

# GATHER EVENT PERMIT

Must be submitted a minimum of 30 days prior to event.  
This permit must be filled out by any person conducting an event at the City-owned Gather property.

Permit # \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_  
\_\_\_\_\_

Event Time: *Be sure to account for set-up and clean-up*

From \_\_\_\_\_ am/pm

To: \_\_\_\_\_ am/pm

Available Equipment  
(please indicate what you would like to use)

[200] Black Folding Chairs: \_\_\_\_\_

[15] 60"rd tables: \_\_\_\_\_

[10] 30" High Cocktail Tables: \_\_\_\_\_

[15] 8'x30" Banquet Tables: \_\_\_\_\_

Cleaning deposit of \$100 included with application? Yes \_\_\_ No \_\_\_

See attached fee schedule for necessary fees. Is your 50% nonrefundable fee included with this application? Yes \_\_\_ No \_\_\_

The balance of your fees are due no later than 7 days prior to the start of your event. No exceptions.

Title of Event: \_\_\_\_\_

Name of Applicant and Organization: \_\_\_\_\_  
\_\_\_\_\_

Is your organization a registered NJ nonprofit located within the boundaries of the City of Woodbury? Yes \_\_\_ No \_\_\_

Address: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Contact info/day of event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

**Insurance Certificate Provided** (attach to application): Yes \_\_\_ No \_\_\_

*Don't have insurance and need to buy at a discounted rate? Consider the TULIP program (Tenant Users Liability Insurance Policy) offered through the City's Joint Insurance Fund- <https://tulip.onebeatoneentertainment.com/e/tulip.apply.aspx>. Use the City of Woodbury Venue ID Code (GNTI-910) and follow the instructions on the website. They will provide you with an insurance certificated after submission of information and payment.*

### INSURANCE REQUIREMENTS:

*Additional Insured on Insurance Certification must name the following "City of Woodbury including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers." Insurance Cancellation Notice must read as follows: "It is understood and agreed that sixty (60) days advance written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change in Coverage will be mailed to: City of Woodbury Park Permits, P.O. Box 180, Woodbury, NJ 08096. "The Gather Facility User shall not be allowed access to the facility until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality."*

### DO YOU NEED ADDITIONAL PERMITS?

Are you holding a **Raffle, Bingo or 50/50**? Yes \_\_\_ No \_\_\_

*You must contact the City Clerk (856) 845-1300 x 125*

Are you serving or selling **alcohol**? Yes \_\_\_ No \_\_\_

*You must obtain a Social Affairs permit from the Department of Alcoholic Beverage Control. An additional \$50 fee is required pursuant to Chapter 55-10 of the Woodbury City Code to cover costs of application review.*

Will you be selling **food**? Yes \_\_\_ No \_\_\_

*You must obtain a permit from the NJ Department of Health. Food is not permitted to be prepared at the GATHER structure.*

Please return all Special Event Application requests to: [cswanson@woodbury.nj.us](mailto:cswanson@woodbury.nj.us)

or fax to: 856-845-1309 or mail to: City of Woodbury, Special Events Permits, PO Box 180, Woodbury, NJ 08096

## **Instructions and Requirements**

The City of Woodbury requires at least one (1) month/30 days prior notice depending upon the size of the event, to complete the permit. The permit is sent to various city departments for approval.

The cost of the permit is detailed in Ordinance No. 2211-14 under Chapter 141 Peddling and Soliciting D. 5. A copy of the Ordinance is attached.

All non-profit organizations making application must provide a copy of their tax exempt status with their federal tax ID number.

The City Administrator, the Community Service Coordinator and the Chief of Police (if alcohol is being served) make the final approval to all Special Event Application requests.

### ***INSURANCE REQUIREMENTS:***

*Additional Insured on Insurance Certification must name the following:*

*“City of Woodbury including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers.”*

*Insurance Cancellation Notice must read as follows:*

*“It is understood and agreed that sixty (60) days advance written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change in Coverage will be mailed to: City of Woodbury Park Permits, PO Box 180, Woodbury, NJ 08096. The Facility User shall not be allowed access to the facility until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality.”*

### **ADDITIONAL PERMITS/APPROVALS REQUIRED**

*Please contact the Administrative Assistant at 856-845-1300 x121 to obtain the following permit applications:*

- a. Food –Preparation / Sales and/or Distribution
- b. Alcohol – Consumption / Sales and/or Distribution
- c. Gambling / Casino Games / Raffles / 50/50

*Please contact the Police Department at 856-845-0065 for the following:*

- a. Alcohol permit

**\*NOTE:** *If you require street closings or will be obstructing, delaying or interfering with normal flow of pedestrian or vehicular traffic, you are required to make proper notice to all business and homeowners that will be affected by your event.*

## NOTICE TO COMMUNITY

It is recommended that you notice the community about your event, if the event is open to the public. You must provide a copy of that notice a minimum of three (3) weeks prior to the event to the Administrator's office, the City's Clerk and the City's Community Service Coordinator. All notices to the public, residents and business owners affected by the event must be distributed at least two (2) weeks prior to the event.

