



**Borough of Palisades Park**  
 Police Department  
**SPECIAL EVENT PERMIT**  
 Application



<b>SUBMITTAL</b>	275 Broad Ave Palisades Park, NJ 07650 Phone: 201.044.0900	<b>STAFF USE</b>	<input type="checkbox"/> \$_____ Administrative Approval	Date Filed: _____
			<input type="checkbox"/> \$_____ Borough Approval	Received By: _____
			<input type="checkbox"/> Non-Profit Exempt	Event Manager: _____
			Deposit \$ _____	

<b>APPLICANT</b>	Applicant Name: _____
	Is Applicant a non-profit organization: <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes, provide non-profit IRS# _____)
	Main Contact Person: _____
	Email: _____
	Address: _____ State: _____ Zip: _____
	Phone: _____ Cell: _____ Fax: _____
	Public Contact Person Name: _____ Phone Number: _____
Additional Contact Person(s): _____	
Email (required): _____	
Phone: _____ Cell: _____ Fax: _____	

<b>EVENT DETAILS</b>	Event Type (i.e. grand opening, sidewalk sale, festival, fair, parade, etc.) _____
	Title / Name of Event: _____
	Purpose of Event: _____
	Location(s) Including Address: _____
	Set Up Date: _____ Time Set Up Starts: _____
	Clean Up Date: _____ Time Cleanup Complete: _____
	Actual Event Date: _____ Time Event Starts: _____ Time Event Ends: _____
	Additional Date(s): _____ Time Event Starts: _____ Time Event Ends: _____
Additional Date(s): _____ Time Event Starts: _____ Time Event Ends: _____	

<b>Property Owner</b>	If the event will use multiple properties, property owner's authorization is required for all properties at time of submittal. Attach additional sheets as needed.	
	<i>As legal owner/manager/legal representative of the property, I hereby give my consent and approval of the filing of this Special Event Permit Application</i>	
	<input type="checkbox"/> Property Owner / <input type="checkbox"/> Property Manager / <input type="checkbox"/> Legal Representative	
	Signature: _____	Date: _____
	Print Name: _____	Title: _____
	Company / Entity Name: _____	Phone: _____
Email: _____		

**GENERAL:**

- Is this a  Private event or  public event (check one)
- If this event is a fundraiser, who is the charity? \_\_\_\_\_
- Will there be a charge to enter the event?  Yes  No
- Will the event be promoted?  Yes  No – If yes, please describe (i.e. social media, signage, etc.) \_\_\_\_\_

Number of People anticipated: \_\_\_\_\_ Number of staff / volunteers: \_\_\_\_\_

Are the following proposed with this event:

- Canopies or tents  Yes  No - How many? \_\_\_\_\_ Size \_\_\_\_\_ Permit(s) may be required by fire code
  - Name of company renting tents from? \_\_\_\_\_

**NOTE:** ALL TENTS SHALL BE SUBJECT TO INSPECTION BY THE DEPARTMENT OF FIRE PREVENTION.

- Security  Yes  No - By whom? \_\_\_\_\_
- Additional Lighting  Yes  No Describe \_\_\_\_\_
- Music  Yes  No - Describe (amplified, etc.) \_\_\_\_\_
- Generator  Yes  No - Location: \_\_\_\_\_ Size / Wattage: \_\_\_\_\_
- Where will restrooms be provided? \_\_\_\_\_ How Many? \_\_\_\_\_
- Will there be any construction, either temporary or permanent?  Yes  No
- Electrical Work  Yes  No – If yes, describe \_\_\_\_\_
- Animals  Yes  No – If yes, describe \_\_\_\_\_
- Will there be any inflatables or mechanical rides?  Yes  No
  - Name of company providing rides? \_\_\_\_\_

**NOTE:** AN UP-TO-DATE COPY OF INSURANCE MUST BE PROVIDED THE INFLATABLE/MECHANICAL RIDE SUPPLIER PRIOR TO THE EVENT.

- Gambling  Yes  No – If yes must be in accordance with NJ law, describe \_\_\_\_\_
- First-Aid Stations  Yes  No – Location \_\_\_\_\_

**NOTE:** FOR EVENTS WITH 500+ PEOPLE PER DAY, A LARGE EVENT RECYCLING & DISPOSAL PLAN MUST BE SUBMITTED TO THE PALISADES PARK DPW AT LEAST 14 DAYS BEFORE THE START OF THE EVENT.

**VENDORS / FOOD & BEVERAGE:**

- Will event have vendors / displays / information booths?  Yes  No – How Many? \_\_\_\_\_
  - A LIST OF PARTICIPATING VENDORS SHALL BE PROVIDED 2 BUSINESS DAYS PRIOR TO THE EVENT START.
- Type (i.e. crafts, food, etc.) \_\_\_\_\_
- Will food be provided?  Yes  No – Type \_\_\_\_\_
  - Describe (pre-packaged, prepared on site) \_\_\_\_\_
  - Describe cooking facilities (i.e. open flames, warmer, fryers) \_\_\_\_\_
- Will beverages be provided?  Yes  No – Type \_\_\_\_\_

**NOTE:** IF ANY FOOD OR BEVERAGES ARE PROVIDED THE APPLICANT MUST CONTACT THE PALISADES PARK BOARD OF HEALTH FOR REQUIREMENTS.

**NOTE:** ALL COOKING FACILITIES SHALL BE OPERATED IN COMPLIANCE WITH BOROUGH FIRE CODES AND INSPECTED BY THE DEPARTMENT OF FIRE PREVENTION.

