



# City of Bridgeton Riverfront Permit Information Packet

### Overview

---

- Located in downtown Bridgeton NJ along the Cohansey River between Route 49 (Broad Street) and Commerce Street, the Riverfront hosts a variety of quality family entertainment. Organizations or groups can review a permit for use of the riverfront for special events. **(See Appendix A)**

### Steps for Getting a Riverfront Permit (Permit Applicant)

---

- 1.** Reach out to the Bridgeton Recreation Office
- 2.** Provide Letter of Intent to Recreation Office **(See Appendix B)**
- 3.** Purchase Insurance listing “City of Bridgeton”/181 E Commerce Street Bridgton NJ 08302 as insured **(See Appendix C)**
- 4.** Pay the required permit fee (\$250/per day) Must be paid with cash, check or money order at least two weeks in advance of event **(See Appendix D+E)**

### Additional Services Requested (Rec Staff Only)

---

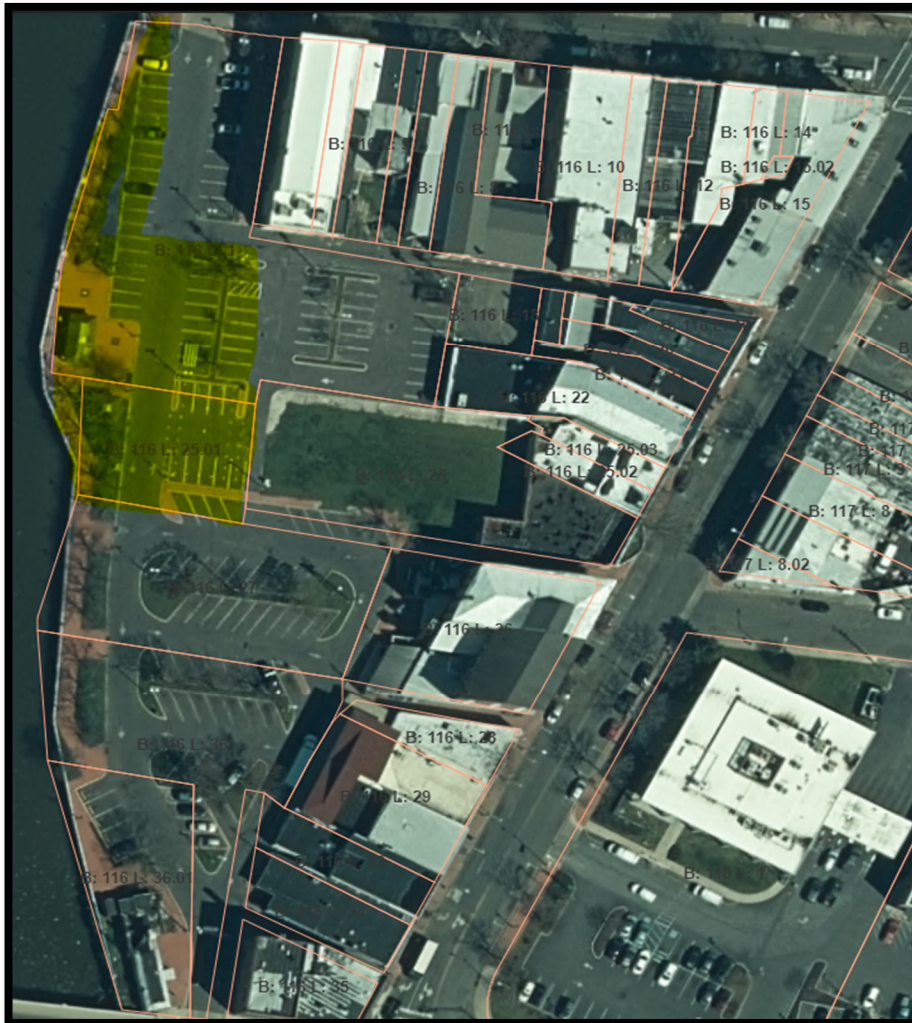
Event Organizers must provide a minimum of 30-day lead time for any of the below items:

