

# Waterloo Village Historic Site



## *Special Event and Special Use Guidelines*

**Waterloo Village Historic Site**  
525 Waterloo Road  
Stanhope, New Jersey 07874  
**Office:** 973-347-1835 **Fax:** 973-786-6874  
**Email:** WaterlooVillage@dep.nj.gov

*Special Event and Special Use Guidelines*

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*All Special Event Permit Applications must be submitted to the New Jersey Department of Environmental Protection (DEP) through Waterloo Village Historic Site (WVHS) PO Box 1100, Andover, NJ 07821. Applications must be submitted in a timely manner to allow sufficient time for planning and permitting purposes. The DEP is the only agency that may approve events in WVHS. Please keep in mind that the larger and more complex an event is, the more time required for the planning and permitting process (e.g. a concert involving attendees of 5,000 should begin at least nine months prior to the proposed date). However, all information, fees, insurance and execution of the permit must be completed at least 30 days in advance of the event date. Failure to have the permit completed 30 days in advance of the proposed event date may result in your Special Event Application being denied.*

## **1) DETERMINING EVENT LOCATION**

Thank you for your interest in having an event at Waterloo Village Historic Site (WVHS). WVHS is a unique historic attraction located in Byram Township. Waterloo was once home to early iron making pioneers followed by entrepreneurs of the industrial age. The world famous Morris Canal made Waterloo a bustling inland port town. The blacksmith, gristmill, store, tavern, and church line the Victorian Era streetscape full of elegant houses with diverse architectural styles. The stories of Waterloo are told in authentic historic buildings, in a setting virtually unchanged for hundreds of years. As a popular attraction for visitors, the site has expanded over the years and includes a recreated Lenape American Indian village, an original Log Cabin from the early 1800s, modern banquet facilities and a large concert field venue.

In order for us to keep this site conserved for future generations it is important that we determine the type of use that each of our locations can handle. We have the following areas available for events and programs:

**Waterloo Concert Field-** This location is well suited for large events (500 vehicles - to several thousand vehicles). This site has electric, water, fencing, lighting and ample parking.

**Jeffrey A. Miller Catering, aka JAM at Waterloo,** hosts weddings, company retreats, banquets and other catered events at the historic site. Boasting two spectacular indoor event spaces—the newly-renovated meeting house and the rustic pavilion—in addition to its spacious outdoor compound, JAM has the resources and ambiance to make your special occasion a memorable success.

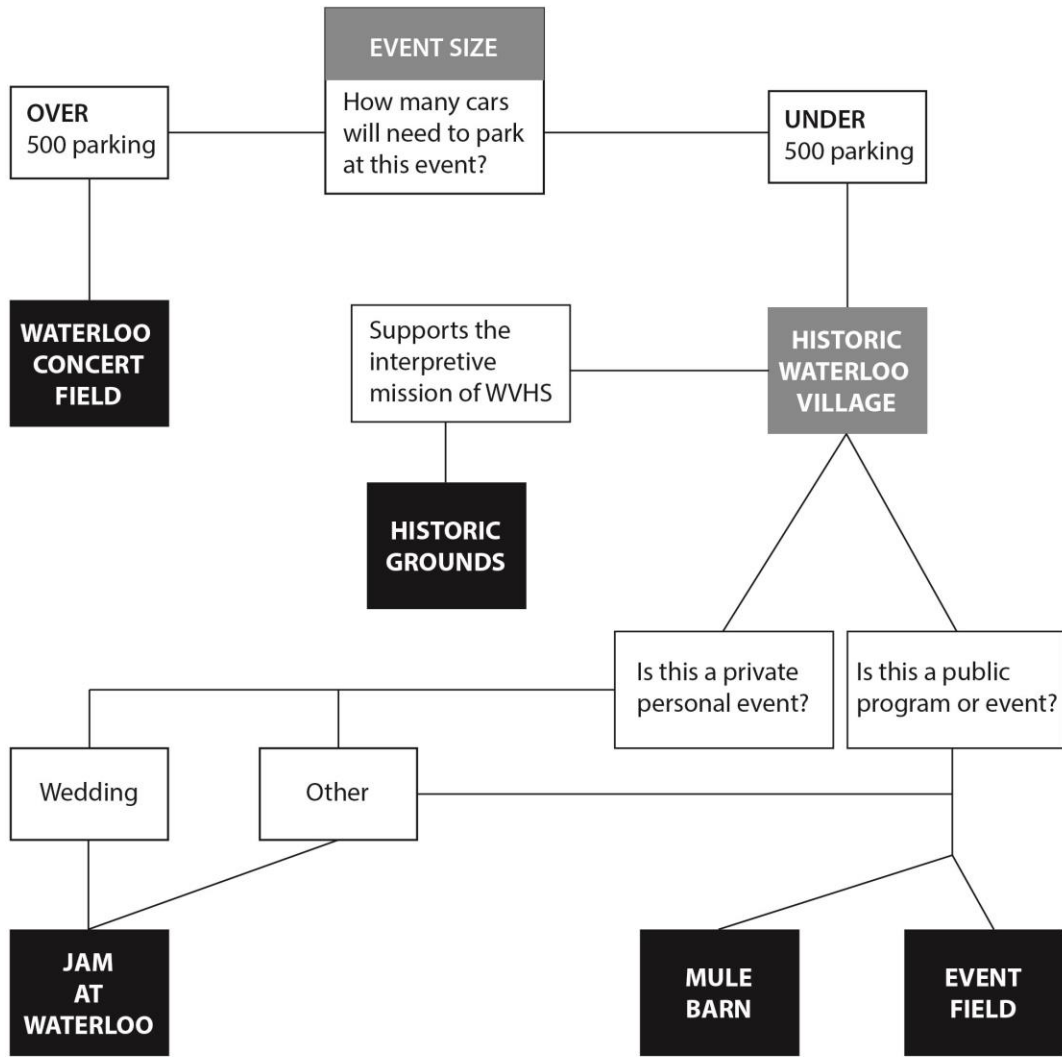
**Historic Waterloo Village Event Field-** This flat, grass field, located at the main entrance to the historic canal town of Waterloo is a great location for smaller event and educational programs. (Parking is limited and this location supports events with less than 500 vehicles).

**Mule Barn-** This large barn is available to rent for indoor events. The two story barn building does not have restrooms or running water. The public restrooms and a water fountain are located a short walk away. There is no parking available at the Mule Barn as it is located inside the historic canal town of Waterloo. Limited vehicle access will be granted for set up and clean up purposes only.

**Historic Waterloo Village Grounds-** Being the most sensitive area in WVHS the use of this area is limited. However, exceptions can be made if your event or program is in alignment with the interpretation of Waterloo Village. For more information please contact us.

To further aid in determining the best location for your event, please refer below to the Special Events at WVHS Flowchart.

