

BOROUGH OF GLASSBORO



FEE: \$100.00

SPECIAL EVENT PERMITS APPLICATION

As required by Chapter 303, Article III (Ordinance #25-22)

A Special Event requiring submission and approval of the application is defined as: Any event, conducted in the Borough of Glassboro, which is anticipated to have 100 people or more on any day or consecutive days; which includes guests, hosts, participants, spectators, employees, caterers and any other individual to be located on the site of the event. "Event" shall include movie event, television event, photography event, concert, race, walkathon, fair, carnival, celebration, private party, sporting event, show, or any other large public or private gathering conducted on public or private property.

Applicant's Name: _____

Address: _____

Phone #: _____ **Email:** _____

Location of Event (if different from above): _____

Date of Event*: _____ **Times** _____ **until** _____ **Number of expected attendees:** _____

***Please note: The Borough has up to thirty days to render a decision, plan accordingly.**

- A. Please include a detailed sketch of the event area to include, but not limited to, any of the following that may be included as part of the space: tents (include sizes), fences, barricades, signs, portable restroom facilities, mobile food vendors, inflatables and temporary structures.
- B. Please include details for any provision of: security, traffic control, parking, site clean up and disposal of trash and recycling
- C. Provide a statement specifying whether food or beverage (alcoholic or non-alcoholic) are intended to be presented, served, cooked, prepared or distributed (by either the hosts, the participants/guests or caterers); the method of disposing of garbage, trash, rubbish or any other refuse arising there from. A temporary food permit from the health department or Fire Safety permit may be required.
- D. A statement specifying the toilet facilities, number and placement, that will be available during the event and arrangements for the cleaning, emptying services of those facilities during and after the event.
- E. Please include a summary of any Borough resources or services that may be required to be provided in connection with the event.

Applicant's Signature _____ **Date** _____

Property Owner's Statement:

I have reviewed the entire application being submitted by the applicant and I hereby consent to the use of the property and further understand and assume any liability arising from the use of my property.

Property Owner's Signature: _____ Date _____

Property Owner's Name _____ Phone # _____

Upon any approval of this application, the following shall be required to be submitted to the Municipal Clerk, checked items only:

☒ Certificate of Insurance ☐ Fire Safety Permit ☐ Zoning Permit ☐ Road Closure
☐ Food License ☐ NJ ABC Permit ☐ Other- _____

After review, this application has been ☐ Approved ☐ Approved with conditions ☐ Denied
Conditions of approval: _____

Reviewed by:

For Municipal Clerk's use		
Date application submitted: _____	Received By: _____	Fee submitted: _____
Date transmitted to Departments for review: _____		By: _____
Date application and review comments sent to Administration: _____		By: _____
Date decision transmitted to applicant: _____		By: _____
Date supplemental approvals and insurance submitted: _____		Received By: _____

(check one)

_____ Zoning Department _____ Construction Department

[illegible]

ORDINANCE #25 - 22

**AN ORDINANCE OF THE BOROUGH OF GLASSBORO,
COUNTY OF GLOUCESTER, STATE OF NEW JERSEY AMENDING CHAPTER
303 OF THE CODE OF THE BOROUGH OF GLASSBORO TO ADD A NEW
ARTICLE III ENTITLED "SPECIAL EVENT PERMITS"**

WHEREAS, the Borough of Glassboro ("Borough") is a municipal entity organized and existing under the laws of the State of New Jersey in the County of Gloucester; and

WHEREAS, pursuant to N.J.S.A. 40:48-2, the Governing Body is authorized to enact and amend ordinances as deemed necessary for the preservation of the public health, safety and welfare and as may be necessary to carry into effect the powers and duties conferred and imposed upon the Borough by law; and

WHEREAS, in order to preserve the peace and tranquility of the community for its residents, the Mayor and Borough Council have determined that it is in the best interest of the public health, safety and welfare to amend the Borough Code to include rules and regulations for the holding of special events;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Glassboro that Chapter 303 of the Borough Code is hereby revised and amended to include a new Article III, entitled "Special Event Permits," which shall read as follows:

SECTION 1.

Article III - Special Event Permits

§303-21. Purpose and intent.

The purpose and intent of this chapter is to enable the Borough of Glassboro to have control over the type and scope of special events to be held within the confines of the Borough, while insuring the protection of the interests, health, safety and welfare of those in the community upon whom such special events shall impact.

§303-22. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

SPECIAL EVENT — Any event, conducted in the Borough of Glassboro, which is anticipated to have 100 people or more on any day or consecutive days; which includes guests, hosts, participants, spectators, employees, caterers and any other individual to be located on the site of the event. "Event" shall include movie event, television event, photography event, concert, race, walkathon, fair, carnival, celebration, private party, sporting event, show, or any other large public or private gathering conducted on public or private property.

