

SPECIAL EVENT PERMIT APPLICATION

*Fees will be determined by Township ordinance
Please fax or return this application to the address above.*

DIRECTIONS:

1. Complete the application and return to the Recreation and Cultural Affairs Department by email to mjreaves@montclairnjusa.org or mail/hand deliver to the above address.
2. If accepted, a park or facility permit will be issued, and the appropriate fee charged.

APPLICANT INFORMATION

Company / Organization

Contact Person (s)

Phone number

Alternate number

Street Address

City /State/ Zip

Email address

Insurance Carrier Name / Phone#

EVENT INFORMATION

Type of Event: ☐ Special Event ☐ Promotional ☐ Stunt ☐ Press/ Media ☐ Other

Date of Event: ____/____/____ to ____/____/____ Time/s of Event: _____

Name and Purpose of Event: _____

Exact Location of Event: _____

(PLEASE ATTACH MANDATORY SITE PLANS)

Activity to take place on (Check all that applies):

☐ Park ☐ Sidewalk ☐ Curb Lane ☐ Partial Street Use ☐ Full Street Closure ☐ Other _____

Please answer the following questions:

Estimated Attendance _____ Estimated Vehicles _____ Planned Staff _____

Cleanup / Takedown will be completed by _____ AM/ PM _____ (MM/DD/YY)

- Will this event be advertised? Yes No
- Will there be cooking on the premises?(Home cooking not permitted) Yes No
- Will food and /or merchandise be sold? Yes No
- Will booths or tables be erected for use during the event? Yes No
- Will there be music? Yes No (if yes, you must answer 1 & 2)
 1. Type of music: DJ ____ Band ____ Radio ____ iPod ____ Other _____
 2. Will it be amplified? Yes No

Audible sound should not reasonably disturb the surrounding residential development. The permit holder must comply with any police instruction.

I, the undersigned, have read and understand the terms of my permit. I am aware that my permit could be revoked if I do not adhere to the rules and regulations stated. Also, revocation of a permit may be grounds for denial of future permits.

Signature of Applicant: _____ Date: ____/____/____

(Over)

Separate permits for approval of various elements of an event may be necessary.

Please indicate ALL permits that are anticipated at this time.

The following list is for your convenience. Please X all that applies.

<u>Permit</u>	<u>Department of Issue</u>
☐ Use of Municipal property	Recreation and Cultural Affairs
☐ Signage / Banners	Building Department
☐ Tent erection and installation	Building Department
☐ Electrical services	Building department
☐ Street closing and barricades	Community Services and Police Department
☐ Cleanup / rubbish collection	Community Services
☐ Parades	Police Department
☐ Police coverage / security	Police Department
☐ Peddlers / Venders	Municipal Clerk
☐ Filming permit	Municipal Clerk
☐ Fireworks	Fire Department
☐ Propane use	Fire Department
☐ Building capacity	Fire Department
☐ Temporary food permit	Health Department

- A certificate of insurance for a minimum of \$1,000,000 is required and must be accompany the application. Additional issuance may be necessary depending upon the nature and scope of the event. The Township of Montclair must be “held harmless” and be identified as an “additional insured” on the certificate of insurance. *(This is necessary only if the even is to be staged in a park or other public property)*
- Has your organization ever applied for or been issued a special event by the Township of Montclair? Yes No
If yes when? ____/____/____.
- Is your organization a profit or non-profit organization? Profit Non- profit
- Will this event be filmed? Yes No
- Please indicate any special needs that you may require: _____

Notes (the details of the event and layout):

FOR INTERNAL USE ONLY

Notes:
