

# 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  | (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 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>
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.