



Date Application Received: _____

Application Fee Paid: _____

TOWNSHIP OF EAST BRUNSWICK

SPECIAL EVENT APPLICATION FORM

Please review the following information carefully and then complete the application that follows as required by § 135-11 to § 135-16.

- All permit applicants shall assume all risks and costs associated with premature advertisement of any event prior to the time of issuance of a permit by the Township.
- All permit holders shall be required to comply with all requirements set forth in the permit, as well as all Township 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.
- Any permit may be revoked at any time by Township, for violations of the conditions for which the permit was issued, or for violations of any ordinance or State statutes governing the event.

Application Process

- Applications may be emailed to: clerk@eastbrunswick.org or delivered or mailed to the Township Clerk's Office, 1 Jean Walling Civic Center Drive East Brunswick, NJ 08816. Please call to ensure that the application has been received. (T): 732-390-6850.
- All applications and appropriate application fees are to be received by Township Clerk's Office no less than 60 days prior to the event for which the permit is requested.
- An application may be rejected if fees for a prior year's event have not been paid in full or if the applicant is delinquent in payment of any Township taxes, fines, or fees, or the property has any open violations.
- The Township Clerk will refer a completed application to the Review Team. It will be reviewed based on the nature and scope of the proposed event within 45 days. Supplemental information and fees may be requested.
- The Clerk will forward an application deemed "complete" to the Township Council in which they may grant or deny the permit.
 - It must have been approved by the Review Team.
 - An application is deemed "complete" once the applicant pays all fees and submits all requested documentation, including but not limited to insurance and plans, and information requested by the Review Team.
 - 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. Unless otherwise approved, all other necessary permits, licenses and/or approvals are necessary before special event permit can be deemed "complete".
 - The applicant shall publish notice in the newspaper circulating within the municipality at least ten (10) days in advance of the date on which the Township Council is scheduled to hear the matter. (Does not apply to First Amendment demonstrations)
 - Supplemental information may be requested.
- The township reserves the right to revoke the permit for the following reasons including but not limited to: the nature of the event changes or expands without consent of the township; if State or Federal Executive Orders prohibit events from occurring; public safety or health are called into question; proper permits are not obtained by applicant; if all fees are not paid in full and insurance is not provided; the property has any open violations.
- Once approved by the Township Council the permit is non-transferable.
- Cancellation requires written notice at least seventy-two (72) hours prior to the original scheduled date. Failure to notify the clerk of a cancellation can result in a forfeiture of \$500 of the security deposit, except in cases where force majeure is applicable and prevents the event from being rescheduled or prevents any future events in the Township by the applicant.

Application Fees

- A **nonrefundable** \$50.00 application fee is required before the application is reviewed.

- A **refundable** \$1,500.00 deposit may be required to be posted to cover any damage to Township property as a result of the special event.
- Police. Hourly fees shall be consistent with those specified in Subsection 3-117, Schedule of Fees for Police Services, of the Township Code. Please see below.
- Fire and EMS Staff. Unless otherwise approved, EMS must be provided by the vendor the Township currently is contracted with. EMS rate will be determined by vendor.
- Public Parks, Staff, and Recreational Facilities. Hourly fees shall be consistent with those specified in the current Parks, Recreation & Community Services Fee Schedule. Please see below.
- A certificate of insurance naming the Township of East Brunswick, 1 Jean Walling Civic Center Drive East Brunswick NJ 08816, its officers, employees, contractors, volunteers, agents and representatives harmless from and against any and all liability. Minimum liability coverage of one million dollars must be provided before the application can be deemed "complete". The applicant name/organization on insurance must match the applicant name/organization completing the application.
- All permit holders shall be responsible for any and all additional costs that are incurred as a result of the event, including costs which may not have been foreseen at the time that the permit was issued but which become necessary, such as costs associated with additional resources provided by the Township, including but not limited to, manpower and/or equipment costs, police and/or fire supervision, emergency services, cleanup activities, etc.
- The applicant shall be required to clean the rights-of-way and public property of all garbage, rubbish and debris and restore the site to its prior condition by 10:00 am on the following day after conclusion of the event. If the applicant fails to complete the clean-up and restoration by 10:00 am on the following day, Township may use the security deposit in order to pay to clean up services subject to the Township's sole and absolute discretion.
- Any unanticipated expenses which were occasioned or become necessary during or after the event, as a direct result of the event, will be billed to the applicant. Payment in full shall be due and payable within 10 days from the date of the invoice. The Township may use the security deposit in order to pay for said additional security and clean up costs.