# SPECIAL EVENTS AT WVHS FLOWCHART



**2) PERMIT PROCESS**

- a. The first step in the permit process is to complete the WVHS Special Event Application (Appendix A). In order to ensure adequate time for permit processing, the application and appropriate application fee should be submitted to WVHS at least 90 days prior to the event. Incomplete applications will not be accepted. If the event is large, complex or a concert type event, at least one-year notice is recommended. Applications can be accepted 16 months prior to event.
- b. Upon review of the Special Event Application (Appendix E), WVHS personnel will require a detailed Operations Plan to be completed. The Operations Plan needs to be completed 60 days prior to the date of special event (larger events will require more time).
- c. As the applicant is completing the Operations Plan, the applicant may schedule on-site visit(s) with designated WVHS personnel to conduct a walk-through of the site and answer questions.
- d. Once the applicant has completed the Operations Plan, it must be submitted to the designated WVHS personnel, who will then schedule a meeting to review required revisions.
- e. After revisions are submitted and final plans are approved, WVHS will generate a Special Use Permit (SUP) and estimate of fees for services. The estimate of fees will be described in two sections, "Facility Fees" and "Labor Fees". Facilities Fees are to be paid to WVHS prior to the event; Labor Fees will be invoiced after the event.
- f. Once the final permit is signed and Facility Fees are paid, the applicant is authorized to have the event at WVHS. Advertising for event must not occur prior to the permit being signed. If early advertising is needed you will need to begin the permit process further in advance.
- g. No changes to the permit will be allowed unless submitted in writing and approved by the Park Superintendent. Submittals for change must be received at a minimum of 14 days prior to event.
- h. Failure to comply with any of the above requirements may result in the Special Event Application being denied.
- i. Failure to respond to a request from WVHS within 7 business days may result in cancellation of the application

**3) EVENT AVAILABILITY**

- a. In order to ensure that events do not overlap only 1 Special Use Permit will be granted at any given time at Waterloo Village Historic Site.
- b. If there is an event at the Concert Field, park management will determine if a Special use Permit will be granted at Waterloo Village Historic Site. In cases of large or complex events, two Special Use Permits will not be granted.

**4) FEES**

*All fees must be paid by credit card or check made payable to the “Treasurer, State of New Jersey”. Fees are subject to change without prior notice. Depending on the scale and complexity of some special events the following fees may not comply fully. In that case, Waterloo Village Historic Site will provide an assessed fee based on the operations plan submitted by the applicant and approved by the Park Superintendent.*

**Special Use Permit Application fee**

(non-refundable and required at time of submission)

NJ Non Commercial	\$60.00 per permit
Out of State - Non Commercial	\$75.00 per permit
NJ Commercial	\$150.00 per permit
Out of State – Commercial	\$200.00 per permit

**State Park Personnel Labor** \$60.00/hour per employee

**Commercial Photography**

Commercial Still and Video Photography	\$325.00 per day plus staff cost
Commercial Movie	\$1,025.00 per day plus staff cost

**Student Video (exterior grounds only)** \$55.00 per day

Interior student photography or video will be subject to additional staff labor cost.

**Historic Waterloo Village Event Field** \$400.00 per day

**Historic Waterloo Village Mule Barn** \$400.00 per day

**Concert Field Fee**

General Field setup and breakdown	\$450 per day
General Field for event	\$1,200.00 per day

**Parking Fee** \$5.00 per car

**5) INSURANCE AND PERFORMANCE BOND**

A certificate of insurance, which meets or exceeds the standards below, must be submitted at least 30 days before an event. The State of New Jersey, Dept. of Environmental Protection, Division of Parks and Forestry and Waterloo Village Historic Site must be named as the certificate holder. The insurance to be provided by the permittee shall be as follows:

- a. General liability policy 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. GENERAL COMMERCIAL LIABILITY
  - 2. PRODUCTS/COMPLETED OPERATIONS
  - 3. PREMISES/OPERATIONS

The limits of liability for bodily injury and property damage shall not be less than \$1,000,000 per occurrence as a combined single limit. **The State of New Jersey, Dept. of Environmental Protection, Division of Parks and Forestry and Waterloo Village Historic Site, shall be named as an "Additional Insured"**.

- b. Workers' Compensation Insurance applicable to the laws of the State of New Jersey and Employer's Liability Insurance with limits not less than:  
  
\$1,000,000 BODILY INJURY, EACH OCCURRENCE  
\$1,000,000 DISEASE EACH EMPLOYEE  
\$1,000,000 DISEASE AGGREGATE LIMIT
- c. Automobile liability insurance which shall be written to cover any automobile used by the insured. Limits of liability for bodily and property damage shall not be less than \$1 million per occurrence as a combined single limit.
- d. Coverage for alcoholic beverage service shall be procured if alcoholic beverages are to be served.
- e. Performance and Payment Bond, if required by the Department, in an amount as dictated on the permit to ensure the completion of post-event repairs.
- f. Any other insurance or bonds in the types and amounts a dictated on the permit and as required by the Department.

## 6) ADDITIONAL PERMITS AND DOCUMENTATION

- a. Applicant may be required to contact municipal, county, state or federal authorities to inquire about other permits necessary to carry out their event at Waterloo Village Historic Site. WVHS personnel will offer assistance in providing points of contact and information regarding the possible requirements of these offices.
- b. Examples of possible applicable permits and authorizing agencies include, but are not limited to: See Appendix D for **Additional Permitting Agency Contact List**.
- c. Copies of all permits must be provided to WVHS prior to the event. If the applicant has contracted with vendors or subcontractors, all permits and documentation must also be provided to WVHS prior to the event.
- d. Non-profit organizations must provide proof of their federal non-profit status. If the event is a fundraiser, a Letter of Compliance from the NJ Division of Consumer Affairs – Charities Registration Section must be provided as well.
- e. Private companies that are having special events and charging fees for attendance and sales of products will need to provide a copy of their Business Registration Certificate from the New Jersey Division of Revenue.

## 7) TERMS AND CONDITIONS

- a. Special Event Applications are considered on a first come, first served basis and determined on the Park's ability to accommodate the proposed event. Only one Special Event Application per site, per day, will be accepted.
- b. Permits may not be assigned, in whole or in part, to any other person or entity.