## FOOD SERVICE

If your event includes food, you must contact the Community Service Coordinator to find what permits will be needed for the event. Please indicate on your permit application the type of food service you are planning:

- Free food to participants
- Food booths with food sales
- Food cooked off site and brought in
- No food is to prepared within the Gather building

You must also indicate if you are using:

- Sterno

## INSURANCE

Before the final permit can be approved, all the proper insurance documents must be received and approved by the City's solicitor and Emergency Management Team.

## PERMIT CONDITIONS

Upon issuance of a permit, a number of "conditions" will be listed as part of your permit. These conditions must be followed during the course of your event. These conditions are required by law to be adhered to by the permit holder and any vendors or subcontractors involved in the event. Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citation(s), fines and denial of future permit applications.

## FEE STRUCTURE

DAY	RENTAL FEE	MINIMUM	CLEANING DEPOSIT	PAYMENT SCHEDULE
SUNDAY - THURSDAY	\$25/hour (maximum \$200)	3 hours	\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.
FRIDAY - SATURDAY	\$50/Hour (maximum \$300)	4 hours	\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.
WEEKLY RENTAL (5 or 7 day) WEEKEND RENTAL (F/Sat., Sat./Sun.)	\$100/Day (5-7 day rental)  \$250/Day (2-day rental)		\$ 100.00	50% non-refundable rental fee deposit with accepted application. Balance of rental fee and cleaning deposit due 7 days prior to event date.

- Registered NJ non-profit organizations located within the boundaries of The City of Woodbury, including Woodbury Public Schools, County Government, and non-profit associations WILL NOT be responsible for a use fee but, MAY be responsible for a cleaning deposit.
- Fee Schedule: includes use of building and grounds. All fees and deposits are subject to change at any time.

*I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restrictions and conditions of the permit when issued. I hereby acknowledge responsibility for penalties associated with non-compliance with the permit conditions, whether or not I am present at the time of the violation. \_\_\_\_\_(Initials)*

*I hereby certify the foregoing statements to be true and correct and agree to defend, indemnify and hold harmless the City of Woodbury, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events, and or criminal prosecution.*

*Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citation(s), fines and denial future permit applications.*

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amount Rec'd \_\_\_\_\_ Method of Payment:  Cash  Check

Attachments/Permits rec'd: \_\_\_\_\_

**PLEASE NOTE:** Permit must be in the possession of person/organization using facility, and it shall be presented for verification at the time of facility use, when requested. **RAIN DATES MUST BE RESCHEDULED.** If schedule changes, or if a scheduled date is not used, please contact [ParkPermits@woodbury.nj.us](mailto:ParkPermits@woodbury.nj.us) to notify the City.

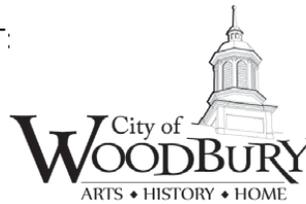
**THIS PERMIT IS NOT TRANSFERABLE.** Fire permit must be obtained from the Fire Marshal when appropriate at (856) 845-0066. Do not park vehicles on grassland. Obey noise ordinances. Life jackets must be worn in boats. You and/or your organization are responsible for cleaning up area covered by this permit, and subject to fines if cleanup not performed.

For City Use					
Rcvd:	Appvd:	Dist:	(F,PD,PW,Cst,Admin)	Ins Cert: Y N	Inflat: Y N
Rain:	PWEquip: Y N	Council Mtg: N Y:			

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KEEP THIS PERMIT WITH YOU THE DAY OF THE EVENT:

PERMIT #: \_\_\_\_\_



ISSUED TO: \_\_\_\_\_

EVENT: \_\_\_\_\_

DATE(S) APPROVED: \_\_\_\_\_

\_\_\_\_\_  
MUNICIPAL APPROVAL

\_\_\_\_\_  
DATE ISSUE