First Amendment Demonstrations

- Permits for public gatherings and assemblies protected by the First Amendment to the United States Constitution and the New Jersey Constitution shall receive an expedited review and shall be exempt from the publication requirements of Section 135-14. Such permits shall be granted or denied by the Township Clerk within three (3) business days of receipt of a fully completed application. The granting of an approval may be with such conditions as deemed to be in the best interests of the Township, upon the recommendations of the Review Team.

- **Police Fee Schedule**

- Please visit: <https://extradutysolutions.com/app/east-brunswick-detail-application/>
- Or Call: (732) 204-7889
- All jobs six hours or longer are split into two jobs.
- There is a 3 hour minimum and a 2 hour cancellation policy. This cancellation policy applies to both splits if the job is six hours or longer.
- More information: <http://www.eastbrunswick.org/HirePolice>

- **Community Arts Center (CAC) Facility Fee Schedule:**

- The use of the Community Arts Center will not be granted for the advantage of any commercial or profit-making organization or any private social function.
- In determining which Class a request for use of the Community Arts Center's facilities falls under, the following will be used at the discretion of the Department of Recreation and Parks.
- Class 1: Groups/organizations related directly or indirectly to the Township of East Brunswick.
- Class 2: East Brunswick non-profit organizations formed for charitable, civic, social, or educational purposes – and who provide evidence from the Internal Revenue Service acknowledging such non-profit status – where East Brunswick Residents are the primary beneficiaries of the organization and their requested event. East Brunswick groups or organizations (for example: Houses of Worship, Scouting based groups, etc.)
- Class 3: Any other non-profit organizations formed for charitable, civic, social, or educational purposes – and who provide evidence from the Internal Revenue Service acknowledging such non-profit status – where East Brunswick Residents are the primary beneficiaries of the requested event.

- Subject to Change

2025 Rates

Facility	Class 1	Class 2	Class 3
Open Grass Area	\$0/hour	\$50/hour	\$75/hour
Outdoor Amphitheater	\$0/hour	\$50/hour	\$75/hour
Elliott Taubenslag Theater	Special Use Fee**	Special Use Fee**	Special Use Fee**
Staff Fee*	\$0/hour	\$60/hour	\$90/hour
Overflow Parking (Staff)	\$0/hour	\$50/hour	\$50/hour
Outdoor Restroom Rental	\$0	\$150	\$200
Concession Stand	\$0/hour	\$25/hour	\$40/hour

Type	Resident Rate	Non-Resident Rate
Park Ranger - per each Ranger	\$50/hour	\$75/hour
Park Maintenance Employee - per each Employee	\$60/hour	\$90/hour

EVENT INFORMATION

Date of Event: _____ Rain Date: _____
Time of Event: _____ to _____ Setup time: _____ Break-down time: _____
Name of Event: _____
Location of Event: _____ Block: _____ Lot: _____
Estimated Attendance: _____ Peak Attendance: _____

Type of Event (check all that apply):

- | | |
|--|---|
| ☐ Parade | ☐ Festival/Fair/Carnival |
| ☐ Foot Race/Walkathon | ☐ Concert/Show |
| ☐ Bike Ride/Race | ☐ Multi Day Event |
| ☐ Triathlon | ☐ Sporting Event |
| ☐ Rally/Demonstration | ☐ Market |

Location of Event (check all that apply):

- | | |
|--|--|
| ☐ Community Arts Center | ☐ Other Rt 18 Shopping Center |
| ☐ MC Fairgrounds | ☐ House of Worship |
| ☐ Brunswick Square Mall | |
| ☐ Roadway | |
| ☐ Other: _____ | |

APPLICANT INFORMATION

1. Name of Applicant/Organization: _____
2. Address of Applicant: _____
3. Telephone #: _____ Cell Phone #: _____ E-mail: _____
4. Person In Charge (person or persons, corporation, organization, or association sponsoring the activity): _____
5. Address of PIC: _____
6. PIC Telephone #: _____ PIC Cell Phone #: _____ PIC E-mail: _____
7. IS PIC the property owner: _____ (if not authorization letter is required)
8. ☐ YES ☐ NO Is your organization non-profit? If so, please provide Tax ID# _____
Please attach a copy of your non-profit certificate to the application
9. Describe in detail the event you want to stage (type of activity, purpose, description of event, multiday, etc...):

SITE PLAN: Please attach a sketch that shows the area or route to be used, along with proposed structures, tents, fences, barricades, signs, banners, and restroom facilities, commonly referred to as a "footprint."

