

Date_____

CASH/CK/MO/CC_____

Borough of Eatontown
Zoning Department
47 Broad Street
Eatontown, NJ 07724
732-389-7611

APPLICATION FOR SPECIAL EVENT
FEE \$100

Each applicant will be limited to a maximum of 2 weeks per event and there shall be no more than 2 such events per year. Any requests to exceed this condition must be presented to the Borough of Eatontown Zoning Board of Adjustment as a variance application.

TYPE OF SPECIAL EVENT				
Tent Sale		Carnival/Circus		Filming
Bazaar		Sidewalk Sale		Other (specify)

Proposed location of Special Event	
Block	Lot
Date of Event	
Hours of Operation	

Type of surface on which the activity will occur			
Hardtop (concrete, asphalt)		Grass	Dirt

Property Owner Name_____

Applicant Name_____ Address_____

Telephone #_____ Cell Phone_____ Email_____

The following are to be considered a part of this application				
Tent		Signs, streamers, banners, balloons		Other (specify)
Generator		Lighting, electric		
Any items not appearing in this section will not be allowed				

A sketch, drawing or copy of a site plan for the area the event is being held must be submitted with the application. The sketch, application and the fee will be filed with the Zoning Office. Copies will then be distributed to the Police Department, Fire Prevention Bureau, Construction Department and Borough Administrator for approval prior to the event. **If the application includes a tent, a sign or any kind of structure, a Zoning, Construction and/or Fire Prevention permit may be required in addition to this application.**

FILMING DETAILS				
Location of Filming:				
Production Contact:				
Tel No.			Email:	
☐ Still Photography ☐ Motion				
☐ Commercial Use ☐ Personal Use ☐ Student ☐ Other				
Dates of Filming:			Approx Time:	
No. of Cast:			No. of Crew:	
Title of Feature Film/TV show/Short Film:				
List of Special Production Equipment (cranes, drones, etc.):				
No. of trucks and plate(s) #'s:				
No. of autos and plate(s) #'s:				
Other Vehicles and plate(s) #'s:				
Identify any celebrities or high-profile individuals:				
If commercial/stills/industrial; name product or company:				
Public Liability Insurance Company, Policy #, and Agent name:				

Filming will require:

☐ Street closure
 ☐ Sidewalk closure
 ☐ Reserved parking
 ☐ Night shooting
 ☐ Intermittent Traffic Control
☐ None

Amount of coverage:

Expiration Date:

Do you need police assistance (requires separate fee to hire officer)?: ☐ Yes ☐ No

(Applicant, please complete Sections 1 and 2 prior to submission.)

SECTION 1. If a Special Event Permit is granted, applicant agrees by signing below that all conditions set forth in said Permit, all rules and regulations pertaining thereto and all ordinances and/or resolutions of the Borough of Eatontown will be complied with, subject to any prescribed penalties for violations.

I HEREBY CERTIFY THAT DURING THIS CALENDAR YEAR, THE APPLICANT/ORGANIZATION/BUSINESS HAS NOT EXCEEDED ITS LIMIT OF 2 SPECIAL EVENTS LASTING NO MORE THAN 2 WEEKS EACH AND OCCURRING NOT CLOSER THAN 30 DAYS FROM THE END OF THE LAST PERMITTED ACTIVITY.

(Signature of Applicant and Title)

(Name of Organization)

(Date)

Date of Special Event Applied for Herein: _____

SECTION 2. The following consent is to be signed by the person so authorized of the premises where the Special Event is to be held.

I HEREBY CERTIFY THAT I AM THE PERSON IN CHARGE OF THE PREMISES UPON WHICH THE HEREIN SPECIAL EVENT WILL BE HELD, THAT I AM FULLY AUTHORIZED TO AND DO HEREBY CERTIFY THAT THERE ARE NO OBJECTIONS TO THIS SPECIAL EVENT AS APPLIED FOR HEREIN. I HEREBY CERTIFY THAT THIS PREMISE HAS NOT EXCEEDED ITS LIMIT OF 2 SPECIAL EVENTS LASTING NO MORE THAN 2 WEEKS EACH AND OCCURRING NOT CLOSER THAN 30 DAYS FROM THE END OF THE LAST PERMITTED ACTIVITY.

(Signature of Authorized Person In Charge of Premises and Title)

(Date)

SECTION 3. For review and approval for pedestrian and traffic safety by the Eatontown Police Department.

I HEREBY CERTIFY THAT THERE IS NO OBJECTION TO THE GRANTING OF A SPECIAL EVENT PERMIT TO THE ABOVE APPLICANT AS HEREIN APPLIED FOR, SUBJECT TO, HOWEVER, THE FOLLOWING SPECIAL CONDITIONS: (PLEASE LIST; IF NONE, PLEASE INDICATE)_____

(Signature of Chief of Police)

(Date)

SECTION 4. For review and approval for fire safety by the Fire Official of the Eatontown Fire Prevention Bureau.

I HEREBY CERTIFY THAT I HAVE NO OBJECTION TO THE GRANTING OF A SPECIAL EVENT PERMIT TO THE ABOVE APPLICANT AS HEREIN APPLIED FOR, SUBJECT TO, HOWEVER, THE FOLLOWING SPECIAL CONDITIONS:
(PLEASE LIST; IF NONE, PLEASE INDICATE)_____

(Signature of Fire Official)

(Date)

SECTION 5. For review and approval by the Construction Official of the Eatontown Construction Department.

I HEREBY CERTIFY THAT I HAVE NO OBJECTION TO THE GRANTING OF A SPECIAL EVENT PERMIT TO THE ABOVE APPLICANT AS HEREIN APPLIED FOR, SUBJECT TO, HOWEVER, THE FOLLOWING SPECIAL CONDITIONS:
(PLEASE LIST; IF NONE, PLEASE INDICATE)_____

(Signature of Construction Official)

(Date)

SECTION 6. For review and approval by the Eatontown Zoning Officer as per Borough Ordinance #06-2008 adopted on April 9, 2008.

I HEREBY CERTIFY THAT I HAVE NO OBJECTION TO THE GRANTING OF A SPECIAL EVENT PERMIT TO THE ABOVE APPLICANT AS HEREIN APPLIED FOR, SUBJECT TO, HOWEVER, THE FOLLOWING SPECIAL CONDITIONS:
(PLEASE LIST; IF NONE, PLEASE INDICATE)_____

(Signature of Zoning Officer)

(Date)

SECTION 7. THE BOROUGH OF EATONTOWN HERBY GIVES FINAL APPROVAL FOR A SPECIAL EVENT PERMIT AS HEREIN APPLIED.

(Signature of Borough Administrator)

(Date)

AFTER ALL SIGNATURES ARE OBTAINED, THIS FORM WILL BECOME YOUR OFFICIAL PERMIT
PLEASE PRODUCE UPON REQUEST DURING SPECIAL EVENT