- 1.** Event is requesting the blockage of a street (Clerk’s office)
- 2.** Event is requesting police and fire present (Clerk’s office)
- 3.** Event is requesting to sell alcohol (Clerk’s office)
- 4.** Event is requesting additional porta potty **(See Appendix F)**
- 5.** Event is requesting a public works employee present (Public works)
- 6.** Event is requesting to give away/sell food or beverages (Organizers must contact County Health Department)
- 7.** Event is requesting water access (Public works)
- 8.** Event is requesting electricity (Public Work)
- 9.** Event is requesting barricades or cones (Public Works)
- 10.** Event is requesting additional trash cans/recycling bins

## Appendix

---

- A. Image of the permitted usable area



Please note that permit holders can only reserve and occupy areas highlighted in yellow. Permitted events and activities cannot interfere with customers parking, entering, or exiting stores along the riverfront plaza area.

- B. Letter of Intent
  - Letter of intent should include organization or individuals name and contact information; the dates and times being requested including any time needed for set-up and break-down. Please list an anticipated number of attendees for the event. If a rain date is requested it should be included. Additionally, any additional services requested must be listed. Letters of intent can be emailed to [recdept@cityofbridgeton.com](mailto:recdept@cityofbridgeton.com)
- C. Insurance
  - Applicant must provide proof of insurance in the amount of \$1 million general liability with the “City of Bridgeton”/ 181 E Commerce Street Bridgton NJ 08302 as an additional insured for the date(s) of the event
- D. Payment options include cash, check or money order.
- E. Permit fee reductions or waivers will be considered on a case by case basis. In order for a reduction to be considered it must serve of the public good.
- F. There are several local options for portable toilets. In the past, the Recreation Department has worked with Caprioni Portable toilet. They can be reached at (866) 879-1197
- G. Please review the supporting “Requirements to Obtain a Park Permit” “Requirements for Special Events Permits” documents for additional rules and regulations.

All communication regarding the riverfront permitting process must begin by contacting the office of Recreation and Public Affairs.

35 Mayor Aitken Drive, Bridgeton NJ 08302

856- 453-1675

[Recdept@cityofbridgeton.com](mailto:Recdept@cityofbridgeton.com)

## Inter-department communication

---

Organization/Individual name:

Phone:

Email Address:

Date of event:

Rain date:

Expected number of attendees:

Current Date:

Rec contact person:

Additional Notes:

Please copy rec staff on all communication with the individuals and organizations requesting a permit at the Riverfront

## Requirements to Obtain a Park Permit

1. The permit fee must be paid at least 2 weeks prior to the requested date.
2. No permits will be issued for picnic areas, the Splash Park or mini golf on holidays or holiday weekends.
3. A valid NJ Driver's license or another valid form of photo ID.
4. Location and date are not secure until paperwork and payment are complete.
5. Payment options include cash, check or money order.
6. Electricity is not guaranteed at location.
7. Any group or organization wanting to use a park facility for an event must submit a letter of intent on their organization letterhead to the City of Bridgeton.
8. The permit secures the date and location. If bathrooms are at facility, they will be open and available for use.
9. Any organization, group or league planning to have vendor(s) must obtain approval through the Recreation Department's Director.
10. Any organization, group or league desiring to obtain a permit for public use must provide a certificate of liability insurance in the amount of \$1,000,000.00 minimum under general limits, with the City of Bridgeton as an additional insured.

## Rules:

Park Hours: Sunrise to Sunset

1. No Alcoholic Beverages are allowed in the Park per City Ord: 247-3.
2. Noise must be kept in accordance with City Ordinance 226. (No disturbance over 30 feet away from noise origin).
  - a. 226-10 Violations and penalties. Any person violating these sections shall be fined \$50 for a first offense, \$75 for a second offense, and \$100 for each and every offense thereafter. Such amounts may be paid without appearance in court unless the summons otherwise indicates that a court appearance is necessary before the Judge of the Municipal Court of Bridgeton. If a court appearance is required, the Court may impose community service up to 30 days for third or subsequent offenses.
3. Leave the area as you found it. This includes trash removal and bathrooms. Recyclable items are to be placed in the appropriate containers. **DO NOT PLACE RECYCLABLES IN TRASH CANS.**
4. Do not staple, nail, or tack anything to tables or trees.

