



Special Events Permit Application

Borough of Glen Rock • 1 Harding Plaza • Glen Rock, NJ 07452 • 201-670-3956 • Fax 201-670-3959

DATE OF APPLICATION:					PERMIT APPLICATION # (FOR OFFICE USE ONLY)		
<p>This application accompanies a Special Events Permit Packet Guidelines document. Please read the Guidelines in full before completing and submitting the application. To avoid late fee, the application must be submitted a minimum of 60 days prior to the event with all required documents. A permit will be issued once the application is approved by the Special Events Task Force.</p>							
EVENT COORDINATOR INFORMATION							
Name of Applicant (Organization financially responsible for all invoices and damages obtained as a result of this event with Certificate of Incorporation)							
Name of Primary Contact (must be on site during event and available for all Special Event Task Force Meetings)							
E-mail Address							
Phone Number			Fax Number		Cell Phone Number		
Primary Contact's Home Address							
Billing Address				City		State	Zip
EVENT INFORMATION SUMMARY							
Name of Event							
Event Address (Include Venue Name if applicable)							
Will admission be charged?							
Dates and Times					Outdoor Music		Attendance
	<i>Date</i>	<i>Day of Week</i>	<i>Start Time</i>	<i>End Time</i>	<i>Start Time</i>	<i>End Time</i>	<i>Estimate</i>
<i>Set Up</i>							
<i>Set Up</i>							
<i>Day 1</i>							
<i>Day 2</i>							
<i>Day 3</i>							
<i>Tear Down</i>							
<i>If the event duration will be more than 3 days, please use an additional form to list dates, days and hours</i>							



BRIEF DESCRIPTION OF EVENT (ATTACH SEPARATE FORM IF NEEDED)

EVENT FEATURES AND SITE PLAN

*All Event Features listed must be identified on the Site Plan
Site Plan Requirements are listed in the Guidelines document*

STAGES AND PLATFORMS

The event will include the following (check **all** that apply): ☐ Live Band and/or DJ ☐ Pre-Recorded Music ☐ PA System

Will there be a stage(s)? ☐ Yes ☐ No If yes, please list quantity: Stage Dimensions:

Will there be any stage trussing for lighting or sound? ☐ Yes ☐ No If yes, please list dimensions:

If yes, please describe:

Stages may be subject to inspection based on size and any engineering and/or manufacture's installation instructions for stages, towers, lighting, etc may be requested.

TENTS AND TEMPORARY STRUCTURES

Will your event site have Tents or Temporary Structures: ☐ Yes ☐ No

If yes, please list:

Number of Tents <900sq. ft:

Number of Tents >900sq. ft:

Tent Company Name Providing Tents larger than 900sq. ft.

Tent Company Contact Number

Tents and temporary structures over 900sq ft require a permit and inspection from the Department of Fire Safety



CONCESSIONS AND VENDORS

(ALL VENDORS MUST BE LISTED ON THE EVENT VENDOR LIST - PAGE 10 OF THIS APPLICATION)

Please complete and attach a vendor list form including all vendors attending the event. This list may be updated up to 15 business days prior to the event. Each vendor must submit the necessary paperwork for their space. No new vendors can be added after the permit is issued.

The event will include the following categories of vendors (check **all** that apply):

☐ Food ☐ Retail ☐ Display/Information ☐ Games ☐ Other _____

Will alcohol be present? ☐ Yes ☐ No If yes, an alcohol permit must be obtained from the clerk's office

On-Site Cooking? ☐ Yes ☐ No What type of onsite cooking will there be?

All on-site cooking to be inspected by the Health Department

ADDITIONAL SITE EQUIPMENT AND ACTIVITIES

(ALL ITEMS LISTED BELOW MUST BE LISTED ON THE EVENT SIT PLAN)

☐ **Temporary Fencing** (show on site plan)

Fencing Company (if applicable):

Contact Person:

Phone Number:

☐ **Barricades** (show on site plan)

Barricade Company (if applicable):

Contact Person:

Phone Number:

☐ **Power Requirements** (show all locations on site plan)

Will any type of generator be used for this event? If yes, what size generator will be used?