- c. No signs or advertisements of any kind shall be painted or posted on the premises other than those approved in writing by the Park Superintendent. Signs may not be posted earlier than 48 hours prior to the scheduled event.
- d. Site rental is "as is". The applicant must provide all amenities, e.g. chairs, tables, amplification equipment, water, electric power, etc.
- e. Requests for the exclusive use of specified areas must be made at time of application. Public thoroughfares must remain open at all times.
- f. The permittee shall not charge any fee for use of the premises by any individual, group, entity, organization, etc. without the written approval of the Park Superintendent.
- g. The DEP's authorized representatives shall at all times have access to the premises and/or structures described herein.
- h. Balloons are prohibited within the park.
- i. Applicant must check in at the Park Office or with the assigned event liaison upon arrival and prior to any deliveries or set-up.
- j. Permittee must have a representative on site to direct all deliveries and pick-ups, WVHS will not accept nor be responsible for deliveries. Deliveries without applicant representation will be turned away.
- k. The permittee shall commit no act of waste. The permittee shall take good care of the premises. Upon the termination or expiration of this permit, the permittee shall surrender the premises and the improvements thereon to the DEP in as good condition and repair as reasonable and proper use of the premises thereon will permit, normal wear and tear excepted. Permittee is responsible for all damage from the permittee's contractors and subcontractors, employees, agents, and participants of permittee's event.
- l. The permittee agrees to abide by the existing rules and regulations of the DEP or those hereafter adopted concerning the use of the premises and shall advise others governed by this permit to obey such rules and regulations.
- m. The permittee shall, at the permittee's sole cost and expense, keep and maintain the premises in a neat, clean, and sanitary condition. The permittee shall, at the permittee's own expense, make arrangements to pick-up, remove or dispose of all garbage, rubbish, or other waste accumulated on the premises by the permittee, the permittee's contractors and subcontractors, employees, agents, and participants of permittee's event.
- n. The permittee shall not erect any structures, make any additions or modifications to existing structures, or modify the premises in any way whatsoever without the approval in writing from the Park Superintendent.
- o. This permit shall expire on the last day of the term granted hereunder and may be renewed only upon the acceptance by the DEP.
- p. The permittee shall, during the term of this permit, promptly pay when due all taxes and/or assessments, together with interest and penalties thereon that are levied upon or assessed by any government body by reason of the permittee's use of the premises. The permittee immediately shall forward any notice of such tax payment to the DEP and any notice of assessment, tax bill, or any other notice, correspondence or document relating to local property taxation of the premises to the DEP.



- q. The permittee shall comply with any requirements of the federal, State, and municipal authorities in respect to the aforesaid premises.
- r. The permittee shall, in the use of the premises, conform to all laws, orders and regulations of the federal, State and local governments pertaining to the premises and the permittee's use of the premises. These laws include, but are not limited to, the State's land use laws which are overseen and permitted by the DEP's Division of Land Use Regulation. For more information, see <http://www.state.nj.us/dep/landuse/>.
- s. The permittee shall be solely responsible for supervision of the event; activity, service, or other permitted activity as well as the activities of any and all subcontractors. The permittee shall immediately notify the Park Superintendent or other authorized Park staff of any and all incidents whether resulting in injury or not, violations of the permit, violations of the law, or any other such incidents.
- t. The permittee shall be responsible for the protection of his personal property. The DEP nor WVHS shall be liable to the permittee for any loss, damage, or destruction of the permittee's personal property.
- u. As part of the permit process the applicant will have to sign a photo/video release waiver to allow Waterloo Village Historic Site to take photos or video of the event to use for archival documentation or for promotional or educational purposes.
- v. The permittee shall not abuse, mutilate, injure, remove, or destroy any living plant without the permission of the Superintendent. All abused, mutilated, injured, removed, or destroyed plants shall be replaced per the Superintendent's plan for restoration.
- w. The permittee shall not abuse, mutilate, injure, remove, or destroy any structure or physical feature. If permittee abuses, mutilates, injures, removes, or destroys any structure or physical feature, permittee shall be responsible for the full cost of repairing or replacing such structure or physical feature at permittee's sole expense.
- x. The permittee shall, for the permittee and the permittee's successors and assigns, assume all risks and liabilities arising out of the permittee's use, operation, and maintenance of the premises. The permittee covenants to defend, protect, indemnify, and save harmless the DEP and hereby releases the DEP and each of its officers, agents, employees, successors, and assignees from and against any and all such liabilities, losses, damages, costs, expenses (including reasonable attorney's fees and expenses), causes of action, suits, claims, demands, or judgments of every nature arising from or claimed to arise, in whole or in part, in any manner out of, be occasioned by, or result from any injury to, or the death of, any person in or on, or any damage to property which occurs in, on, or about the premises, or in any manner growing out of or connected with the use, nonuse, or condition of the premises; violation of any condition of this permit by the permittee, its agents, employees, contractors, invitees (express or implied), or anyone claiming by or through the permittee; violation by the permittee of any federal, State, or local law, ordinance, or regulation affecting the premises and/or the permittee' use thereof; or any act, error or omission by the permittee, its agents, employees, contractors, invitees (express or implied), or anyone claiming by or through the permittee in the performance of this permit. This indemnification obligation is not limited by, but is in addition to the insurance obligations contained in this permit.

## **8) DISCLAIMERS**

- a. The permitted area may be unavailable for an event or a portion thereof because of fire, flood or other emergency over which the DEP has no control. The DEP, because of emergency may find it necessary to

postpone, cancel or move the event location or date. Neither the DEP nor WVHS will be liable to indemnify or reimburse the applicant of any damage or loss arising because of such an emergency action.

- b. All Waterloo Village Historic Site construction and capital improvement or maintenance projects may take precedence over events. However, after an agreement is made with Waterloo Village Historic Site to hold an event, Waterloo Village Historic Site will not plan or conduct operations that would substantially hinder the operations of the event.
- c. Permits do not include rain dates.
- d. Information provided to Waterloo Village Historic Site as part of the special use permit process, may be subject to review and inspection under the **Open Public Records Act** (*N.J.S.A 47:1A-1*).

## 9) FIRST AMENDMENT GUIDELINES

The New Jersey Department of Environmental Protection 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 parks, in accordance with State Park Service regulations provided that a permit has been obtained from the Park Superintendent.

To ensure public safety, protect Park resources and avoid assigning the same time and location to two or more activities, the State Park Service 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 Park 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 Park Police Sergeant. When the State Park Service allows one group to 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 permit criteria and requirements are met. Whenever religious activities are conducted in parks, any State Park Service 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 State Park Service 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 park resources. On duty staff may not participate in the First Amendment activity. State Park employees exercising their First Amendment rights when off duty will not imply any Official State Park Service endorsement of the activity.

## 10) PHOTOGRAPHY

- a. Definitions:
  - i. **Movie** is defined as a major motion picture production.
  - ii. **Video** is all motion filming that is not a major motion picture production.
  - iii. **Still** is any single frame photography.

- iv. **Student** is still photography or video that is part of a high school, college or university course curriculum with the purpose of teaching photography methods. The images captured may not be used commercially.
  - v. **Non-Profit** is photography for non-commercial use associated with a non-profit event. No images captured may be used commercially.
- b. For commercial photography only, and on a case-by-case basis as determined by the Park Superintendent, the 30-day permit-signing deadline may be waived. This decision will be made based on complexity of event and available resources at WVHS.
  - c. Permit conditions may require park personnel to be assigned to your shoot 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.
  - d. Applicant must provide a copy of final product to Waterloo Village Historic Site for archive purposes.
  - e. Any and all credit for production should cite "State of New Jersey – Waterloo Village Historic Site".

## **11) BREAKING NEWS**

- a. Breaking News is defined as an unplanned currently occurring event that is being covered by credible press agencies.
- b. Prior to setup for a Breaking News Event the applicant must fill out a Press Application at the Park Office.