5. For the welfare of the wildlife, no balloons or confetti is allowed.
6. Exclusive use of this area is given only to permit holders.
7. Children playing at the Splash Park must wear proper swim attire. For safety purposes no flip flops are allowed to be worn by child or adult while in the Splash Park.
8. Permits are nonrefundable. However, a credit can be given and used within the season, based upon availability.
9. The City is neither liable nor responsible for inflatable equipment. Equipment and/or supplies brought to the permitted location by permit holder or by anyone in the permit holder's behalf will be the responsibility of the permit holder.

## Requirements for Special Event Permits

Permits for special events in park facilities shall be obtained by application to the Department of Recreation Director (Ord. 247-18) in accordance with the following procedure:

1. Special Event Permits should be reserved 60 days in advance (minimum of 30 days).
2. A person seeking a Special Event Permit shall file a letter of intended use with the Department of Recreation Director. The Recreation Director may require such information necessary as to make a fair determination as to whether a permit may be issued. The letter's content will include, but is not limited to:
  - a. The name and address of the applicant, and person sponsoring the activity, if any. If event is sponsored by an organization the letter must be on the organization's official letterhead.
  - b. The date, time and duration for which the Special Event Permit is desired.
  - c. The park facility requested for the event, and an estimate of the anticipated attendance.
  - d. Proof of insurance in the amount of \$1mil general liability with the City of Bridgeton as an additional insured for the date(s) of the event.
  - e. Health certificate(s), sanitary facilities and ADA Plan.
  - f. Need for supporting services such as police, EMS, utilities, etc.
  - g.
3. Location and date are not secure until paperwork and payment are complete.
4. Payment options include cash, check or money order.
5. Electricity is not guaranteed at location.
6. The permit secures the date and location. If bathrooms are at facility, they will be open and available for use.
7. Any organization, group or league planning to have vendor(s) must obtain approval through the Recreation Department's Director.

The Recreation Department Director shall issue a Special Event Permit when it is determined that the facilities desired have not been reserved for other use at the day and hour requested in the letter, and, that the proposed activity (or use) will not:

- Unreasonably interfere with or detract from the general public enjoyment of the park.
- Unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
- Be reasonably anticipated to incite violence, crime or disorderly conduct.



The following special events are exempt from the payment of the fee for a Special Event Permit (Ord. 247.20):

- Events sponsored solely or in part by the City of Bridgeton.
- Events sponsored, or co-sponsored by a local non-profit organization held for the benefit of the Bridgeton residents at large which is open to the public free of charge, and where no beverages, food, goods or services are sold by vendors sponsored by the local non-profit organization in accordance with Ord. 247-14. A spirit parade and rally sponsored by the Bridgeton Board of Education is an example of this type of event.

### Rules:

Park Hours: Sunrise to Sunset

8. No Alcoholic Beverages are allowed in the Park per City Ord: 247-3.
9. Noise must be kept in accordance with City Ordinance 226. (No disturbance over 30 feet away from noise origin).
  - a. 226-10 Violations and penalties. Any person violating these sections shall be fined \$50 for a first offense, \$75 for a second offense, and \$100 for each and every offense thereafter. Such amounts may be paid without appearance in court unless the summons otherwise indicates that a court appearance is necessary before the Judge of the Municipal Court of Bridgeton. If a court appearance is required, the Court may impose community service up to 30 days for third or subsequent offenses.
10. Leave the area as you found it. This includes trash removal and bathrooms. Recyclable items are to be placed in the appropriate containers. DO NOT PLACE RECYCLABLES IN TRASH CANS.
11. Do not staple, nail, or tack anything to tables or trees.
12. Exclusive use of this area is given only to permit holders.
13. Permits are nonrefundable. However, a credit can be given and used within the season, based upon availability.

The City is neither liable nor responsible for inflatable equipment. Equipment and/or supplies brought to the permitted location by permit holder or by anyone in the permit holder's behalf will be the responsibility of the permit holder.