Generator Company (if applicable):

Contact Person:

Phone Number:

Will any Borough electric utilities be needed (only available at designated event sites)? ☐ Yes ☐ No

☐ **Additional Lighting** (show all locations on site plan)

Lighting Company:

Contact Person:

Phone Number:

☐ **Amusement Rides** (show all locations on site plan)

Number of Rides:

Inflatable/Amusement Ride Company:

Contact Person:

Phone Number:

☐ **Water**

Will any Borough water meter/hookups be needed? ☐ Yes ☐ No

☐ **Animals** (e.g., petting zoos, pony/horse rides, reptile exhibits/shows)

Will animals of any type be at the event site (show all locations on site plan) ☐ Yes ☐ No

☐ **Parade**

Will your event involve any type of floats or parade vehicles? ☐ Yes ☐ No

If yes, applicants will have to work with the Glen Rock Police Department to handle road closures and traffic.



SANITATION

The applicant is responsible for (a) having a sufficient number of containers to handle all trash generated by their event; (b) removing trash during and after the event; (c) completely cleaning and restoring the site area back to its original state; and (d) provide additional restroom facilities to provide a sufficient amount for the event as determined by the Special Events Task Force. If the event is to take place on Borough property and town personnel are needed to perform additional cleaning and sanitation, the event applicant/organization will be billed for this. Arrangements can be made with the Department of Public Works.

This event will include the following: (check **all** that apply)
Borough Of Glen Rock Services

☐ Borough of Glen Rock's Trash/Recycling Cans will be needed ☐ Yes ☐ No

If yes, please list the number of trash cans needed

If yes, please list the number of recycling cans needed

☐ Borough of Glen Rock DPW Employees for Pick-Up

If yes, how many staff members are needed throughout the event at any given time?

☐ Outside Sanitation Company/Equipment

☐ Portable restroom facilities (show on site plan)

Restroom Company:

Contact Person:

Phone Number:

☐ We will be responsible for our own trash removal ☐ Yes ☐ No If yes, please describe the trash removal plan

Will waste water/gray water be generated? ☐ Yes ☐ No

If so, how will it be disposed?

PUBLIC SAFETY

The applicant is responsible for providing a safe and secure event. This includes the event venue, parking areas, and adjacent areas affected by the event. The applicant is responsible for working with the Glen Rock Police Department and all Emergency Services to ensure adequate personnel to provide general security, maintain order, provide medical assistance, etc. Depending on the nature and size of the event, applicants may be required to have more personnel than originally requested. The applicant understands that there may be fees for which they will be responsible depending on which services are used.

The event will include the following (check **all** that apply)

☐ Event Staff and/or volunteers How many?

☐ Hired security personnel (Must be a Licensed Security Agency providing security personnel with state issued "S.O.R.A." certification)

Company Name:

Contact Person:

Phone Number:

☐ Glen Rock Police Department Estimated #

☐ Crossing Guards Estimated #

☐ Glen Rock Ambulance Corps Estimated #

☐ Glen Rock Fire Department

Applicant should understand that Borough of Glen Rock's Emergency Personnel reserves the right to add or subtract the estimated numbers to reflect the event and how to better serve it.



TRAFFIC CONTROL, PARKING, AND ROAD CLOSURES

Applicants are responsible for communicating with the Glen Rock Police Department 90 days prior to the event date to ensure that all traffic concerns are scheduled, equipped, and staffed properly.

This event will include the following (check **all** that apply and list which streets and sidewalks you are looking to close)

☐ Sidewalk Closure(s)

☐ Street or lane Closure(s)

☐ Parking Lot Closure(s)

Requests do not ensure that the Borough will be able to close down the road for the amount of time needed or on specific dates. It is imperative that the applicant work hand and hand with the Glen Rock Police Department

The applicant is responsible for ensuring adequate parking for attendees and minimizing any negative impact tot adjacent areas. The applicant is responsible for obtaining authorized approval for any private parking or event areas.

