



## 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