****COMMUNITY ARTS CENTER:** If your event is being held at the CAC, please use the CAC specific Site Plan

10. ☐YES ☐NO Has this event been held in the past?

If Yes, please provide:

- Date of last event? _____
- Location _____
- Contact person: _____
- Email _____ Phone # _____

11. ☐YES ☐NO Is there an admission charge? If yes, how much? _____

12. ☐YES ☐NO Is there a vendor charge? If yes, how much? _____

13. ☐YES ☐NO Will there be sponsors for your event? If yes, please attach a list of sponsors.

14. ☐YES ☐NO Will food be provided?

If Yes:

- Each food vendor is required to obtain a Health Department permit at the Township Clerk Office.
- All food vendors should contact the Fire Department to determine if any fire permits are required.
- I.e: Food Truck will require a fire permit and a food permit

15. ☐YES ☐NO Will alcohol be served, sold, distributed or consumed at this event?

If Yes:

Applicant will need to apply for a social affairs permit or catering permit through the State. This should be done at least 15 business days prior to the event.

- Township of East Brunswick off duty police officers will be required to be hired.
- Please attach a detailed site plan of the alcohol service area.

16. ☐YES ☐NO Will there be music or amplified sound associated with your event?

If Yes, please explain what type of amplification will be used and what content will be amplified:

(Speakers must be pointed away from residential housing. No amplified music after 10pm.) BYO for CAC.

17. ☐YES ☐NO Will there be inflatables and/or rides at your event?

If Yes, please explain the types of inflatables and/or rides:

(Please include if the inflatables or rides are powered by electric, gas, other?)

18. ☐YES ☐NO Will there be games of chance at your event?

If Yes, please explain the types of games:

GAMES OF CHANCE APPLICATION MUST BE SUBMITTED AND APPROVED SEPARATELY.

19. ☐YES ☐NO Will there be fireworks at your event?

If Yes, please provide:

- Company Name: _____
- Company Address: _____
- Company Phone: _____
- Start time and Length of time: _____

MUST MEET TOWNSHIP FIREWORK ORDINANCE. FIREWORKS PERMIT APPLICATION MUST BE SUBMITTED & APPROVED SEPARATELY.

20. ☐YES ☐NO Does your event have any tents or canopies?

If Yes, please provide the following:

- ☐ Tents ☐ Canopies
- How many? _____ Sizes(sq ft) _____
- All events utilizing tents and/or canopies should contact the Fire Department to determine if any fire permits are required.

21. ☐YES ☐NO Will this event have staging or platforms?

If Yes, please provide the following:

- Size and Height of stage or platform_____
- Name of stage provider_____
- Depending on the size of the stage our construction department may require engineering reports & permits.

22. ☐YES ☐NO Will electricity be needed?

If Yes, please explain how this will be provided:

(Generators require a permit from the Construction department.) Electricity not provided at CAC.

23. ☐YES ☐NO Will any area be fenced off?

If Yes, please explain:

- Fence Provider Name:_____
- Fence Provide Address:_____ Phone: _____
- Be sure to request a sprinkler head map for CAC. Provide in event footprint.

24. ☐YES ☐NO Do you require a hookup to the Township owned/operated water utility? Ie: Hydrant

If Yes, please explain:

- Meter for hydrants from EB Water Utility

25. ☐YES ☐NO Will drones be a part of your event?

26. ☐YES ☐NO Will you require Township staff for your event (CAC)?

- Depending on the event, the township reserves the right to require staff be hired.
- The CAC events have a two staff per hour minimum and will be based on event needs.
- Staff cost includes an additional 30 minutes before and 30 minutes after scheduled event time
- Hourly fees shall be consistent with those specified in the current Parks, Recreation & Community Services Fee Schedule.