## **12) APPEAL PROCESS**

If an applicant's Special Use Permit is rejected for any reason by the Superintendent of Waterloo Village Historic Site, and the applicant wishes to appeal the decision they may do so. All written appeals will be heard by the Director of the State Park Service and can be sent to **DEP – Division of Parks and Forestry, PO Box 420, Trenton, NJ 08625-0420..**

# Appendix A. Special Event Application:

## *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:** \_\_\_\_\_

**Type of Program/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)** ( ) \_\_\_\_\_

**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 Pack?** 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 of: Maintenance:** Y  N  **Park Police/Security:** Y  N

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

**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 [\$75.00]

\_\_\_\_ Commercial; New Jersey resident [\$ 150.00] \_\_\_\_ Commercial; Non-resident [\$200.00]

*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.*

**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:** \_\_\_\_\_

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

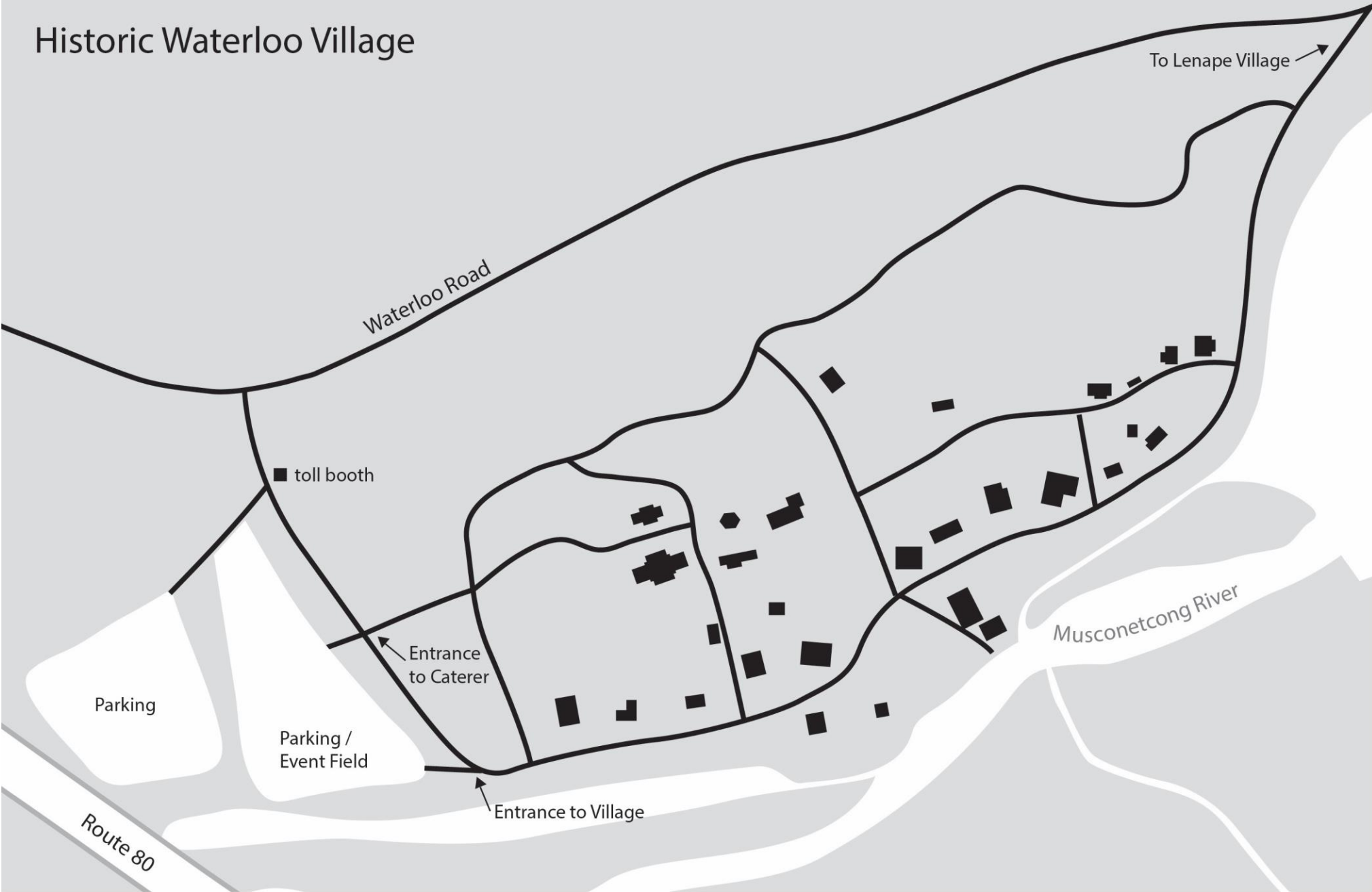
**FOR SPS USE ONLY**

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

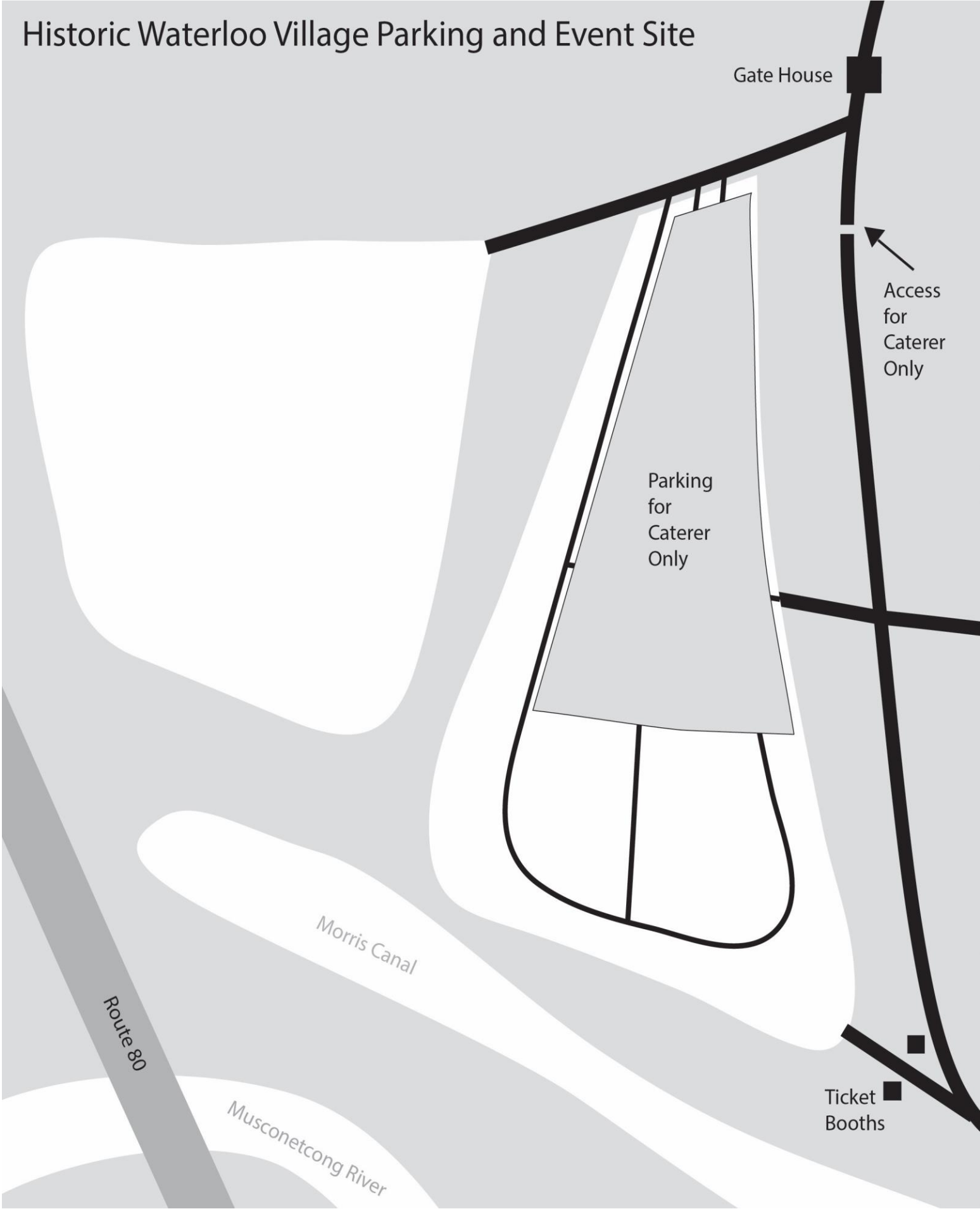
**SPP Approved:** Yes \_\_\_ No \_\_\_ Conditional \_\_\_ **Sergeant:** \_\_\_\_\_