The event will include the following (check **all** that apply)

☐ Public Parking (Town parking lots, on street parking)

☐ On-Site Private Parking (applicant should provide a letter of written permission from property owner/landlord)

☐ Off-site Private Parking (applicant should provide a letter of written permission from property owner/landlord)

☐ Parking on empty lots or spaces

☐ A shuttle service will pick up and drop off from an off-site parking area to the venue site (Identify shuttle service)

INSURANCE REQUIREMENTS

A Current Certificate of Insurance is Required from ALL event promoters and vendors selling products or providing a service on Borough Property.

All event promoters, vendors selling products, vendors offering onsite services and information, anyone with animals as part of their booth/event/entertainment, amusements rides, and all companies delivering equipment to the event site (Borough owned property) will be required to attach an original copy of a Certificate of Insurance

The Certificate of Insurance MUST show:

- The Borough of Glen Rock, its agents, officers, employees, and volunteers are named as "Additional Insured"
- The address should read 1 Harding Plaza, Glen Rock, NJ 07452
- The Certificate of Insurance must be received at least 15 business days prior to the event
- Hold Harmless must be submitted
- General Liability=\$1,000,000 per occurrence combined single limit for bodily injury and property damage with at least \$2,000,000 general aggregate: and
- Crafters, Business, and artists must also supply a Certificate of Insurance and Homeowners or Special Event Insurance can be submitted.

Carnival/Amusement Rides

- Hold Harmless must be submitted
- General Liability=\$1,000,000 per occurrence combined single limit for bodily injury and property damage with at least \$2,000,000 general aggregate.



- Contractual Liability must be included.
- Automobile Liability=\$1,000,000 per occurrence combined single limit for bodily injury and property damage with no aggregate.
- Workers Compensation at Statutory Limits
- Employers Liability at minimum limits of \$500,000
- Umbrella Liability limits of \$4,000,000 are strongly recommended, in excess of the General Liability, Automobile Liability and Employers Liability Coverage.

IMPORTANT NOTICE

Permits are subject to cancellation. The Borough of Glen Rock reserves the right to cancel any or all reservations or use a portion of any Borough Owned Facility. The applicant is responsible for maintaining the Borough owned facility to the best of their ability. The removal or destruction of any item within a Borough owned facility is strictly forbidden. The Borough of Glen Rock shall not be held responsible for any injury to persons or loss of damage to personal property while utilizing Borough property. Class B and C Organization(s) shall indemnify and hold the Borough of Glen Rock, its officers, agents, and employees harmless from any and all liability, claims, damages, court costs, and attorney fees arising from the use of the Borough Property used in the event above. The Borough of Glen Rock reserves the right to void/suspend any organization or event that does not comply with the above Terms and Conditions regarding the use of Borough Property for the purpose of holding a special event. Failure to comply may result in the Borough withholding or rescinding permission to hold an event, prohibition of future use, and/or fine. The Borough shall not discriminate against any events or groups based on age, race, creed, color, national origin, ancestry, marital status, affectionate or sexual orientation, gender identity or expression, disability, nationality or sex.

CERTIFICATION

I hereby certify that the statements made in this application are true and complete to the best of my knowledge, and that I am authorized to execute the application. Intentional omissions or falsification of information is sufficient grounds for denial of the application and subsequent withdrawal of the permit. I agree to indemnify and hold the Borough of Glen Rock and its respective officers, agents, employees and volunteers harmless from any and all losses, claims, liabilities, damages, costs and expenses, and attorney fees arising from the use of the Borough Property requested for the Special Event mentioned previously. I understand that this Holds Harmless Agreement also requires that the Borough of Glen Rock is indemnified from any losses or damages resulting from the acts or omissions from any quest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing, by the Borough of Glen Rock, I agree to furnish an insurance certificate providing general liability, bodily injury, and property damage coverage with a minimum limits of liability not less than \$1,000,000.00 combined single limit. Said certificate shall state that the "issuing company shall mail 30 days written notice to the certificate holder names, certified mail return receipt." It shall also contain a statement acknowledging this holds harmless agreement. No exceptions or limitations will be accepted.

