

SPECIAL EVENTS PERMIT

(SUBMIT 60 DAYS BEFORE EVENT)

APPLICANT

Name _____

Address _____

Telephone number _____

If applicant is a club/organization/corporation/business:

Contact person:

Name _____

Address _____

Telephone _____

Date submitted _____

EVENT

Type _____

Location (address) _____

Date(s) to be held _____

Starting time(s) _____ Ending time(s) _____

Number of tickets to be sold _____ Anticipated attendance (for each day) _____

FACILITY (plan to show location of the following):

Amount of space where event is to be held-excluding parking areas _____

Number of entrances for admittance _____

Number of exits _____

Number of buildings to be used _____

a. Number of entrances for each building _____

b. Seating capacity for each building _____

c. Total seating capacity of all buildings _____

Capacity of open lands to be used _____

Number of sanitary facilities (show locations on plan) _____

Number of trash, litter and recycling receptacles for the outside activities _____

a. Responsible party for collection & removal _____

1. If contracted:

(a) Name of firm: _____

(b) Address of firm _____

(c) Telephone number of firm _____

(d) Name of contact person _____

PARKING FACILITIES

Location (address) of each _____

Capacity of each _____

Total parking capacities _____

EMPLOYEES

Type of staff position _____ Number of employed for each type _____
A list of the responsibilities for each position is to be submitted separately

OTHER DOCUMENTS

SUBMITTED

WAIVER

- 1. Proof of public liability insurance-\$1,000,000 minimum, with Borough added as an insured. (yes) (no) (yes) (no)
- 2. \$10,000 guarantee performance bond to insure that:
 - a. Streets will be left in as good a condition as they find them
 - b. Removal of all trash, litter and rubbish from property used and adjacent streets. (yes) (no) (yes) (no)
- 3. Letter of consent from property owner as to use of property (yes) (no)
- 4. Are any Legalized Games of Chance to be held
If yes, application(s) (yes) (no)
(yes) (no)
- 5. Will any rides and/or safety equipment to be use for any at event (yes) (no)
 - a. If yes, a copy of sufficient evidence of current inspection (yes) (no)
- 6. Is alcohol to be sold, served and consumed. (yes) (no)
 - a. If yes, a copy of NJABC Special Permit for Social Affair application, if required, including plan of area (yes) (no)

/s/ _____
Name _____
Title _____
Telephone No. _____

Sworn and subscribed before me
this _____ day of _____, 20.

Notary Public of New Jersey
May Commission expires _____

FILING FEES

For applications submitted **30 or more days before the date** proposed for the special event, there shall be an application fee of \$75. For applications submitted between 15 days and 29 days before the date proposed for the special event, there shall be an application fee of \$125. For applications submitted between one day and 14 days before the date proposed for the special event, there shall be an application fee of \$225.

AMOUNT DATE RECEIVED BY

REVIEWS

<u>Department</u>	<u>Date</u>	<u>Approval</u>	<u>Denial</u>
<u>Code Compliance</u>			
<u>Fire</u>			
<u>Rescue Squad</u>			
<u>Health</u>			
<u>Police</u>			
<u>Legal</u>			
<u>Mayor/Council</u>			

PERMIT REQUIRED FOR:

1. All out-door alcoholic events.
2. All indoor events exceeding one day.
3. All one-day indoor events, which can not be set up/constructed, completed and removed from the premises within the day of the event.