**Comments/Explanation of Conditional Approval:**

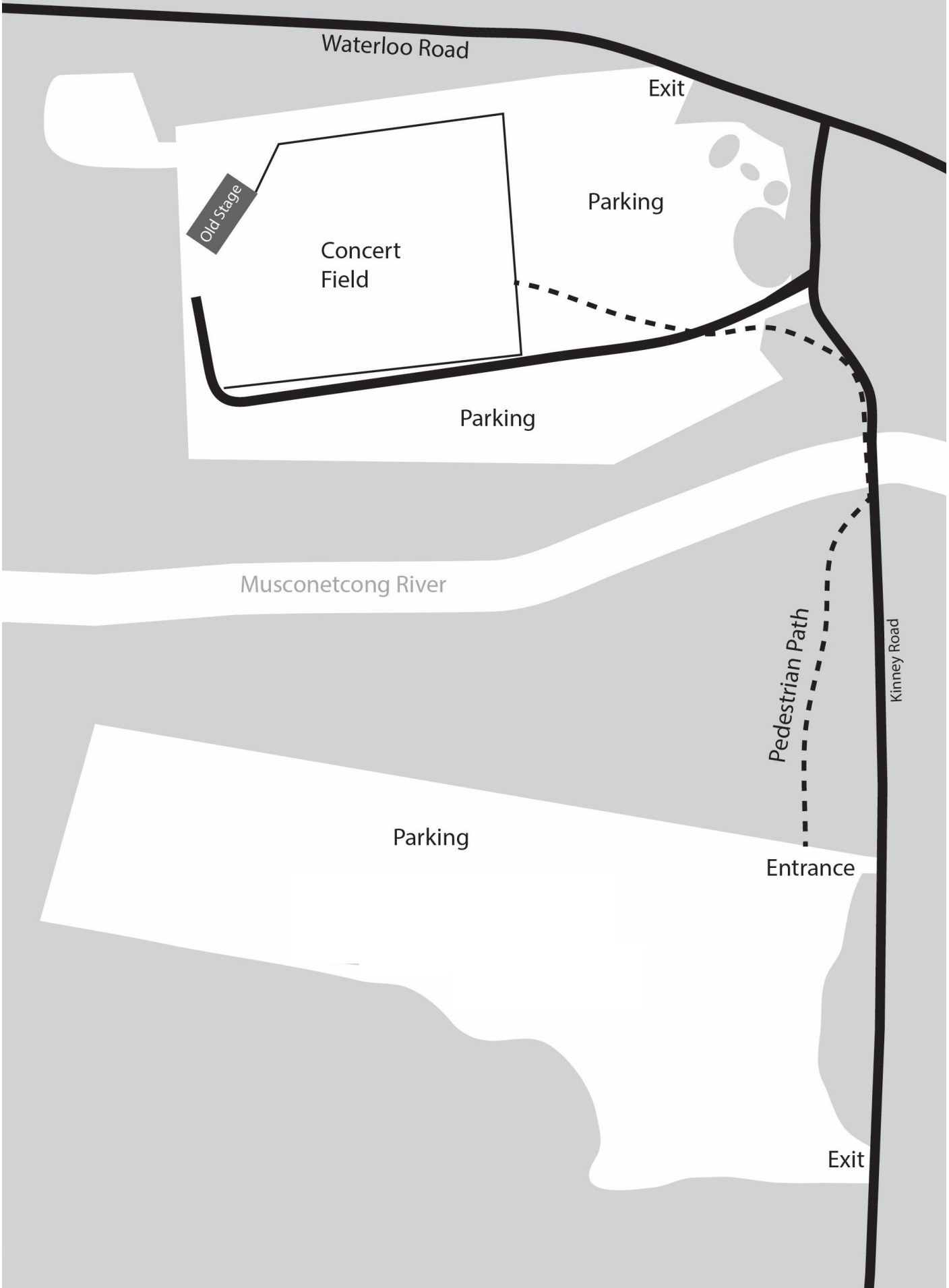
# Historic Waterloo Village



# Historic Waterloo Village Parking and Event Site



# Waterloo Concert Field & Parking





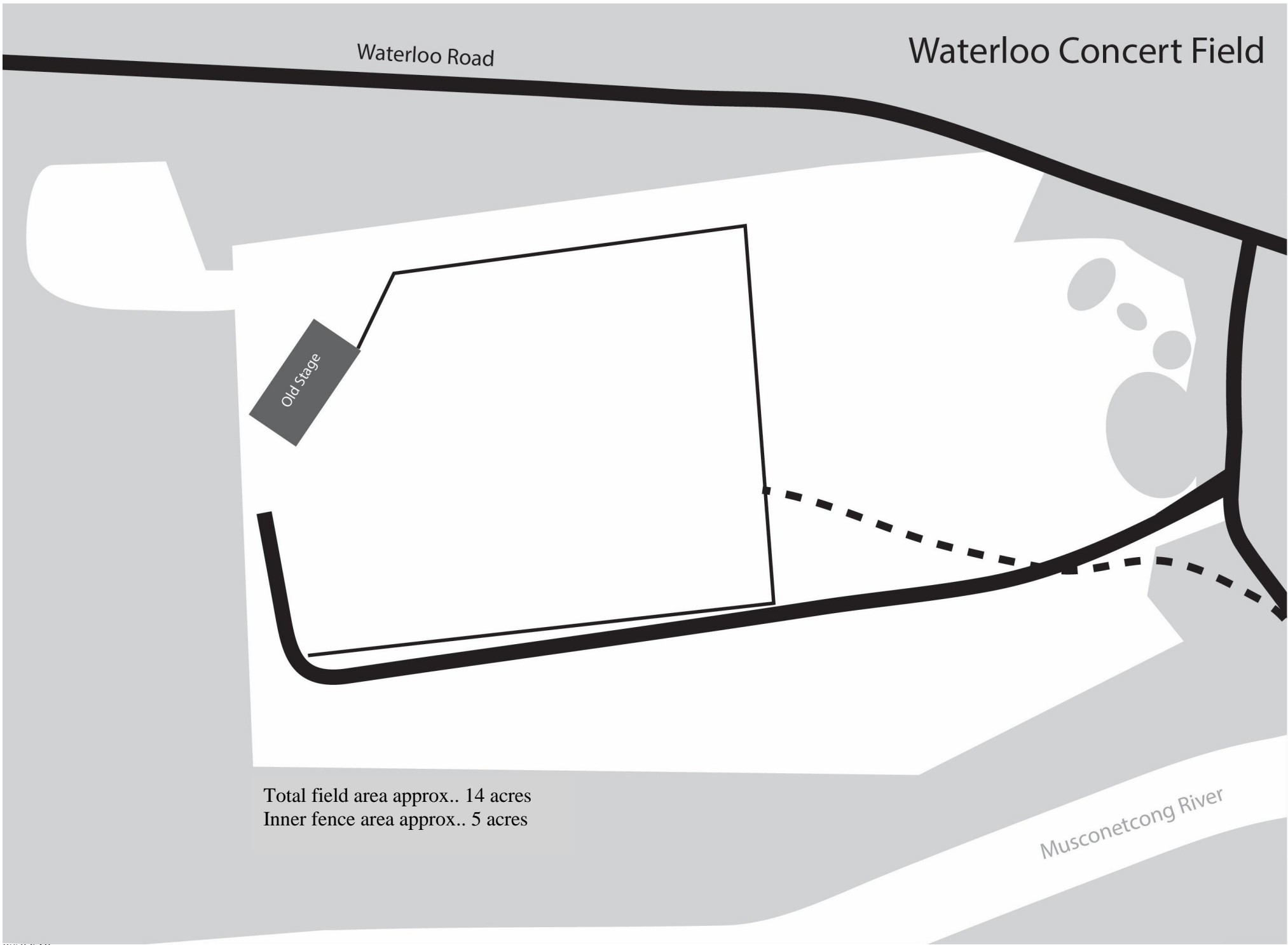
Waterloo Road

Waterloo Concert Field

Old Stage

Total field area approx.. 14 acres  
Inner fence area approx.. 5 acres

Musconetcong River



# Waterloo Concert Field Parking



Pedestrian Path

Kinney Road

Field is approx.. 12 acres

# Appendix C. Photo/Video Waiver Release

I (We) hereby grant to WATERLOO VILLAGE HISTORIC SITE, NJ Division of Parks and Forestry, and its legal representatives and assigns, the irrevocable and unrestricted right to use and publish any photographs/materials that or in which

APPLICANT NAME, COMPANY AND EVENT:

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may be included, for archiving, editorial, trade, advertising, and any other purpose and in any manner and medium for the North America and World area; to alter the same without restriction; and to copyright the same. I (We) hereby release WATERLOO VILLAGE HISTORIC SITE and its legal representatives and assigns from all claims and liability relating to said photographs/materials.

The undersigned warrants to WATERLOO VILLAGE HISTORIC SITE and its legal representatives and assigns, that publication of the photographs/materials submitted by the undersigned will not, to the undersigned's knowledge, (1) violate any copyright law; or (2) infringe in any way on the literary property of another.

It is agreed that the undersigned has no right or interest of any kind whatsoever against WATERLOO VILLAGE HISTORIC SITE and its legal representatives and assigns, with respect to these photographs/materials, and any interests or rights that the undersigned may have are hereby released and waived. Nothing contained herein shall affect or impair any rights to use the photographs/materials that the undersigned may have.

The undersigned has executed this Release on this date:

**Date:**

---

**Name (Please Print):**

---

**Company:**

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Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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

Address: \_\_\_\_\_

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**Signature:**

