

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

	<u>SUBMITTED</u>		<u>WAIVER</u>	
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	(yes)	(no)		
If yes, application(s)	(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

FEE \$100.00 _____ _____
 AMOUNT DATE RECEIVED BY

REVIEWS

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

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.