§303-23. Permit required; application to conduct event.

A. The Borough of Glassboro requires a permit for any special event as defined in §303-22. Requirements for such permit application are set forth in §303-23D hereof. Failure to obtain a permit required herein will result in the inability to hold the event. The holding of an event which is subject to the requirement of a permit, without obtaining such permit, shall constitute a violation of this section.

B. Permit applications required hereunder will be available to the public at the Municipal Clerk's office during the times the Borough is open to conduct business and on the Borough's official website. An application shall be filed with the Municipal Clerk within 30 days prior to the event. The issuance of a permit shall not excuse the applicant from securing approvals or permits that may be required from any other governmental agency having jurisdiction, including, but not limited to, the division of Alcoholic Beverage Control, the Department of Environmental Protection, Board of Health, etc.

C. No person shall be entitled to a permit if there are outstanding governmental, zoning, construction or fire code violations against the property.

D. An application for permit hereunder shall be signed by the person, persons or parties responsible and shall be filed with the Municipal Clerk. The applicant shall set forth in the application for the permit the following information:

- (1) The name, address and telephone number of the applicant(s).

- (2) The name, address and telephone number of the person or persons, corporation, organization or association sponsoring the activity, if applicable.
- (3) A detailed description of the proposed event and a sketch that shows the area or route to be used, along with proposed structures, tents, fences, barricades, signs, banners and restroom facilities, more commonly referred to as a footprint.
- (4) The date(s) and hours for which the permit is desired.
- (5) The location of the event for which the permit is desired, and complete details as to how the applicant intends to provide for security, traffic control, site cleanup, separation of recyclables and disposal of trash and debris and parking (and whether any temporary parking areas or street closures will be required).
- (6) The number of attendees, participants, spectators, contestants, cast, crew and/or other people that are reasonably anticipated to attend the event.
- (7) A detailed description of the Borough's resources or services that may be required to be provided in connection with the event.
- (8) A statement specifying whether food or beverage are intended to be presented, served, cooked, prepared or distributed (by either the hosts, the participants/guests or caterers); the method of disposing of garbage, trash, rubbish or any other refuse arising therefrom, including animal waste or animal parts. A temporary food permit from the health department may be required.
- (9) A statement specifying the toilet facilities, number and placement, that will be available during the event and arrangements for the cleaning, emptying services of those facilities during and after the event.
- (10) Written consent of the owner of the property where the event shall take place if the applicant is not the owner of the property.

E. The Municipal Clerk is the Municipal Official to receive all permit applications pursuant to this section. Upon receipt of the aforesaid permit application, the Municipal Clerk shall have the event application reviewed by the Chief of Police, Borough

Fire Official, Health Officer, Zoning Officer, and Construction Official for compliance with local and state ordinances, laws, requirements and regulations and for their recommendations. A copy of said recommendations shall be delivered to the Borough Administrator and Assistant Administrator.

§303-24. Application fee.

An application fee of \$100 shall be submitted at the time the special event permit application is filed with the Borough Clerk. For recurring events, the application fee shall be \$250 for up to four special events in any three-month period at a single location. If any recurring event issued a permit under this Chapter expands or changes beyond the scope of the original application, requiring an additional review by the Borough, then an additional application fee may be charged to cover the cost of an additional review(s).

§303-25. Consideration of application; time frame; issuance or denial of permit.

A. All completed special event applications shall be presented to the Borough Administrator and/or Assistant Administrator by the Borough Clerk not more than 30 days following the filing of the completed application. The Clerk may withhold an application from consideration by the Administrator and/or Assistant Administrator if the Clerk and/or Borough Departments determine that an informed decision cannot be made by the Administrator without first obtaining additional essential information, in which case the applicant shall be advised, in writing, of the nature of the additional essential information required within 30 days following the filing of the completed application.

B. Upon consideration of the recommendations of the Chief of Police, Borough Fire Official, Health Officer, Zoning Officer, and Construction Official, the Borough Administrator and/or Assistant Administrator shall approve or deny the application. If approved, the issuance of the permit may include reasonable conditions the Borough believes appropriate for the safe and reasonable conduct of the special event as provided for in §303-26 hereof. The standards by which the Administrator and/or Assistant Administrator may consider any application for approval or denial shall include, but are not limited to, number

of persons on-site, sanitary facilities, traffic, parking, security, impact on neighborhoods, noise levels, length of activity, proximity to residences/businesses, public health and prior events. The Borough may require the hiring of off-duty police in connection with a special event, at the sole cost and expense of the applicant.

§303-26. Permit conditions.

