



# SPECIAL EVENT PERMIT

**Must be submitted a minimum of 30 days prior to event.**

*This permit must be filled out by any person or non-profit organization conducting a special event on City owned property.*

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

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

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

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

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

Check all that apply:

- Block Party
- Festival
- Fundraiser
- Sidewalk Sale
- Concert
- Parade
- Race/Walk
- Water Activity
- Other \_\_\_\_\_

Location:

PARK

*Indicate on a separate sheet and attach to this permit, the specific park(s), waterway, and/or field(s) being requested, the exact address and a schedule of usage.*

CITY

FACILITY/BUILDING

*Indicate on a separate sheet and attach to this permit, the specific building, the specific room(s), the exact address and a schedule of usage.*

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

Location of Event: \_\_\_\_\_

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

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

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

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

Estimated Attendance: \_\_\_\_\_ Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

Admission Fee? \_\_\_\_\_ Site Plan Attached? \_\_\_\_\_ Open to the Public? \_\_\_\_\_

Street Closure? \_\_\_\_\_ If yes Which Street(s) \_\_\_\_\_

Will there be:  Tents  Banners  Stage(s)  Generators\*  Inflatables

Please provide details:

\*Use of Generators must be approved by the City Fire Marshall.

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

**DO YOU NEED ADDITIONAL PERMITS?** (See pg. 4 for more information)

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.*

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

*You must obtain a permit from the NJ Department of health.*

Will **food be prepared** at the event? Yes \_\_\_ No \_\_\_

*If you intend to use propane, charcoal, or sterno's, you must contact the Woodbury Fire Marshall at (856) 845-1300 x 303*

**Please note:** copies of any additional permits you may require need to be attached to this form.

Please return all Special Event/Park Permit 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

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 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) Site Plan: Y N 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 ISSUED

# **Woodbury's Special Event**

## **Application Instructions and**

## **Requirements**

Special Event application requests are made primarily for events that require the use of City Property, including parks, City streets, and sidewalks. 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.

### **SPECIAL EVENTS THAT REQUIRE A PERMIT**

The following is a list of special events that will require the Woodbury Special Event Permit. This includes but is not limited to the following:

1. Outdoor concerts/dances/sporting events outside of the school district
2. Circuses, carnivals, fairs and festivals
3. Farmer's Markets/ Organized or sponsored Car/Boat Shows
4. Walks, runs, athletic, bicycle and vehicle races and rides
5. Sidewalk sales, Parking lot sales
6. Auto dealer sales events that include barbecues, tents, canopies, special signage
7. Fireworks display
8. Street fairs, craft shows
9. Car washes whereby the public is encouraged to attend
10. Outdoor amplified sound
11. Any event taking place on the surrounding waterways
12. Any event that obstructs, delays or interferes with normal flow of pedestrian or vehicular traffic

The City Administrator along with the Chief of Police 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 City Clerk at 856-845-1300 x125 to obtain the following permit applications:*

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

*Please contact the Fire Marshal at 856-845-1300 x 303 to obtain the following permits and/or approvals:*

- a. Food –Grills, Propane, Charcoal, Open Flame
- b. Tent/Sage Set up
- c. Electrical/Generator use and or hook up
- d. Emergency Management Plan

*Please contact the Public Works Department at 856-853-0892 for the following:*

- a. Street Cleaning
- b. Trash receptacles
- c. Trash removal
- d. Street Closures – barricades and postings
- e. Port-A-Potties

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

- a. Street Closure approvals
- b. Street Closure – barricades and postings
- c. Site Plan / Route Maps – approval
- d. Emergency Management Plan
- e. Alcohol permit

*Please contact the Construction Department at 856-845-1300 x 132 for the following:*

- a. Site Plan / Route Map approval
- b. Emergency Management Plan
- c. Tent/Stage Set Up
- d. Electrical/Generator use and or hook up
- e. Port-A-Potties

**\*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. You must provide a copy of that notice a minimum of three (3) weeks prior to the event to the Administrator's office, and the City Clerk. 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.

## **SITE PLAN AND OR ROUTE MAP**

To ensure proper review of your event, it is required that you submit a site plan for the event. This applies to all events including moving routes and fixed venues. Your site plans will allow us to provide the proper information to all our emergency personnel and determine what permits or inspections must take place. It will also help us with the Homeland Security application if that is necessary. A detailed narrative should also be included with the site plan submission. Please include in the site plan:

- An outline of the entire event venue including all street names and/or areas that are part of the venue, include the direction of the travel if it is a moving event.
- Location of the fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision for a minimum of twenty foot emergency access lanes through the event venue.
- Location of first aid facilities and ambulances.
- Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking arenas, trash containers and dumpsters and other temporary structures.
- Detail of food booths and cooking area configurations.
- Placement of vehicles and/or trailers.
- Exit location for outdoor events that are fenced or within tent or ten structures.
- Identification of all event components that meet accessibility standards.
- Parking and shuttle plan.
- Other related components not listed above.

## **TRAFFIC PLAN**

If there are any road closures associated with your event, a detailed traffic plan is required. This detailed plan shall include all the routing or rerouting plans for traffic, the placement/location of barricades, signs, police or volunteer locations. If the event is a run and/or race, the plan must also include the route of the run and/or race. The traffic plan must be signed off by the chief of police.

## **TRASH REMOVAL**

Trash removal must be discussed with the Woodbury Public Works Department at least one (1) month prior to the event to coordinate how you plan to pick up and remove trash generated by the event. The Public Works Department will, in some cases, provide the proper trash receptacles for an event as long as they are given enough notice.

## **FOOD SERVICE**

If your event includes food, you must contact the Business Administrator's Administrative Assistance 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

You must also indicate if you are using:

- Gas grills
- Charcoal grills
- Electric Cooking appliances
- Propane

## **ENTERTAINMENT AND RELATED COMPONENTS**

The following must be listed in your description of entertainment:

- Musical entertainment features
- Number of stages, including height and size
- Number of performers and type of music
- Sound checks – time and dates
- Sound amplification used, yes or no
- Dancing permitted, yes or no
- Fireworks (additional permits needed)
- Signs, banners or decorations
- Lighting
- Pyrotechnics or special effects

## **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.