

**Borough of Allentown
Monmouth County, NJ
8 North Main Street
Allentown, NJ 08501**

**SPECIAL EVENT PERMIT APPLICATION INFORMATION
SHEET**

<p>Submit application a minimum of 8 weeks in advance to the Borough Clerk</p>
<p>APPLICATIONS MUST SUBMITTED WITH ALL QUESTIONS ANSWERED THAT APPLY TO YOUR SPECIFIC EVENT AND ALL ATTACHMENTS INCLUDED. ANY INCOMPLETE APPLICATIONS WILL BE RETURNED AND DELAY YOUR APPROVALS.</p>
<p>Fees: Fees may be required for additional permits, Police, Fire, or supplies. You will be contacted and advised of any additional permits required and or fees required.</p>
<p>Insurance & Bond requirements: Certificate of Liability insurance must be attached. (\$1 million dollar, combined single limit, ACORD form) Naming the Borough of Allentown as additional insured. 30 day cancellation notice to the Borough of Allentown. Certificate Holder must contain the following; Borough of Allentown, Municipal Clerk's Office, 8 North Main Street, Allentown, NJ 08501.</p>
<p>\$5000 Bond for Use of Public Space from a corporate surety licensed to do business in New Jersey (original must be attached to application.) Sample form provided.</p>
<p>Site Plan: Detailed drawing showing all tents, generators, spotlight, floodlights, activities, portable toilets, gates, cooking equipment, fences, vendors and the approximate square footage of each must be attached</p>
<p>Hold Harmless: agreement must be signed and witnessed- form attached</p>

SPECIAL EVENT PERMIT APPLICATION

*Each question must be completely answered & all attachments included OR
your application will be returned as incomplete!*

Please PRINT using blue or black ink only!

NAME OF
EVENT: _____

Applicant contact information

NAME:			
STREET ADDRESS:			
CITY:	STATE		ZIP:
CONTACT PERSON:		PHONE#:	()
EMAIL			

If representing a non-Profit Please provide following;

NAME:			
STREET ADDRESS:			
CITY:	STATE:		ZIP:
TAX EXEMPT			

IS THIS THE 1ST TIME FOR YOUR EVENT?	Yes	No	IF A REPEAT EVENT, HOW MANY YEARS HAS IT BEEN HELD?
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CHECKLIST CONTINUED...

PLEASE CHECK ALL THAT APPLY:

- Tents: Larger than 400 sq. ft. require Building /Zoning/Fire inspections and may require a Permit. The Municipal Clerk will contact you for appropriate permit requirements.
- A list of all vendors must be attached.
- Food/Beverages: When foods and beverages are prepared and sold at an event, the Fire Inspector and Health Inspector will make inspections on the day of the event. Fees may be charged to the vendor at that time
- Street Usage/Roadway Closure: If the event is in the street, street barricades are required; the Municipal Clerk's office must be notified. Application must include a traffic control plan for submission to the Police Dept.
- Special Duty Police Officers: If needed or required, submit a letter of requirements to the Officer in Charge at least 2 weeks prior to the event. He will contact you to discuss.
- **NO ALCOHOL IS PERMITTED TO BE SERVED, SOLD OR CONSUMED IN ANY PARK AREAS.**
- **FIREWORKS ARE NOT PERMITTED. THEY ARE ILLEGAL WITHIN THE STATE OF NEW JERSEY.**
- Camp Fires will require a Fire permit. Please contact the Municipal Clerks office for the permit.
- Admission or Gate Fee Charged: Explain in detail on Special Events Application.
- Bands or Amplified Music after 10:00 p.m.: A Noise Variance Permit is needed.
- Animal Exhibits or Rides: Explain in detail on Special Events Application.
- All Businesses and residences within 200 feet of event must be notified, in writing, of the event and details. Anyone directly affected must sign consent form attached.
- All signage, advertising the event must be in compliance with Borough Code.
- Should any further information be required, based on your specific event, the Municipal Clerk will contact you.

EVENT DATES

Main Dates: _____

Rain Dates: _____

Duration of event: (include set up and clean up) _____

Hour's event is to be open: _____

Projected attendance: _____

Maximum at any one time _____

Occupancy _____ (set by Fire Inspector) Date _____

Fire Inspector Signature _____

Street/Sidewalk Closure information

Location of closure _____

Start time _____ Ending Time _____

Dates _____

Is fencing going to be used? If so what type (plastic, metal,)

Please state location of gates in fence.

SITE PLAN

Attach or Sketch a detail layout of the event layout.