Any permit granted under this Chapter may contain conditions reasonably calculated to reduce or minimize dangers and hazards to vehicular or pedestrian traffic and the public health, safety and welfare, including, but not limited to, changes in time, duration or number of participants. In all cases, the following shall apply:

A. The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route or location.

B. The conduct of the special event will not require the diversion of so great a number of police officers of the Borough to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Borough.

C. The conduct of such special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Borough other than those to be occupied by the proposed line of march and areas contiguous thereto.

D. The concentration of persons, animals and vehicles at assembly points of the special event will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to such assembly areas.

E. The conduct of such special event will not interfere with the movement of firefighting equipment en route to a fire.

F. The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance through excessive noise or emission of light.

G. All directional signs erected in connection with the special event shall be removed within 24 hours of the termination of the event.

§303-27. Minimum requirements.

The applicant shall be required to comply with the following minimum requirements as conditions for the issuance or maintenance of any permit issued hereunder:

A. Adequate sanitary facilities must be provided sufficient to accommodate the projected number of persons expected to attend the event.

B. Medical or first aid facilities shall be provided sufficient to accommodate the projected number of persons expected to attend the event.

C. A parking and traffic control plan for the number of persons projected to attend the event must be formulated, which plan must be sufficient to ensure a free flow of traffic and make available rapid access for emergency vehicles. Further, the applicant shall provide adequate off-street parking facilities on the site or within 1,500 feet thereof to accommodate the projected number of persons expected to attend the event. For this purpose, a "parking space" shall be deemed to be any space designated on a prior approved site plan or an area having a width of 10 feet and depth of 20 feet bordering on an access lane which shall have a minimum width of 25 feet.

D. The number of persons permitted to attend the event shall be restricted to a maximum of four persons per authorized parking space in accordance with the provisions of Subsection C above, except where such requirement is more restrictive than the terms of a site plan approved as to any structure where such event is to take place.

E. If the event is to be conducted outdoors and involves the amplification of sound on a continuous basis, the location of the performance shall be at least 1,500 feet from the nearest residential dwelling.

§303-28. Exceptions.

The following shall be exempt from obtaining a special event permit: Events sponsored by the Borough of Glassboro, the Borough of Glassboro Board of Education, and/or emergency volunteer services of the Borough.

§303-29. Hours; closing of premises.

The hours of operation of all special events in the Borough of Glassboro, excluding set up and close of operations, shall be commenced no earlier than 8:00 a.m. and concluded no later than 11:00 p.m. of the same day. Both the premises where the special event is held, and the parking area shall be closed as expeditiously as possible after the conclusion of any special event.

§303-30. Site Inspections.

Local, county and state personnel shall be permitted to conduct an on-site inspection of the property to ensure compliance with the permit prior to and/or during the event. Failure to allow access to the property of any municipal, county or state official shall be grounds for non-issuance or revocation of a permit.

§303-31. Enforcement.

No person, party or entity shall conduct a special event without proper permit, which shall be available for inspection by the Police, Borough Clerk, Borough Zoning Officer, Borough Code Enforcement Officer or any other individual designated by the Borough, at the location and time of the event. It shall be a violation of this chapter to conduct a special event without the proper permit or without proper permit available for inspection.

§303-32. Responsibility; liability; insurance; indemnification.

A. Responsibility.

(1) It shall be the permit applicant's responsibility to secure all necessary other permits, licenses and/or approvals which may be required (i.e., by state, local or other outside agencies), in conjunction with the proposed event.

(2) All permit applicants shall assume all risks associated with premature advertisement of any event prior to the time of the issuance of a permit by the Borough, as well as any and all other costs which may have been expended prior to the time of official approval of the application by the Borough.

(3) All permit holders shall be required to abide by all requirements set forth in the permit, as well as all Borough ordinances, state statutes (including but not limited to the New Jersey Riot Act, N.J.S.A. 2C:33-1, *et seq.*) and all other rules and regulations which may be applicable to the event.

(4) The person and organization to which the permit is issued will be responsible to coordinate all parking requirements and street closures with the Borough Police Department.

B. Liability.

All permit holders shall be liable for all losses, damages, and/or injuries sustained by any person whatsoever by reason of the event or activities associated with the event.

C. Insurance.

All permit holders must provide a certificate of insurance specifically naming the Borough of Glassboro as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000. Where it shall appear that the nature or size of the event or the existence of other applicable insurance will not reasonably require the above limit, the Borough may set lesser limits or accept such evidence of other insurance or financial responsibility as will reasonably afford protection to the participants of the event and the general public.