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# Appendix D: Additional Permitting Agency Contacts

Please note, that components of your event may require additional permits and registrations from Federal, State, County, or Municipal authorities. It is the applicant's responsibility to know and obtain the necessary permits that are required for conducting an event at Waterloo Village Historic Site. Examples of possible applicable permits and authorizing agencies include, but are not limited to:

## NJ Business Registration Certificate

New Jersey Division of Revenue  
[https://www1.state.nj.us/TYTR\\_BRC/jsp/BRCLogiNJsp.jsp](https://www1.state.nj.us/TYTR_BRC/jsp/BRCLogiNJsp.jsp)

## Federal Tax ID

[www.irs.gov/charities-&-Non-Profits/](http://www.irs.gov/charities-&-Non-Profits/)

## Charity Fundraising

New Jersey Division of Consumer Affairs –  
Charities Registration Section  
[www.njconsumeraffairs.gov/charity/charfrm.htm](http://www.njconsumeraffairs.gov/charity/charfrm.htm)  
973-504-6215 Office

## Food Preparation, Vending or Distribution

New Jersey Department of Health  
201-547-5173 Office  
<http://www.nj.gov/health/>

## Open Flame Cooking

New Jersey Division of Fire Safety  
[www.state.nj.us/dca/divisions/dfs/](http://www.state.nj.us/dca/divisions/dfs/)  
609-633-6103 Office

## Tents and canopies greater than 900 SF

New Jersey Division of Fire Safety  
[www.state.nj.us/dca/divisions/dfs/](http://www.state.nj.us/dca/divisions/dfs/)  
609-633-6103 Office

## Tents, canopies or membrane structures larger than 16,800 SF

New Jersey Division of Codes of Standards  
[www.state.nj.us/dca/divisions/codes/](http://www.state.nj.us/dca/divisions/codes/)  
609-292-7899 Office

## Bleachers or platforms of 11 Ft in height or less within a tent

New Jersey Division of Fire Safety  
[www.state.nj.us/dca/divisions/dfs/](http://www.state.nj.us/dca/divisions/dfs/)  
609-633-6103 Office

## Bleachers or platforms over 11 Ft in height

New Jersey Division of Codes of Standards  
[www.state.nj.us/dca/divisions/codes/](http://www.state.nj.us/dca/divisions/codes/)  
609-292-7899 Office

## Hard-wired electric or heating

New Jersey Division of Codes and Standards  
<http://www.state.nj.us/dca/divisions/codes/>  
609-292-7899 Office

## Utility Mark Out

Public Service, Electric and Gas (PSEG)  
<http://www.call811.com/>  
1-800-272-1000 Main Number