Signature of Applicant's Authorized Agent or Applicant

Date

SPECIAL EVENT SITE PLAN

PLEASE MAKE SURE PLAN INCLUDES THE FOLLOWING:

(Multiple site plans can be submitted, e.g.: one plan to map parking and street, one plan mapping power locations, a plan mapping stage/tents and activities, etc.)

If the box provided is too small, please attach site plans to this application with this page.

- All distances or measurements noted in feet
- Fire lanes
- All entry and exit points for the event
- All activities have fencing or other means of segregation must have a minimum of two exits.
- Exits must be a minimum of 16 feet wide and labeled as Emergency Exits.
- Locations of all tents or temporary structures.
- Location of all inflatables, amusements, activities.
- Location of all electrical supply and service (permanent and portable)
- Location of all barricades
- Location of all vendors-fixed and mobile
- Location of all dumpsters, trash and recycling receptacles
- Location and layout of any tables, chairs, picnic tables, etc that will be used
- Location of any stages that will be used or placed
- Location of all parking areas, including ADA spaces
- Location of permanent and portable restroom facilities, including ADA
- Location of signage, banners, and directions that will be hung or installed
- A map of all affected streets, sidewalks, alleyways, right of ways, including any that will be closed

Maps should include as much detail as possible for the Special Event Task Force to review, and may be edited to reflect the needs of the event and community up until 15 days prior to the event date.



THIS DOCUMENT MUST BE SUBMITTED 15 BUSINESS DAYS PRIOR TO THE EVENT START DATE.

SPONSOR/VENDOR LIST

ALL food and retail vendors must submit a copy of their Certificate of Insurance
Additional Copies of this page may be copied and submitted if participating vendors surpasses 20

Sponsor/Vendor Name	Contact Information	Certificate of Insurance Submitted	Business License #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Please have vendors submit all insurance and documents requested to the Event Promoter and not directly to the Borough of Glen Rock. The Borough will only accept paperwork submitted by the promoter/applicant unless directly requested.

A complete list of vendors, sponsors and all their necessary paperwork must be submitted 15 business days prior to the event in order to be listed as an approved vendor.



THIS DOCUMENT MUST BE SUBMITTED 15 BUSINESS DAYS PRIOR TO THE EVENT START DATE.

SPECIAL EVENT PARADE QUESTIONNAIRE

1. Date of parade _____
2. Start time of parade _____ Completion time of parade _____
3. Location of proposed assembly area _____
Assembly start time _____
4. Have arrangements been made for traffic control (barricades and/or police officers)
☐Yes ☐No If yes, please explain _____
If no, when will these arrangements be made? _____
5. During the event will you occupy all or a portion of the streets? _____
6. Approximate number of persons, animals and vehicles, which will participate in the event
Number of people _____
Number of animals _____ Types of animals _____
Number of vehicles _____ Types of vehicles _____
7. Have arrangements been made with emergency personnel? ☐Yes ☐No If no, when will this be completed? _____
8. Other pertinent information

9. Attach a map of the parade route, indicate the starting point, proposed travel route and the end point



THIS DOCUMENT MUST BE SUBMITTED 15 BUSINESS DAYS PRIOR TO THE EVENT START DATE.

SPECIAL EVENT EQUIPMENT/DELIVERY LIST

EVENT NAME: _____

EVENT DATE(S): _____

List all event components associated with your event including (but not limited to) those mentioned below.
Complete as applicable.