D. Indemnification.

All permit holders shall agree to indemnify, defend and hold harmless the Borough, its agents, servants, representatives and employees, from and against all losses, damages, claims, liabilities and causes of action of every kind or character and nature, as well as costs and fees, including reasonable attorneys' fees connected therewith, and the expense of investigation thereof, based upon or arising out of damages or injuries to third persons or their property caused by the acts, omissions or negligence of the applicant, anyone for whose acts the applicant may be liable, or any claims arising out of or in any manner relating to the

activities permitted pursuant to this Chapter to the extent permitted by law. The permit holder shall give the Borough prompt and reasonable notice of any such claims or actions.

§303-33. No rights conveyed; revocation.

All permits issued pursuant to this section shall be temporary and do not invest any permanent or continuing rights. No permit issued pursuant to this section shall convey any right, interest or title in any Borough property to the permit holder. Any permit may be revoked at any time by the Borough, for violation of the conditions for which the permit was issued, or for violation of any ordinance which relates to the conducting of the event, or for violation of any of the terms of this section, or when the event is found not to be in the best interests of the Borough or for other good cause shown.

§303-34. Violations and penalties.

Any violation of the provisions of this chapter, occurring prior to or during the event, shall be subject to a revocation or nonissuance of its permit for such event by the enforcement officers or the Municipal Clerk. In the case of a revocation of a permit or violation of the rules and regulations provided herein where a permit is not requested, the enforcement officers may order an immediate cease and desist of the event. In addition thereto, any person who violates any provision of this ordinance shall, upon conviction thereof, be punished by a fine not exceeding \$2,000.00 or by imprisonment for a term not exceeding ninety (90) days or both.

§303-35. Concurrent remedies.

Nothing contained herein shall be deemed or construed so as to prevent the enforcement of any other remedy at law, concurrent or otherwise, available to the Borough of Glassboro or other law enforcement authority to avoid or prevent any violation or attempted violation of this chapter, such as, but not limited to an injunction or restraining order.

SECTION 2. Except as set forth in Sections 1 above, the balance of Chapter 303 of the Borough Code shall not be affected by this Ordinance.

SECTION 3. All ordinances and provisions thereof inconsistent with the provisions of this Ordinance shall be and are hereby repealed to the extent of such inconsistency.

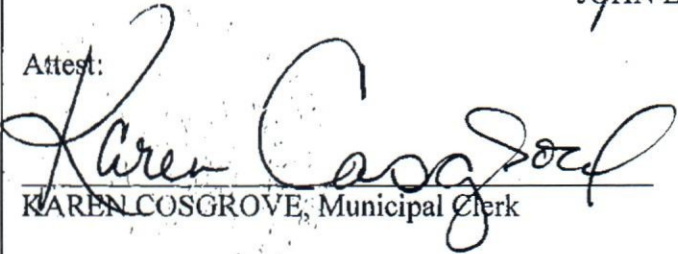
SECTION 4. If any section, subsection or part, clause or phrase of this Ordinance shall be declared invalid by judgment of any court of competent jurisdiction, such section, subsection, part, clause or phrase shall be deemed to be severable from the remainder of this ordinance.

SECTION 5. This Ordinance shall take effect immediately after final passage and publication by laws.

BOROUGH OF GLASSBORO


JOHN E. WALLACE, III, Mayor

Attest:


KAREN COSGROVE, Municipal Clerk

ROLL CALL VOTE

	AYES	NAYS	ABSTAIN	ABSENT
Mr. Brown	✓	/	/	/
Mr. Cossabone	✓	/	/	/
Mrs. Garlic	✓	/	/	/
Mr. Halter	✓	/	/	/
Ms. Miller	✓	/	/	/
Mrs. Spence	✓	/	/	/

TALLY:

6

0

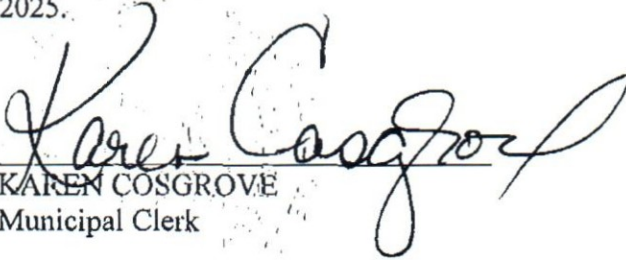
0

0

INTRODUCTION: 09-04-2025
PUBLIC HEARING: 09-23-2025

CERTIFICATION

I, Karen Cosgrove, Municipal Clerk, the Borough of Glassboro, in the County of Gloucester, do hereby certify that the foregoing Ordinance was presented and duly adopted by the Borough Council at a meeting of the Borough of Glassboro held on September 23, 2025.


KAREN COSGROVE
Municipal Clerk