, consider transportation safety.
  - d. *Insurance:* If your organization is not covered by the Township of Barnegat insurance, a copy of your insurance and a hold harmless agreement naming Barnegat as a Certificate Holder must be submitted with your application. Vendors who are providing services must also submit insurance papers.
  - e. *Sanitation:* Request for extra trash cans must be noted on your application
  - f. *Field Preparation:* If you need specific maintenance scheduled before your event, you must note this on your application.
  - g. *Raffles or 50/50's* – You will need to fill out a gambling permit 3 months

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before the event. Contact the Township Clerk's office #609-698-0080 x173

h. *Completed Application* – Bring the completed form to the Recreation Dept. The completed application will be reviewed by the Meadowedge Commission and final approval will be mailed to you. You must have the original completed/signed form on site on event day.

**3. Marketing:**

A. Distributing of Flyers through out the Barnegat School must be approved by the Board of Education, Superintendent's office.

b. A brief (3-4 sentences) paragraph about your event can include in the seasonal Recreation Flyer. Contact office at 609-698-0080x122

c. If your event has a web site, e-mail us the URL and we will set up a link to it. If you want it posted on the Barnegat web site, please e-mail us the information as either a Word document or a PDF file.

d. Posters can be hung in the Municipal Building and the Community Center with approval from the Recreation Director. Posters hung at local stores, library etc. must be approved at each site. Be sure to take them down when your event is over.

**4. Other planning considerations:**

a. When choosing your date/time, check for other local events and holidays, consider the day of the week & target audience.

b. Develop a budget – fund raising goal, costs (printing, renting, etc.), grants and sponsors.

c. Registration – include a waiver/permission slip, cut-off date, price breaks

d. Personnel need – paid staff, volunteers, and uniforms. For large crowds, you may also need to request the presence of the Rescue Squad.

e. Contracts – rain dates, rain day payments, deposits, etc.

f. Weather – rain date, rain-out phone list, effect on parking, fields, tents/tarps, lightning.

g. Publicity – Flyers, media ads, radio public service announcements, press releases.

h. Traffic/parking – signs, barricades, cones, traffic flow, pedestrian safety.

i. Layout – pedestrian flow between restrooms, info booth, activities, food, marking areas, on-site meeting area for committee

j. Restrooms – location, number

k. Garbage – number of barrels, liners, recycling

l. Electricity, water sources & safety

m. Meals – food/water for staff, break schedule

n. Information sheet for volunteers – front line staff, FAQs, lost & found, lost parents

o. Long lines – cut off time, cut off people

p. Entertainment – escort from hotel, reset stage time, changing rooms, schedule

q. Prizes – door prizes, raffles, 50-50's are considered gambling. Prizes can be given for categories of achievement.

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- r. Photographer
- s. Communications – radios, cell phones, extra batteries
- t. Information board – sandwich boards, banners
- u. Accessibility – wheelchair, keys, VIP parking, delivery instructions
  
- v. Vendors – Flat fee or a %, have enough food! competition, pricing, food handling certifications, peddler's permits, veteran's permits (Clerk's office)
- w. Emergencies – medical tent, EMT heat/cold considerations, fire department
- x. Post event – follow up, evaluation, thank you notes, giveaways, post event publicity, surveys, cost analysis, sponsors
- y. Parking, take into consideration if it rains, there is no parking on the grounds