Service(s) or Committee	Name of Business	Person Responsible	Phone Number Circle Work or Cell	Delivery/ Pick up dates
Production Company			W or C	
Portable Restrooms			W or C	
Tents/Chairs/ Tables			W or C	
Generated Power			W or C	
Fencing			W or C	
Traffic Barricades			W or C	
Stage			W or C	
Sounds/Lighting			W or C	
Security			W or C	
Golf Carts/Mobile Transportation			W or C	
Sanitation			W or C	
Carnival Rides/Inflatable Amusements			W or C	
Medical Services			W or C	
Cleaning Crews			W or C	
Other (Please specify)			W or C	



THIS DOCUMENT MUST BE SUBMITTED 15 BUSINESS DAYS PRIOR TO THE EVENT START DATE.

SPECIAL EVENT PARKING AGREEMENT

Applicant is responsible for obtaining authorized approval for the use of parking on private property

Name of Event:

Event Dates/Times:

READ BEFORE SIGNING:

- By signing my name below, I hereby declare I have legal authority over the private parking area/lot for my stated business.
- By marking "Approve", I hereby authorize the use of said parking area/lot by the special event applicant for the purpose of special event parking by event attendees.
- By marking "Disapprove", I hereby deny the use of said parking area by the special event applicant for the purpose of special event parking by attendees.

As the authorized person I hereby ☐ **Approve** ☐ **Disapprove** of event parking at my business.

Business _____ Address: _____ Name: _____
_____ Phone _____ Number: _____
Name and _____ Title _____ (PRINT): _____

As the authorized person I hereby ☐ **Approve** ☐ **Disapprove** of event parking at my business.

Business _____ Address: _____ Name: _____
_____ Phone _____ Number: _____
Name and _____ Title _____ (PRINT): _____

As the authorized person I hereby ☐ **Approve** ☐ **Disapprove** of event parking at my business.

Business _____ Address: _____ Name: _____
_____ Phone _____ Number: _____
Name and _____ Title _____ (PRINT): _____

As the authorized person I hereby ☐ **Approve** ☐ **Disapprove** of event parking at my business.

Business _____ Address: _____ Name: _____
_____ Phone _____ Number: _____
Name and _____ Title _____ (PRINT): _____

As the authorized person I hereby ☐ **Approve** ☐ **Disapprove** of event parking at my business.

Business _____ Address: _____ Name: _____
_____ Phone _____ Number: _____
Name and _____ Title _____ (PRINT): _____



SPECIAL EVENT PERMIT FEES

Application Fees

Application Fee for Special Event 60+ days prior to event	\$25
Late Fee Application Submittal 59 days prior to event	\$50

Other Required Licenses and Permits

Fire Safety Inspection (generators, tents, propane, etc)	\$54
Health Inspection (food inspection, etc)	\$30

Miscellaneous Fees (as required by the Special Event Permit)

Police Officers (3 Hour minimum) Fees will vary based on the following:

- o Rankings
- o Profit Vs Non Profit Organization Rates
- o Traffic Duty
- o Road Closures
- o Special Duty Officers Needed
- o # of Crossing Guards

Please Contact the Police Chief for an estimate

Special Garbage/Recycling Pickup
Set up/Clean Up, Additional Work
Staff:

\$500

Varies between \$250-\$1,000

Fees: hourly and vary at minimum (2 hour minimum call-in) and worst case scenario of 2 foreperson, together, you can assume: (2 workers) X (2 hours [minimum call-in time]) X (1.5 [Stand-by/ Overtime Rate]) x (\$36.87 [Foreperson Hourly Rate]) = 2 x 2 x 1.5 x \$36.87 = \$221.22 (minimum Fee for Standby/ weekend Crew)

Please Contact DPW for an estimate

Additional fees may be applied to the event promoter to recover unexpected out of pocket fees incurred by the Borough of Glen Rock that may not be listed above.

Events must be paid in full unless an invoice for services was previously agreed to by the Borough when the permit was issued. Payments not received in full may cause cancellation of the scheduled event or prevent future permit approvals.