

TOWNSHIP OF WOODBRIDGE, NEW JERSEY
MUNICIPAL CLERK'S OFFICE
1 MAIN ST.
WOODBIDGE, NJ 07095

SPECIAL EVENT (PRIVATE PROPERTY) PERMIT APPLICATION

TYPE / DESCRIPTION OF EVENT: _____

APPLICANT / ENTITY NAME: _____

APPLICANT / ENTITY ADDRESS: _____

CONTACT PERSON: _____ PHONE # _____

CONTACT PERSON ADDRESS _____

CONTACT PERSON EMAIL ADDRESS _____

PROMOTING ENTITY: _____

PROMOTING ENTITY CONTACT PERSON: _____ PHONE # _____

DATE(S) OF SPECIAL EVENT: _____ RAIN DATE: _____

CIRCLE ALL EVENT DAYS OF THE WEEK: SUN MON TUES WED THURS FRI SAT

DAILY START TIME: SUN ____ MON ____ TUES ____ WED ____ THURS ____ FRI ____ SAT ____

DAILY END TIME: SUN ____ MON ____ TUES ____ WED ____ THURS ____ FRI ____ SAT ____

STREET ADDRESS OF SPECIAL EVENT: _____

(Blank page attached to be used by applicant to depict how property will be set up for event.)

ESTIMATED # OF DAILY STAFF: _____ ESTIMATED # OF DAILY SPECTATORS: _____

NUMBER OF VENDORS: _____

NAMES OF ALL VENDORS: _____

EVENT ADMISSION FEE: _____

DESCRIBE PUBLIC HEALTH PLANS, INCLUDING CULINARY WATER SUPPLIES, SOLID WASTE COLLECTION AND DISPOSAL PLANS, RESTROOMS PLANS, FIRE PREVENTION AND EMS PLANS, SECURITY AND POLICE PLANS:

HEALTH PLANS: _____

SOLID WASTE PLANS: _____

FIRE PREVENTION PLANS: _____

EMS PLANS (FIRST AID): _____

POLICE / SECURITY PLANS: _____

IMPORTANT - PLEASE READ

Pursuant to Township Ordinance (Chapter IV, Section 4-26), no person, corporation, partnership, association or other entity, public or private, shall promote, advertise or hold a Special Event on private property without first obtaining a permit and paying the fees required.

Applicant shall submit fees at the time of submitting application. (Fees: [non-refundable]

Application Fee of \$100.00 plus License Fee of \$100.00 plus \$ 5.00 per vendor.)

Applicant shall also provide a Certificate of Insurance, listing the Township of Woodbridge as an additional insured on an occurrence policy issued by an insurance company authorized to do business in New Jersey, showing comprehensive general liability and property damage coverage for the event with minimum limits of \$ 1,000,000.00 for injury or death for one person in any one occurrence; \$ 3,000,000.00 for injury or death for two or more persons in any one occurrence; and \$ 500,000.00 for property damage in any one occurrence. The applicant shall also agree to indemnify, hold harmless and defend the Township of Woodbridge, its elected officials, officers and employees against any claims for loss, damage or expense sustained by any person on account of injury, death or property damage occurring by reason of or arising out of the Special Event.

By issuing the Special Event permit, the Township of Woodbridge assumes no liability for the safety of participants or spectators of Special Events.

If permit is approved by the Municipal Clerk, the applicant and promoting entity that is granted the approval shall be responsible for conducting the Special Event so authorized in such a manner that there shall be minimal inconvenience to the general public. The Township reserves the right to shut down any Special Event where the actual number of participants exceeds the estimated number of participants, if it is determined that false or inaccurate information was provided by the applicant, or where it is determined that the public health, welfare or safety is at risk as a result of the holding of the Special Event. If the permit is denied by the Municipal Clerk, the applicant may appeal the decision to the Municipal Council in writing no later than seven (7) calendar days from when the applicant was notified of the denial. Appeal shall be delivered to the Municipal Clerk.

At the close of the event whether one day or multiple days, the property shall be free of debris, refuse and other materials to allow the safe and free passage of pedestrians and vehicles.

Applicant also agrees that they will abide by all the conditions of the approval as well as all ordinances and regulations of all township departments, including but not limited to Police, Health, and Public Works. I hereby certify that have fully and truthfully completed this application and agree to abide by all of the conditions of the permit, the Ordinances of the Township of Woodbridge and the applicable rules and regulations. I am also aware that this application does not include all the particulars of the Ordinance and that I should obtain a complete copy for my full understanding.

Applicant's signature: _____

Applicant's printed name: _____ DATE: _____

SKETCH

(Sketch shall depict how the property will be set up for the Special Event, showing details of vendors, structures, stages, rides, staging and breakdown areas, etc.)

Municipal Clerk to forward a copy of the application for review to:

POLICE DIRECTOR:

CHECK ONE: APPROVED _____ DENIED _____

SIGNATURE: _____ DATE: _____

FIRE OFFICIAL:

CIRCLE ONE: DIST. 1, DIST. 2, DIST. 4, DIST. 5, DIST. 7, DIST. 8, DIST. 9, DIST. 10, Dist. 11

CHECK ONE: APPROVED _____ DENIED _____

SIGNATURE: _____ DATE: _____

ZONING OFFICER:

CHECK ONE: APPROVED _____ DENIED _____

SIGNATURE: _____ DATE: _____

HEALTH DIRECTOR:

CHECK ONE: APPROVED _____ DENIED _____

SIGNATURE: _____ DATE: _____