

Borough of Wenonah
Office of Municipal Clerk, 1 South West Avenue, Wenonah, NJ 08090
Ksweeney@boroughofwenonah.com (856) 468-6713
Outdoor Events with Alcohol: Supplemental Form

Complete the Outdoor Public Property Event Application first. Have the following documents and steps completed before submitting for event approval. The Borough office staff is available to answer questions as you complete these steps.

1. Complete the Outdoor Public Property Event application
2. Submit your approved Social Affairs Permit from the NJ Division of Alcoholic Beverage Control completed at least 7 days prior to the event
3. Submit a copy of the completed application along with the event map and any other attachments submitted to ABC, that will be reviewed by MTPD and Borough/Council prior to Borough Approval. Have your copy of the application along with the state approval of proposed event location and designated secured areas and maximum number of people where alcohol will be served, possessed, and consumed. Review plan and application with the Mantua Township police for alcohol compliance, traffic safety, road closures, and possible additional police (separate fee payable to MTPD.)
4. Provide plan detailing security procedures to be implemented by the applicant to address intoxication and/or underage possession or consumption of alcohol.
5. Food trucks or food vendors? Submit copies of their Gloucester County Health Department permits.
6. Certificate of Insurance by the organization naming the Borough of Wenonah as 'Certificate Holder' as 'Additional Insured.'

Applicant Sign-off

I hereby declare that I am the applicant filing this application. I have read the application, and all contents and statements are true, correct, and complete. All requested documents are attached as required. In addition, I/organization hereby expressly agree as follows:

- Dispensing and serving alcoholic beverages shall terminate one (1) hour prior to the scheduled closing time of the event.
- All alcoholic beverages shall be consumed using biodegradable paper cups, plastic cups, and/or aluminum cans. All glass containers are prohibited.
- No person is permitted to bring their own alcohol (no BYOB)
- The Applicant is responsible for obtaining all required State and/or County licenses, permits, and approvals, including the licenses/permits for each vendor.
- All police requirements are met before, during and after the event.
- No person under the age of twenty-one (21) shall be served or possess any alcoholic beverage.
- No vehicles shall be driven or parked on any public property except for Borough streets.

Signature of applicant

Printed name of applicant

Date

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COMPLETED BY GOVERNING AUTHORITY ONLY

Did the applicant provide or submit:

Yes	No	
		Copy of NJ ABC Permit at least 7 calendar days before the Event?
		Required application fee and security deposit separately payable to Borough of Wenonah?
		Diagram of area and intended controls (rope, fence, security, etc.)?
		Names and addresses of licensed alcohol distributors and vendors serving alcohol?
		Security plan with procedures to be implemented by Applicant for intoxication, and/or underage possession or consumption of alcohol?
		Names, addresses, and GC Health Dept certificates for each food vendor?
		Insurance certificates for Applicant and each alcoholic distributor/vendor naming Borough of Wenonah as Certificate Holder and Additional Insured, inclusive of liquor liability coverage? Minimum of \$1,000,000 general liability and liquor liability limits shall be provided.
		Fully executed Applicant Agreement?

Reviewed by: _____ Date: _____

Final Approvals: To be completed by the Borough Clerk

YES	NO	
		Event permit complete?
		All supporting documentation attached?
		MTPD review and approved?
		Borough Fire Department review and approved?
		Borough Council final approval?
		Municipal Clerk approval?

Borough Clerk Signature: _____ Date: _____