



APPLICATION FOR SPECIAL EVENT

Today's Date: _____ Date/s of Proposed Event: _____

** if proposed event is less than 45 days from today's date, application will not be accepted

** no application will be accepted for events greater than 3 days in duration

Time/s of Proposed Event: _____

Applicant's name and address: _____

Applicant's phone #: _____ Applicant's email: _____

Proposed location: _____ Birch Grove Park* _____ Private Commercial Property

*will City trash / recycling receptacles be used? _____ Yes (\$200 fee applies) _____ No

If private commercial property, does applicant own said property? _____ Yes _____ No

If no, applicant's relationship to the owner: _____

Owner's name and address: _____

Owner's phone #: _____ Owner's email: _____

Applications for which the owner is not the applicant must be accompanied by written, notarized approval from the owner of the property. Approval attached? _____ Yes _____ No _____ N/A

Type and description of Event: _____

Description of area and location of event: _____

Anticipated # of attendees: _____ Will alcohol be served: _____ Yes** _____ No

**If yes, applicant must provide a copy of all required permits and approvals for said service and/or sale along with this application or identify the type of alcohol service and/or sale permit being sought, and a copy of the application proposed to be submitted to the NJ Division of Alcoholic Beverage Control must accompany this application.

Primary contact person for the Event (if different from applicant): _____

Address: _____

Phone #: _____ Email: _____

Will inflatables or carnival rides be present? _____ Yes _____ No

The following must be provided with each application at the time of submission:

Two copies of a scaled drawing, no larger in size than 11" × 17", with dimensions (distances in feet) of the Special Event location; drawing shall also depict a north arrow, parking area(s), added temporary structure locations, queuing area(s), trash and recycling receptacle area(s), traffic pattern, tent locations, porta-potty or sanitary disposal structures and areas, structures and other areas to be used, location of food trucks, vendors and exhibitors, location of barricades and traffic control devices, and, if proposed, any perimeter or security fencing and gate.

Note: tents, tensioned membrane structures, or canopies may require additional approvals based on the Uniform Fire Code or Uniform Construction Code. It shall be Applicant's responsibility to obtain and provide said approvals with this application.

If food trucks, vendors or exhibitors will be present, applicant must provide address and contact information for any and all food truck or other vendors and exhibitors who will be present at the Event – attach as an extra sheet.

This requirement shall be supplied at the time of the Application or at least 5 business days prior to the commencement of the Special Event if this information of the food truck or other vendors and exhibitors is unknown at the time of Application.

A copy of the valid registration for all food trucks, mobile food vendors or any other vehicles needed by vendors or exhibitors must be provided with this application, along with proof of insurance for said vehicle/s.

Application checklist: _____ Scaled drawings _____ Food truck/vendor/exhibitor information
_____ Registration & insurance for all vehicles _____ Fees _____ Owner's approval

Applicant and or primary contact agree that they have read the entirety of Chapter 367 of the City Code, entitled Special Events. _____ *Applicant's initials* _____ *Primary contact (if different)*

Signatures: Applicant: _____ Date: _____
Primary contact person: _____ Date: _____ (if different from applicant):

APPLICATION AND PAYMENT MUST BE RETURNED TO THE CITY CLERK'S OFFICE

For Internal Use Only

Fees: Birch Grove Park* _____ 1 day \$1,000 _____ 2 days \$2,000 _____ 3 days \$3,000
Private Commercial Property _____ \$150 per day _____ *Trash/recycling cans \$200
Total fees due: _____ Amount paid: _____ Check # _____ Cash _____
Application and fees received by: _____ Date: _____

Step	To:	Date	Approved	Denied	Date
1	Zoning Officer (Private property only)				
1	DPW Super (Birch Grove Park only)				
If approved at Step 1, then to:		Date	Approved	Denied	Date
2	Chief of Police				
2	Fire Chief				
2	Office of Emergency Mgt				

Comments: _____