**ALCOHOL:**

- Will alcohol be served?  Yes  No – Type \_\_\_\_\_
- How will alcohol sales be regulated? \_\_\_\_\_

**NOTE:** IF ALCOHOL WILL BE SERVED OR SOLD, A LICENSE FROM THE DEPARTMENT OF ALCOHOL AND BEVERAGES CONTROL IS REQUIRED. THE EVENT ORGANIZER/APPLICANT RELEASED 21 YEARS OF AGE.

**NOTE:** IF ALCOHOL IS SERVED ON BOROUGH PROPERTY OR STREET, BOROUGH APPROVAL WILL BE REQUIRED.

**NOTE:** A DESIGNATED ALCOHOL AREA MUST BE FENCED AND IDENTIFIED WITH SIGNS. ALCOHOL SHALL REMAIN IN THE DESIGNATED AREA.

- Will on street parking be used?  Yes  No – If yes, how many metered spaces are needed? \_\_\_\_\_
- Will private parking lots be used?  Yes  No

**NOTE: PROPERTY OWNER AUTHORIZATION FOR USE OF PARKING LOTS MUST BE PROVIDED AT THE TIME OF APPLICATION SUBMITTAL.**

**Banners/Event Signs:**

- Will a banner/event sign be posted at the event?  Yes  No
- Wording - \_\_\_\_\_
- Location of the On-Site Banner/event sign - \_\_\_\_\_
- Will banners/event signs be posted off-site  Yes  No - If yes, how many? \_\_\_\_\_

**STREETS:**

- Will the event use borough streets or sidewalks?  Yes  No
- If yes, please list streets - \_\_\_\_\_
- Will streets need to be partially closed?  Yes  No – List streets: \_\_\_\_\_
- Will streets need to be fully closed?  Yes  No – List streets: \_\_\_\_\_

**NOTE: IF STREETS WILL BE CLOSED A TRAFFIC CONTROL PLAN IS REQUIRED, ANY CLOSURE OF 24+ HOURS REQUIRES BOROUGH APPROVAL. A ROUTE MAP MUST BE PROVIDED FOR APPROVAL.**

**NOTE: ANY DIRECTIONAL SIGNS/MARKING POSTED ALONG THE ROUTE MUST BE REMOVED IMMEDIATELY AFTER THE EVENT.**

**PARADES:**

- Will there be vehicles in the parade?  Yes  No
- How many vehicles are expected to participate? \_\_\_\_\_

Note: Participating vehicles/floats shall not use open flames, smoke devices, or pyrotechnics.

**INSURANCE:**

- Does the event applicant(s) have its own liability insurance?  Yes  No

**NOTE: A CERTIFICATE OF INSURANCE MUST BE PROVIDED AND IF LIQUOR IS SOLD LIQUOR LIABILITY INSURANCE WILL BE REQUIRED.**

**SPECIAL EVENTS REQUIREMENTS (OFFICIAL USE ONLY):**

**REQUIRED SUBMITTAL ITEMS. All events must submit the following. Incomplete applications will not be accepted. Additional items may be required depending on the nature and location of the event.**

**CHECKLIST**

Staff Use		LIST
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Completed Special Events Application and Supplemental Information
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Fee (non-profit exempt with proof of non-profit status)
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Site Plan – 1 copy 8.5” X 11”
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Certificate of Insurance and liquor endorsement if necessary
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Property Owners Authorization
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	
<b><u>ADDITIONAL REQUIREMENTS FOR LARGE EVENTS</u></b>		
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Public Safety Plan
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Applicable fee or deposit (i.e. police services)
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Large Event Trash/Recycling and Disposal Plan (events over 500 people)
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	
<b><u>ADDITIONAL REQUIREMENTS FOR PARADE/MARATHON</u></b>		
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Applicable fee or deposit (i.e. police services)
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Route Map
<input type="checkbox"/> rqd.	<input type="checkbox"/> rcvd	Traffic Control Plan

- The applicant shall indemnify, protect, defend and hold harmless and indemnify the Borough of Palisades Park, its elected officials or appointed officials, agents, officers, employees, and volunteers from and against any and all claims, demands, damages, costs (including but not limited to all administrative or other costs incurred by the borough in reviewing or resolving claims or appeals), expenses, attorney fees, loss or liability of any kind or nature whatsoever arising out of, relating to or resulting from, the alleged acts or omissions of applicant, its officers, agents, or employees, representatives, contractors or volunteers, or in connection with the permitted event or activity for use of public property. The applicant shall, at applicants own cost, risk and expense, defend, with council acceptable to the borough, any and all claims and all legal actions or proceedings that may be threatened, commenced or filed against the borough, it's elected officials, officers, agents, employees, or volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the borough, it's elected officials, officers, agents, employees, or volunteers as a result of the alleged acts of or missions or applicant or applicants officers, agents, employees in connection with the uses, events or activities under the permit

APPLICANT SIGNATURE REQUIRED:

DATE:

**WHAT'S NEXT:**

- 1) A completed special event application does not mean the permit for the event has been issued.
- 2) The special events permit will be reviewed by the chief of police and other agencies that may be involved in the event prior to approval.
- 3) Throughout the application review you will be notified if your event requires any additional information, clarification, permits, etc. Delays in providing the requested items could delay the ability to complete the application process and approve a permit in a timely manner and could result in a denial of the application.
- 4) Events held without required permits are subject to closure.
- 5) Cancellation: Should you, for any reason, need to cancel your event, you must notify the Chief of Police in writing 5 business days prior to your event. Verbal cancellations will not be accepted. All fee's associated with the special events application are non-refundable.

**Chief of Police Review:**

REVIEW

**Approved** /  **Denied**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_