HOLD HARMLESS AGREEMENT

Please read, sign & date the Hold Harmless Agreement below & have your signature witnessed at the time you sign:

The applicant, on behalf of the applicant and the applicant's organization (if applicable) hereby agrees to indemnify and hold harmless the borough, its officer's, agents and employees from and against claims, damages, losses, and expenses including attorneys fee arising out of or related to this permit or the permitted Special Event, or activities related to the use of requested that is caused by the applicant, or anyone for whose acts any of them may be liable for. This agreement shall not require the applicant to indemnify or hold harmless the Borough for any losses, claims, damages and expenses arising out of the sole negligence of the Borough.

The Borough shall not be responsible nor be held liable for any damage consequent upon the use, misuse or failure of any equipment used by Applicant or anyone directly or indirectly employed by Applicant. The Applicant's acceptance or use of any Borough equipment while the equipment was used or under control of the Applicant, or anyone directly or indirectly employed by the Applicant. In addition to paying for an such damage to the equipment itself, the hereby agrees to indemnify and hold harmless the Borough, its officers, agents and employees from and against claims, damages, losses, and expenses including attorney's fees arising out of the use, misuse or failure of such equipment. Such indemnification applies regardless of whether such damage or loss is incurred by any employee or property of Applicant, the Borough or other person. Such indemnification shall not be qualified or reduced in any way because the Borough may have provided the subject equipment, regardless of fees, to the applicant.

The undersigned person, as the Applicant, does hereby agree to comply with all related municipal ordinances, rules, regulation and other applicable laws.

The undersigned person, as the Applicant, does hereby agree and represent that he or she is legally capable to sign this application and to lawfully bind the Applicant (and the Applicant's Organization, if applicable) to the terms and conditions herein.

Date this _____ day of _____, 20_____

Printed name of Applicant

Signature of Applicant

Witness Print & Sign

ATTACHMENTS

The following items *must* be ATTACHED to the application. Please put a Check (V') mark next to those items you have attached.

- Original Certificate of Liability
- Original \$5000 Bond for use of Public Space
- List of Vendors, if applicable
- List of artisans, exhibitors, Organizations participating or having a booth.
- Consent of Business and residents sheet signed
- Site plan with detail of layout including all aspects.
- Signed Hold Harmless agreement

Reviewing Action – Office Use Only

Police Department _____ Approved/ Denied. Date _____
Signature

Comment _____

Fire Inspector _____ Approved/Denied. Date _____
Signature

Comment _____

Public Works _____ Approved/Denied. Date _____
Signature

Comment _____

Health Department _____ Approved/Denied. Date _____
Signature

Comment _____

Municipal Clerk's Office

Confirm Checklist _____

Confirm Approvals _____

Insurance certificates /Bonds _____

Mayor & Council review comments/requirements

BOND FOR USE OF PUBLIC SPACE

KNOW ALL MEN BY THESE PRESENTS, that we, _____

Of _____ As Principal, and _____
a corporation licensed to do business in the State of New Jersey, as Surety, are held and firmly bound unto the
Borough of Allentown, New Jersey, in the penal sum of _____ Dollars (\$ _____)
lawful money of the United States, for which payment well and truly to be made we bind ourselves and our heirs,
executors, administrator, legal representatives, successors, and assigns, jointly and severally, firmly by these
presents.

THE CONDITION OF THIS OBLIGATION is such that , whereas the Principal has made application to the
Borough of Allentown for permission for the private use of streets, sidewalks, parks, either commercial or
residential adjacent to the following described location in the Borough of Allentown, Monmouth County, NJ to wit:

_____ from _____

Until _____

NOW, THEREFORE, if the Principal and his heirs, successors, or assigns shall faithfully perform and in all things
strictly comply with all conditions which now are or which may hereafter be required by the Borough of
Allentown, Monmouth County, New Jersey Municipal Code to be contained in the surety bond and made to apply
to the above described use of public space, then this obligation shall be void, otherwise to remain in full force and
effect until terminated as hereinafter provided.

THIS BOND MAY BE TERMINATED at any time by the Surety upon sending notice in writing, by certified mail,
to the Municipal Clerk of said Borough and to the Principal addressed to them at Borough of Allentown, 8 North
Main Street, Allentown, NJ 08501 and at the expiration of thirty (30) days from the receipt of said notice, this bond
shall ipso facto terminate and the Surety shall thereupon be released from any liability for any acts or omissions of
the Principal subsequent to said date.

Dated this _____ day of _____, 20 _____.

Principal: _____

Surety _____

By: (show legal capacity) _____

By: (Attorney in fact) _____

Approved as to Form:

Borough Attorney

(Accompany this bond with Attorney-in-Fact's authority from surety, certified to include the date of the bond)