## Aviation

New Jersey Department of Transportation –  
Division of Aeronautics  
<http://www.state.nj.us/transportation/airwater/aviation/>  
609-530-2900 Office

## Unmanned Aerial Vehicles (Drones)

Federal Aviation Administration  
[https://www.faa.gov/uas/civil\\_operations/](https://www.faa.gov/uas/civil_operations/)

## Fireworks

New Jersey Division of Fire Safety  
[www.state.nj.us/dca/divisions/dfs/](http://www.state.nj.us/dca/divisions/dfs/)  
609-633-6103 Office

## Allamuchy Fire Department

<http://www.allamuchyfire.com/>  
908-850-4850

## Alcohol Serving, License, and Vending

New Jersey Division of Alcohol Beverage Control  
[www.nj.gov/lps/abc](http://www.nj.gov/lps/abc)  
609-984-2736 Office

## New Jersey Security Agency Licensing

New Jersey State Police, Private Detective Unit  
[www.njsp.org](http://www.njsp.org)  
609-341-3426 or 609-633-9352 Office

# Appendix E. Operations Plan

## Directions for submitting the Special Events Operations Plan:

*The Operations Plan is a planning document that organizes all of the necessary elements for managing a special event at Waterloo Village Historic Site. If a section or question does not apply to your event, please fill "N/A or Not Applicable". In addition to these questions, please provide as much information about your event as possible. The more information that you provide initially, the faster WVHS will be able to process your application and ultimately approve your special event.*

*Note: Information provided on this form may be subject to review and inspection under the **Open Public Records Act** ([N.J.S.A 47:1A-1](#)).*

*The Operations Plan must be submitted electronically either as a "Word" or "PDF" document.*

## 1. CONTACT INFORMATION

- 1.1. Primary Contact Name
- 1.2. Email Address
- 1.3. Cell Phone Number
- 1.4. Office Number
- 1.5. Fax Number

## 2. SUMMARY

2.1. Provide a brief summary of your proposed event.

2.2. Provide important details, such as:

Date of Event:

Time of Event:

Type of Event:

Location of Event:

Estimated Attendance:

Estimated Parking Spaces Required:

2.3. Will you be collecting an entrance or registration fee for your event? If so, please provide pricing details.

2.4. Will you be selling any goods, food, merchandise, etc. at the event? If yes, please provide a brief description.

2.5. Provide the number of staff and volunteers that will be working the event.

Staff:                      Volunteers:

### 3. PROJECT SCHEDULE

- 3.1. Provide a detailed schedule (specific dates and times) of the setup, event, and breakdown. Include all drop-offs / deliveries as well as hours that staff will be onsite. (This must be submitted as a separate attachment)

**Additional Attachment Required**

- 3.2. Does your set-up or clean-up require park access before 7am or after 4pm?
- 3.3. Will there be any deliveries to Waterloo Village Historic Site for this event? WVHS will not accept or direct any deliveries on your behalf.
- 3.4. Breakdown of your event will conclude on what date and time?

### 4. LOCATION OF EVENT AND SITE MAP

- 4.1. Submit as a separate attachment, a detailed site plan (map) depicting the layout of your event. Important details include: location of tents, staging areas, dumpsters, restroom facilities, generators, food areas, parking, transportation routes, and signage locations.

**Additional Attachment Required**

- 4.2. Will you need vehicular access to the site for set-up/ break-down?

***Note.** Vehicular access for site set-up and deliveries is limited. Remote locations in the park may necessitate the need for non-motorized alternative ways of getting equipment and staff out to the site (e.g. carts, hand trucks etc.).*

### 5. PERMIT DOCUMENTATION

*This section was developed to help identify additional permits from other agencies including, but not limited to, NJ Dept. of Community Affairs (DCA) for fire, building, code or electric (which include the Divisions of Fire Safety and Codes and Standards), NJ Division of Revenue for business registration, NJ Division of Consumer Affairs for charitable registrations, NJ Dept. of Transportation – Division of Aeronautics, as well as, Taxation, Gaming, Insurance, etc. Please refer to the list IV. Additional Permitting Agency Contacts attached to this document for more information. A copy of all permits must be submitted to the WVHS prior to the event.*

- 5.1. Is this event a non-profit or for-profit event? If non-profit, you will need to provide your Charity Registration Number and evidence of your non-profit status. If for-profit, you will need to provide a copy of your Business Registration Certificate.
- 5.2. Do you wish to dig in the ground for any reasons? If yes, please explain why.
- 5.3. Will your event be putting up tents and need to put stakes in the ground? If yes to either digging or putting stakes in the ground, it is the applicant's responsibility to contact "U Dig" and coordinate a utility mark-out before any staking or digging takes place (1-800-272-1000).

Please note that depending on the location within the park, you may not be allowed to stake or dig and will be required to use weights. Stakes and digging in ground are not permitted in Historic Waterloo.

- 5.4. Will you have any tents larger than 900 square feet or longer than 30' in any direction? If yes, you will need to contact the DCA for additional permits, see attachment IV.
- 5.5. Do your tents meet or exceed NFPA 102 requirements?
- 5.6. Will you be building any temporary equipment or structures on the site that you are renting (for example, bleachers, stages, or platforms)? If yes, please describe the proposed structure in detail and include diagrams and building plans as separate attachments. WVHS and the DCA - Division of Codes and Standards must review and approve all plans for temporary structures.
- 5.7. Will you be utilizing Unmanned Aerial Vehicles (drones)? If yes, you will need to hire a licensed and insured operator and contact the Federal Aviation Agency and provide evidence that the activity has been approved in accordance with SPS Policy 2.38.

**6. FOOD AND CONCESSIONS**

*You will need to submit a completed NJ Department of Health (DOH) application for each food vendor, to both WVHS and to the DOH.*

- 6.1. Provide a description of the food services that your event plans to offer. Please include menus and pricing as an additional attachment.  
  
Description of food service:  
  
Vendor Information:  
  
Menus & Pricing: **Additional Attachment Required**
- 6.2. What will be used to cook / heat your food? (Open Flame Cooking requires a permit from the DCA Division of Fire Safety)
- 6.3. Will your event be selling non-food concessions?
- 6.4. If yes, please provide a list of concession items and cost breakdown.

**7. SANITARY SEWAGE**

*Waterloo Village Historic Site's restroom facilities are typically not available for special events; you will be required to provide adequate sanitation in the form of port-a-johns. If the use of Park restrooms is approved, you will be assigned park employee(s) at the rate of \$60/hour for each employee for the duration of your event.*

- 7.1. How many port-a-johns will you be using? (See chart for assistance)
- 7.2. How many ADA units will you be using (one ADA unit must be provided per every five units)?
- 7.3. Recommended Usage Chart for Large Events

USAGE CHART		# of hours for the event									
# of People	1	2	3	4	5	6	7	8	9	10	
0-500	2	3	3	4	4	4	4	4	4	5	
1000	3	4	5	6	6	7	7	7	7	7	
2000	5	8	10	11	12	13	13	14	14	14	
3000	7	12	15	16	18	18	19	20	20	21	
4000	10	16	19	22	24	25	25	27	27	28	
5000	12	20	24	27	29	31	32	33	33	34	
6000	14	24	28	33	35	37	37	39	41	41	
7000	17	27	34	38	41	42	46	46	47	48	
8000	20	32	38	44	48	49	50	51	53	54	
10,000	24	39	47	54	58	62	64	66	67	68	
15,000	37	57	70	81	87	92	94	99	102	104	
20,000	48	77	95	107	115	120	127	131	133	136	

- 7.4. Who is providing the units and when will they be dropped off/removed? (Please indicate location of units on your site map).

