

Instructions for Application for Special Event:

Please complete application in full and submit with application fee, certificate of insurance and a copy of your survey or site plan depicting event area and parking at least 45 days prior to your event. Incomplete applications will be returned.

Please type or print your answers. All questions on this application must be fully answered. Leaving questions blank may delay your permit. If a question does not apply to your event, write "N/A" in the space provided. If you need more room for your answer attach a separate page and reference this addition on the application.

An application fee of \$100 shall be submitted at the time the special event permit application is filed with the Township Clerk. For recurring events, the application fee shall be \$250 for up to four (4) special events in any 3-month period at a single location.

In order to expedite the processing of this application, attach any diagrams and schedules that you feel would help those reviewing the application.

A HOLD HARMLESS AGREEMENT must be completed and returned with this application along with the proper **Certificate of Insurance**. Applicant must provide a certificate of insurance in the amount of \$1,000,000.00 naming the Township of Brick, 401 Chambers Bridge Road, Brick, NJ 08723 as both certificate holder and additional insured, and in the description box of the certificate of insurance, the date(s) of the event must be listed. This Certificate of Insurance must be delivered to the Township of Brick or the event will not be considered for approval.

If there are any changes between the time of your application and the event it is your responsibility to inform the Township Clerk and receive approval for the changes.

A special event permit does not exempt the applicant from Construction Permit requirements issued under the authority of the Uniform Construction Code (NJAC 5:23) or permits issued under the authority of the Uniform Fire Code (NJAC 5:70). Such permits must be submitted and approved prior to the event. Additionally, all required inspections must also be successfully achieved. Permits required under the authority of the Uniform Fire Code must be obtained from the Brick Bureau of Fire Safety, 500 Herbertsville Road, Brick, NJ 08724 (732)458-4100. Temporary structures, tents, tensioned membrane structures, and canopies that meet the requirements of Uniform Construction Code NJAC 5:23-2.14(b) do not need a construction permit, however these structures must also meet the permitting requirements of the Uniform Fire Code NJAC 5:70-2.7. **Regardless of whether a construction permit is required for a temporary structure, tent, etc., a permit shall be required for any electrical equipment, electrical wiring, or mechanical equipment that would otherwise require a permit.**

The following conduct applies to all events:

- The conduct of the special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route or location.
- The conduct of the special event will not require the diversion of so great a number of police officers of the Township to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the Township.
- The conduct of such special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Township other than those to be occupied by the proposed line of march and areas contiguous thereto.
- The concentration of persons, animals and vehicles at assembly points of the special event will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to such assembly areas.
- The conduct of such special event will not interfere with the movement of fire-fighting equipment en route to a fire.
- The conduct of the special event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance through excessive noise or emission of light.
- All directional signs erected in connection with the special event shall be removed within twenty-four hours of the termination of the event.

I have read the instructions and agree to the terms and conditions of the special event permit:

Applicant

FOR OFFICE USE ONLY

Date application received: _____
Survey or site plan: _____
Hold harmless agreement attached: _____
Terms and conditions signed: _____

Forwarded to:

Mayor: _____	Returned: _____	Conditions: _____
Council: _____	Returned: _____	Conditions: _____
Building: _____	Returned: _____	Conditions: _____
Dept. of Public Safety: _____	Returned: _____	Conditions: _____
Dept. of Land Use: _____	Returned: _____	Conditions: _____
Fire: _____	Returned: _____	Conditions: _____

SPECIAL EVENT APPLICATION

EVENT NAME: _____

EVENT DATE(S): _____

EVENT LOCATION: _____

Name, address and telephone number of individual, entity, organization or group holding event:

Name, address and telephone number of person requesting special event permit:

Name, address and telephone number of contact person for this event:

Name, address and telephone number of person who will act as chairman of the special event and be responsible for the conduct thereof:

Number of agents or representatives: _____

Names of such: _____

Identifying clothing or accessory that will be worn by each agent or representative:

Please give a description of the activities planned for this event, please include the estimated number of persons to attend/participate and the number and types of vehicles (if any):

Are restrooms provided for attendees? _____ If so, where and how many: _____

Method of notifying participant and invitees of the rules and regulations of event:

The date(s) the event is to be conducted and the hours it will commence and terminate:

Set-up schedule: _____ Breakdown schedule: _____

Rain or cancellation date(s): _____

The specific assembly and dispersal locations (*please attach sketch*):

Will music be provided, either live or recorded: _____

If yes please specify: _____

Number, types and locations of all loudspeakers and amplifying devices to be used:

Local ordinances for which exemption is being sought:

Please include any other information the Township may deem necessary in order to properly provide for traffic control, street and property maintenance and the protection of the public health, safety and welfare:

Applicant's signature

Date

HOLD HARMLESS AGREEMENT
Between the Township of Brick and

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Organization Type (Individual, Partnership, Non-Profit Organization, Corporation, Public Entity): _____

In consideration of the use of _____

On the following date(s): _____ Rain date(s): _____

For the purpose of: _____

The undersigned agrees to indemnify, and hold the Township of Brick and its officer, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above, including, but not limited to, claims of any kind arising from the negligence of the Township of Brick. The undersigned also agrees to indemnify the Township of Brick and its officers, agents and employees from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person utilizing the storage space referred to. Unless waived in writing by the Township of Brick, the undersigned agrees to furnish a Certificate of Insurance specifically naming the Township of Brick as Certificate Holder and as additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000.00.

Signed this _____ day of _____, 20_____

As the binding act in deed of

Name of Organization

Authorized Signature

Witness