27. ☐YES ☐NO Do you intend to hire East Brunswick Police Officers for your event?

If yes, please provide:

- How many?_____
- East Brunswick Police Department will review the application and determine if Police officers are required and how many officers need to be hired.
- Off-duty police are hired through Extra Duty Solutions. <https://extradutysolutions.com/app/east-brunswick-detail-application>

28. ☐YES ☐NO Will you be hiring a licensed professional security company?

If Yes, please provide:

- Company Name: _____
- Company Address: _____
- Company Phone: _____
- Contact Name: _____
- Contact Email: _____ Cell # _____
- NOT APPLICABLE TO THE COMMUNITY ARTS CENTER – ONLY PARK RANGERS/TOWNSHIP POLICE PERMISSABLE
- The East Brunswick Police Department will review all security plans. Plans must meet Township, State and Homeland Security guidelines and policies. SORA (Security Officer's Registration Act) license required for all security companies. A copy of the security company's contract may be requested.

29. Please Identify how you will address event security: _____

30. ☐YES ☐NO Will you be hiring EMS?
- The East Brunswick Police Department will determine if and how many of the townships contracted EMS need to be hired.
 - EMS must be provided by the vendor the Township currently is contracted with.
 - EMS rate will be determined by vendor.

31. Please Identify how you will address traffic control: _____

32. ☐YES ☐NO Will street closures be required?
If Yes, please identify what streets and what times the closure is requested:

- _____

- East Brunswick Township ordinance requires the hiring of off duty officers if a street is closed.
 - Obtain any other permits necessary from Eat Brunswick Police or other appropriate agencies
 - Be mindful if it is a State or County Road

33. ☐YES ☐NO Will you require reserved parking spaces or temporary parking areas?
If yes, please provide details and include on the site plan:

- _____

- Note: If additional parking is needed at CAC, additional staff will be required.

34. ☐YES ☐NO Do you plan to provide portable restrooms?

If yes, please provide:

- How many? _____ How many ADA? _____
- Restroom Company: _____
- Please indicate on site footprint where the restrooms and ADA restrooms will be located.

35. Please explain how you will provide cleanup, disposal and removal of trash and debris, separation of recyclables associated your event: _____

Signature of Applicant

Date

Printed Name of Applicant

Title

HOLD HARMLESS AGREEMENT

The applicant shall agree to defend and hold harmless the Township, its officers and employees from any and all claims or lawsuits for personal injury or property damage arising from or in any way connected with the special event, excepting any claims arising solely out of the negligent acts of the Township, its officers and employees.

It shall not be construed as imposing upon the Township or its officers or employees any liability or responsibility for any injury or damage to any person in any way connected to the use for which special permits have been issued. The Township and its officials and employees should not be deemed to have assumed any liability or responsibility by reason of inspections performed, the issuance of any permits or the approval of any use of a right-of-way.

Any personnel provided by the Township (i.e., police, fire, emergency, public works, or other Township employees) in connection with any special event sponsored by an outside party shall not be considered employees or agents of the outside party.

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 Township property to the permit holder

Signature of Applicant

Date

Printed Name of Applicant

Title

RALLY/DEMONSTRATION/VIGIL

Type of Event:

☐ Rally

☐ Demonstration

☐ Vigil

Date: _____

Applicant/Organization Name: _____

Phone # _____ Email Address: _____

Applicant Address: _____

Is the applicant also the person who will be in charge onsite? ____ Yes ____ No.

If different, please provide the following:

Name: _____

Address: _____

Email address: _____ Cell#: _____

Date of Rally/Demonstration/Vigil: _____

of estimated participants: _____ Start Time: _____ End Time: _____

Location of Event: _____

Is there a march associated with this event? ____ Yes ____ No If yes, what is the route: _____

Time March Begins _____ Time March Ends _____

The obstruction of pedestrian and/or vehicular traffic is prohibited. Applicant will assume financial responsibility for any damage to public or private property as a result of this public event.