Vendor information:

Delivery Date/Time:

Removal Date/Time:

- 7.5. Will your event need access to potable water? If yes, you will be charged to have staff hook up to hydrants in the area and you will be required to supply a meter and pay for any water used.



**8. SOLIDWASTE COLLECTION & DISPOSAL**

*The permittee shall, at the permittee's sole cost and expense, keep and maintain the premises in a neat, clean, and sanitary condition. The permittee shall, at the permittee's own expense, make arrangements to pick-up, remove or dispose of all garbage, rubbish, or other waste accumulated on the premises by the permittee, the permittee's contractors and subcontractors, employees, agents, and participants of permittee's event. Any refuse that is left behind will result in fees for clean-up.*

8.1. Waterloo Village Historic Site is not responsible for trash or litter generated by your event or its participants. Please describe how will you be disposing the garbage and litter that your event generates?

8.2. Who is providing your dumpster(s)? Please provide contact information and pickup/ removal dates. (Please indicate dumpster location(s) on your site map.)

Vendor information:

Delivery Date/Time:

Removal Date/Time:

**9. ELECTRICAL & LIGHTING**

9.1. Will you need electricity for your event? If yes, please note that you will need to provide your own generators.

9.2. Please provide the number, size and location of all generators. (Please indicate generator location(s) on your site map.)

**Note.** *Permittee will make no changes to the existing electrical service without prior approval from the Park Superintendent. All electrical connections to temporary service boxes must be completed by licensed electricians, approved by the DEP at the applicant's expense. Permittee is responsible for obtaining all required permits including those through the Dept. of Community Affairs.*

**10. SIGNAGE**

*Directional, informational and advertisement signage is the responsibility of the permittee. No signs or advertisements of any kind shall be painted or posted on the premises other than those approved in writing by WVHS. All signage must be freestanding. No tape, staples, nails, tacks etc. are to be used to affix signs to WVHS structures. Failure to remove signage after the event will result in a clean-up fee of \$25.00 per sign.*

10.1. Will you be posting any signs for this event? If yes, please indicate the location of all signs on your site map(s) and provide a visual representation of each sign as a separate attachment.

**Additional Attachment Required**

## 11. SECURITY

*All security plans must be coordinated and reviewed by the NJ State Park Police. A security plan will be a required as part of any large event planning.*

- 11.1. Please describe your security needs in detail.
- 11.2. Will you hire private unarmed security personnel? If yes, please provide evidence that the security company is licensed and bonded in New Jersey.
- 11.3. Will you have any overnight storage or security needs?

**Note.** *Event conditions may require Park personnel to be assigned to your event to provide for public safety and resource protection at the expense of the applicant for \$60/hr. NJ State Park Police have jurisdiction in Waterloo Village Historic Site. All security must be unarmed and licensed /bonded in NJ. Due to safety reasons, neither on-duty nor off-duty police officers from outside jurisdictions are permitted to work as security within Waterloo Village Historic Site. No armed security is permitted in the park.*

## 12. COMMUNICATIONS

*The permittee is responsible for providing proper communication between itself and WVHS officials. The permittee must provide one on-site contact (including cell phone number) for each day you are on WVHS premises. This agent will be the only authorized liaison between the event and Park staff. If the event has Park staff assigned, this person will be the primary contact on the day of the event.*

- 12.1. Will your event be communicating with the use of portable radios? If yes, your park contact must be provided with a radio for the duration of the event.

## 13. TRANSPORTATION & PARKING

*Parking is extremely limited at Waterloo Village Historic Site. The Transportation and Parking Plan will be heavily scrutinized during the review of this operations plan. 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, and drop-off and loading areas. Prior permission is required from WVHS for the use of any non-public roads. Park staff will not make changes to the permit on the day of the event.*

- 13.1. Please include the Transportation and Parking Plan diagram as a separate attachment or indicate all routes on your site map.  
**Additional Attachment Required**
- 13.2. Will you have a need to use any non-public roads (this includes but is not limited to paths, service roads, sidewalks, etc.)? If so please indicate all routes on the Transportation and Parking Map.

13.3. Will your event utilize off-site parking? If yes, please include the locations of each off- parking lot, number of parking spaces available for your event, and describe how you plan to get attendees to and from these lots.

13.4. Will there be a shuttle? If yes, describe the size of the bus and capacity and provide vendor information. (Please include the shuttle route on your Transportation map)?

Vendor information:

Number of shuttles:

Capacity of shuttles:

13.5. Will you provide a shuttle to move public park patrons who are affected by the parking demands of your event?

13.6. Will you be contracting with a transportation/parking company? If yes, please provide their contact information and describe in detail the type of work they will be performing?

Contact information:

Description:

13.7. Where will your event staff park?

13.8. Are there any other transportation parking concerns that WVHS should be aware of?

13.9. How will your 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 park roads. Only NJ State Park Police may direct traffic on Park roads.

**14. MEDICAL & EMERGENCY**

14.1. Will your event have emergency medical staff on site? (Please indicate location on site map)

14.2. If yes, please provide contact information and hours that medical staff will be onsite.

Contact Information:

EMS Schedule:

**Note.** 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**

*If there will be cooking, heating or storing flammable / volatile liquids on site or adjacent to the event, the applicant will be responsible for acquiring all needed DCA - Division of Fire Safety permits for cooking, temporary heating, etc. Please refer to the list **IV. Additional Permitting Agency Contacts** for more information.*

- 15.1. Have you made / taken the proper precautions to ensure that no flammable or volatile liquids or materials shall be stored in or adjacent to the area of the event, and that adequate firefighting equipment is available to protect the life and health of the people attending the event? If yes, please describe.

**16. SITE RESTORATION**

*The applicant will submit detailed plans for site restoration and final clean-up of the event site. The site will be restored to the condition or better condition as the site was found. A final site inspection is required at completion of site restoration. If you fail to restore the site to its previous condition or better, you will be responsible for the labor and materials used to restore the site after you leave.*

- 16.1. Will your event leave a physical impact on the Park that will require restoration?

If yes, what are the anticipated impacts?

What is your plan to remedy these impacts?

What is the anticipated timeline to restore the site?

- 16.2. On what date and time will a final site inspection take place with a representative from the Park?

**17. SPECIAL REQUESTS**

- 17.1. Please use this section to outline any special requests that fall outside the suggestions of this document.