



TOWNSHIP OF WEST ORANGE

66 MAIN STREET, WEST ORANGE, N.J. 07052

OFFICE OF THE BUSINESS ADMINISTRATOR

SUSAN McCARTNEY

Mayor

PETER F. SMERALDO JR.

Business Administrator

Tel: (973) 325 4050

Fax: (973) 736-8380

Email: Admin@westorange.org

Public Event Application

Date ____/____/____

Application # ____-2026

BLOCK PARTY

**Applications must be submitted to the Office of the Business Administrator
(21) days before the Special Event.**

Responsible Applicant Information

Name: _____
First Last

Contact Information:

Phone number Email

Address:

Street Town State Zip

Event Information

Block Party Street name:

*Please be advised that a **petition for closure** must be attached to this application signed by **80%** of the residents of the street where the block party is being requested*

What is the exact location of the requested closure (Ex. Main St between Mt. Pleasant and Northfield Ave.)

Below please specify date and time of the event as well as a rain date.

Events are not permitted to start before 8am or end after 10pm. Events may not exceed 6 hours. Township must be notified 24 hours in advance if event is moved to rain date.

Date: **Time:** **End:**

Rain Date: **Time:** **End:**

Please answer the questions below:

Will there be any food or merchandise sold at the event? ☐ yes ☐ no
Will there be food trucks present at the event? ☐ yes ☐ no

If Food Trucks will be present at the block party organizers **must** reach out to the West Orange Fire Department to secure a Food Truck Permit at least two weeks prior. Additional information may be deemed necessary depending on request once reviewed by Department Directors.

Contact information:

West Orange Fire Department: (973) 325 4175 fireprev@westorange.org

***Bounce Houses, inflatables, or amusement rides of any kind are not permitted to be placed onto the roadway or on Township Property. ***

Check off Township resources are you requesting. (May incur additional costs)

☐ **Police** ☐ **Road Closures** ☐ **Barricades** ☐ **Fire Apparatus**

Please be advised that "fire apparatus" refers to a visit from an in-service fire engine during the event. The West Orange Fire Department will always do their best to accommodate these requests, however, their availability may be affected by the volume of calls and events of the day.

Provide a list of alternative emergency contacts (names, addresses, and phone numbers) should the organizer be unavailable to reach during the event.

Please attach a map or drawing showing area of the event including placement of barricades as well as planned location for additional equipment if applicable. (tents, food trucks, etc).

I understand, approved Permits may be cancelled at any time for failing to meet any conditions placed in consideration of approval of the permit, any material omission on the permit application, any material misrepresentation made on the permit application as well as any other circumstance that causes the event to create an unplanned life hazard use or pose a threat to the health, welfare and/or safety to any participants, Township staff or bystanders beyond the capabilities of the Township to effectively manage.

Initial _____

I understand, the Township does not typically require a Certificate of Insurance for Block Parties but may do so should it be deemed necessary based on the scope of the event following review from Department Directors.

Initial _____

Application can be submitted via email to admin@westorange.org or dropped off in person at Town Hall (66 Main St) in Room 112. Upon submission attached to this application must be the following:

- ☐ Petition for closure signed by 80% of the residents on the requested street
- ☐ Map or sketch detailing the closure and where to place barricades

Please contact the Business Administrator's Office as soon as possible should any changes need to be made to the application.

All applications are reviewed by necessary Department Directors and the process can be held up if applicants do not obtain necessary permits from other departments prior to event. (ex. Food trucks)

By signing below, the applicant, who is at least eighteen (18) years of age, affirms that you are responsible for this event and that the information provided in this application is true, correct, accurate and known to the applicant to be so. If approved by the Township, the applicant agrees on behalf of the sponsoring organization to comply with all of the Special Event Permit conditions and requirements as provided in the Township's approval.

Applicant Signature

Date