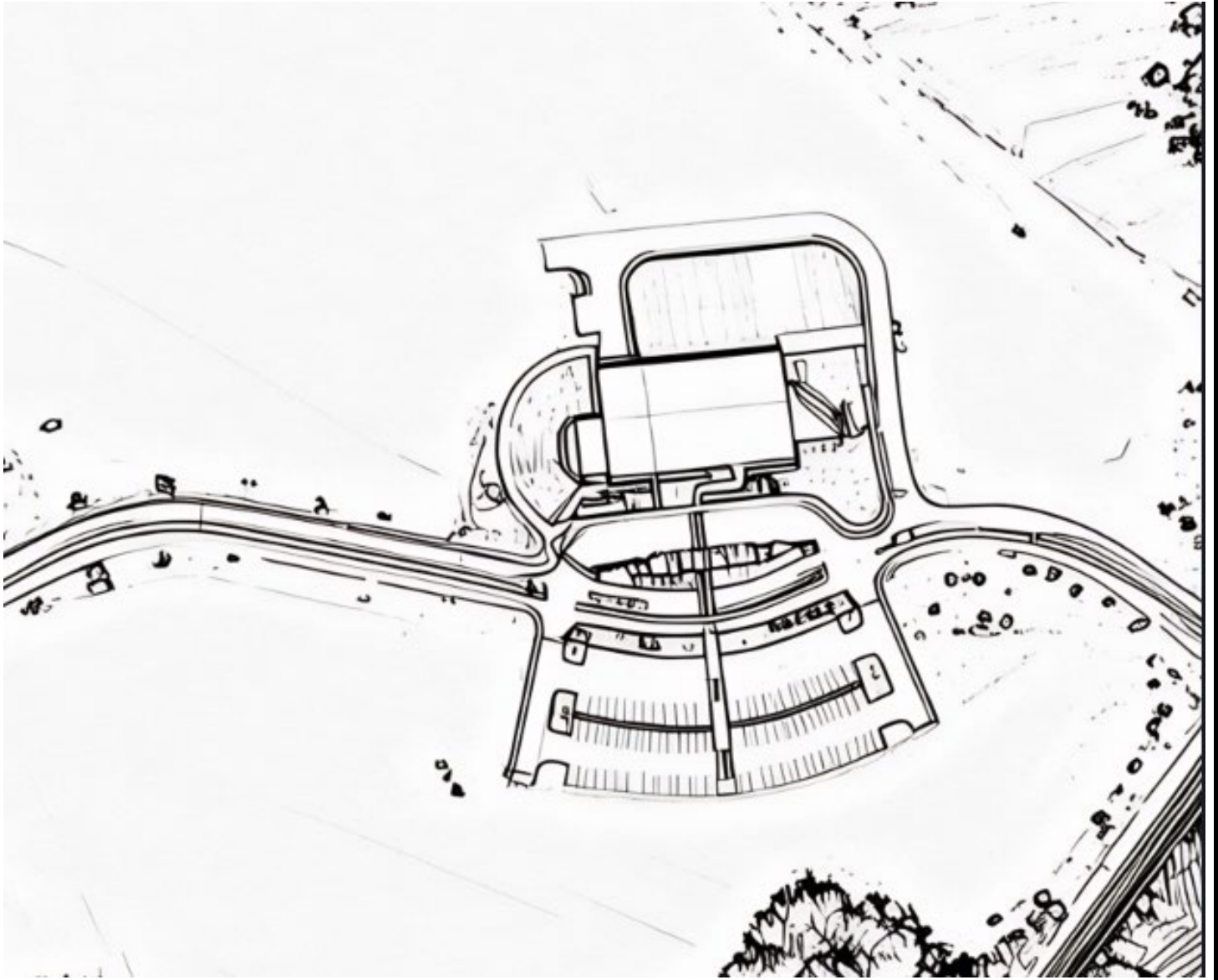
Applicant Signature

Print Name

SITE PLAN

Community Arts Center

SITE PLAN



[illegible]

Contact List

East Brunswick Police Dept	732-390-6900
East Brunswick Fire Marshal District 1	732-651-8806
East Brunswick Fire Marshal District 2	732-257-2846
East Brunswick Fire Marshal District 3	732-651-8806
Construction Office	732-390-6875
Department of Public Works	732-390-6884
Waterpark Office	732-390-6833
Parking	732-390-6836