

# Application

## Special Event(s) Permit

City of Woodbury Events Department

33 Delaware Street, Woodbury, NJ 08096

Phone: (856) 845-1300 ext. 121 / Email: [lmcilvaine@woodbury.nj.us](mailto:lmcilvaine@woodbury.nj.us)

### Check All That Apply

Event Type	Selection
Block Party	
Concert	
Festival	
Fundraiser	
Parade	
Race / Walk	
Sidewalk Sale	
Water Activity	
Other	

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

*This permit must be filled out by a person or non-profit organization conducting a special event on City owned property. The last page of the permit needs to be signed in order to be considered for approval.*

**IF 'Other' selected, Provide a description:**

### Event Information

### Office Use Only

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

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

Date(s) of Event: \_\_\_\_\_ Event Time (Include setup/cleanup) Start: \_\_\_\_\_ End: \_\_\_\_\_

Location: Park ☐ City Facility/Building ☐ Location(s) Name(s): \_\_\_\_\_

Location(s) Address(s): \_\_\_\_\_

Applicant Name & Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Info Day of Event: \_\_\_\_\_

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

Admission Fee: Yes ☐ Fee: \$ \_\_\_\_\_ No ☐ Open to Public: Yes ☐ No ☐

Street Closure: Yes ☐ No ☐ IF Yes, which streets?: \_\_\_\_\_

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

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

\*Please Provide more details here:



## Site Plan Drawing

Please use the space below to draw a site plan of your event with specific details of setup, relative location, etc. or attach a copy. Please reference pg. 5 below for more information on what should be included in the site plan.

## Insurance

Insurance Certificate Provided (Attach to application): Yes ☐ No ☐

Don't have insurance? Consider the Gather Guard Administrator. Website: [gatherguard.com](http://gatherguard.com). Email: [gatherguard@intactinsurance.com](mailto:gatherguard@intactinsurance.com). Phone: 844-747-6240. They will provide you with an insurance certificate after submission of information and payment.

## Additional Permits See pg. 4 for more information.

\*Yes ☐ No ☐ Holding a raffle, Bingo or 50/50? \*Must contact the City Clerk at (856) 845-1300 Ext. 146.

\*Yes ☐ No ☐ Are you serving/selling alcohol? \*Must obtain a Social Affairs permit from the Dept. of Alcoholic Beverage Control.

\*Yes ☐ No ☐ Will you be serving/selling food? \*Must obtain a permit from the NJ Dept of Health.

\*Yes ☐ No ☐ Will food be prepared at the event? \*If you intend to use propane, charcoal or sternos, you must contact Jamie at the Gloucester County Fire Marshall's Office (856) 307-7912.

**\*\*Stewart Lake Park concession stand** restroom permit: \$75.00 refundable deposit required prior to event. Deposit will be returned once restrooms are inspected after event.

**Please return all Special Event / Park Permit application requests to one of the following options:**

- **Email to:** [lmcivaine@woodbury.nj.us](mailto:lmcivaine@woodbury.nj.us)
- **Fax to:** (856) 845-1309 or
- **Mail to:** City of Woodbury, Special Events Permits, Attn: Liz McIlvaine  
Events Coordinator 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: \_\_\_\_\_

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 [lmcilvaine@woodbury.nj.us](mailto:lmcilvaine@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) 307-7912. 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.

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KEEP THIS PERMIT WITH YOU THE DAY OF THE EVENT:

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

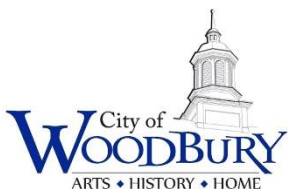
ISSUED TO: \_\_\_\_\_

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

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

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

\_\_\_\_\_  
DATE ISSUED



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## 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 Clerk, Events Coordinator along with the Chief of Police makes 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 Attn: Events Coordinator, 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:

The permits/approvals below are IN ADDITION TO the Special Event Permit. Please contact the Departments below regarding additional permits/approvals AFTER you have submitted your Special Event Permit.

**Please contact the City Clerk at 856-845-1300 x146 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
- d. Tent/Stage Set up

**Please contact the Fire Marshal at 856-307-7912 to obtain the following permits and/or approvals:**

- a. Food –Grills, Propane, Charcoal, Open Flame
- b. Food Trucks
- c. Tents over 900 sq. ft./Stage Set up

- d. Electrical/Generator use and or hook up
- e. 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

**\*\*Stewart Lake Park concession stand restrooms** require a permit from City Hall. There is a \$75.00 refundable deposit required prior to the event. Deposit will be returned once restrooms are inspected after event. \*\*

**\*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. Any closures involving state or county owned streets will require additional processing time and approvals.

#### **NOTICE TO COMMUNITY:**

It is recommended that you notify 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 Events 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 or trucks 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.