

# TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889



## NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION

### PERMIT INSTRUCTIONS:

Complete the checklist and event application document in full and submit to the Township Clerk at least **45 days prior to the event**. Failure to submit a completed checklist and associated application documents at least 45 days prior to the event will result in a \$100 late fee in addition to the required application fee.

**Please Note:** Incomplete applications will not be processed. Please review the application checklist carefully and submit all required items for your event type.

### APPLICATION REVIEW PROCESS & OTHER COSTS:

Upon review of your event, it may be determined that Township support staff and/or emergency services will be required. The event organizer is responsible for these costs and will be required to establish the proper escrow accounts for same prior to the event. Consequently, prior to issuance of a permit, the event organizer will be made aware of the requirement for Township support staff and/or emergency services and provided a cost estimate for review, The applicant must provide written confirmation accepting these costs and escrow account requirements before final approval of the special event will be issued.

### PERMIT APPROVAL:

Approval of the event, along with any conditions or approval, will be confirmed in writing by memo from the Twp. Clerk to the event organizer listed following review and approval by the Township Committee at a regularly scheduled meeting. The Township Committee's Meeting Schedule can be found here: <https://www.readingtontwpnj.gov/agendas-minutes-videos>

### Application Checklist

<input type="checkbox"/> Included	Completed Application Checklist	
<input type="checkbox"/> Included	Completed & signed Application Form	
<input type="checkbox"/> Included	Application Fee(s): <input type="checkbox"/> Special Event Permit Fee - \$125 <input type="checkbox"/> Late Fee- \$100 (If submitted less than 45 days before event) <input type="checkbox"/> Special occasion event on preserved farmland that has received approval from the State Agriculture Development Committee (SADC) - \$50	
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Event Site Plan detailing the site layout & all items required by your event type
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Road race route plan with all directional signage & course marked
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Statement of Special or Unusual Requirements that may be created by virtue of the event
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Copy of any approved additional permits required as part of this event
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	If this is a reoccurring or annual event previously approved by the Township, please include a copy of your last Special Event Approval with this application.
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	County Authorization for events taking place on County Roads or properties
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Copy of written request to Twp. Committee for street closing & map depicting area of closure <i>Please note: It shall be the responsibility of the applicant to provide written notice to all impacted property owners at least 10 days prior to the event date. Impacted parties may include property owners in close proximity to the event, properties located along the portion of the street(s) to be closed, and any other parties identified by the Township during review.</i>
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Certificate of Insurance or Surety Bond Information <input type="checkbox"/> Check here if a current annual Certificate of Insurance is already on file with the Township.
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Completed, signed, Hold Harmless Agreement in favor of the Twp. of Readington <input type="checkbox"/> Check here if a current annual Hold Harmless Agreement is already on file with the Township.

# NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION

## APPLICATION FORM

**Form Instructions:** Complete all application questions. Please indicate "N/A" to items not applicable to your event type

### Event Organizer/Applicant Information

Are you representing an organization sponsoring the event?  No  Yes (Include organization information below)

Organization's Name:

Event Organizer:

*\*Please be aware that all correspondence on the review and approval of this application will be directed to the event organizer listed here*

Event Organizer's Address:

Event Organizer's Phone:

Work:

Cell:

E-mail:

Point of contact on-site during the event?

Name:

Cell:

E-mail:

Alternative/emergency contact on-site during the event:

Name:

Cell:

E-mail:

Name of Event:

Type of Event:

Location of Event:

Date(s) of Event:

Rain date:

The event is:

- Private (by invitation only)
- Free & open to the public
- Entry by participation or registration fee
- Entry by admission fee, parking fee, or ticket
- Other:

Is this a reoccurring or annual event previously approved by the Township?

No  Yes\*

\*If yes, please provide a copy of your most recent Special Event Approval with this application & the date of the last event below.

Last event date:

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Hours of event:	Start:	Finish:	<i>(Advertised event timeframe)</i>
Total time on-site:	Start:	Finish:	<i>(Includes set-up and clean-up time)</i>
The event entertainment is:	<input type="checkbox"/> Live music/performances <input type="checkbox"/> Recorded music/performances <input type="checkbox"/> Announcer/auctioneer/MC/host <input type="checkbox"/> No amplified music, sound, or entertainment <input type="checkbox"/> Other:		
Hours of any entertainment types noted above:	Start:	Finish:	
<b>Total number of anticipated attendees:</b> <i>(Include the event organizers, staff, volunteers, and attendees in this total)</i>	<b>Is Township Support Staff being requested for this event?*</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		
	<i>*Complete details for traffic control and security must be provided subject to review/recommendation by the Twp. of Readington Police Department</i>		
	Police:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	EMS:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Fire:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Public Works/Roads:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Other: (Specify)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
<b>Are street(s) to be closed for the event?</b>  <input type="checkbox"/> No <input type="checkbox"/> Yes	Street name(s): Street number range: <i>(If less than entire length of street)</i> Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if County Road <input type="checkbox"/> <i>(Attach approval from the County)</i>  How will written notice to impacted parties be provided?  <input type="checkbox"/> Hand delivery <input type="checkbox"/> Certified mail <input type="checkbox"/> Mail		

## **NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION**

### **Event Activities\***

***\*Please note: The proposed location of all event activities noted below must be shown on your Event Site Plan document. An example Site Event Plan is included in this application packet for reference.***

Will alcohol be served, sold, or sampled at this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will cooking be done on premises for this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes* *If yes, food preparation method:
Will food trucks be present at this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will rides, inflatables, or amusements be present at this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will there be fireworks or other pyrotechnic displays at this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Will there be tents at this event?	<input type="checkbox"/> No <input type="checkbox"/> Yes* *If yes, tent size(s):
Will there be on-site signage, banners, or other displays?	<input type="checkbox"/> No <input type="checkbox"/> Yes* *Type and size(s):
Will there be generators at the event?	<input type="checkbox"/> No <input type="checkbox"/> Yes

### **Event Logistics & Safety\***

***\*Please note: The following items should be noted on your Event Site Plan as appropriate. An example Site Event Plan is included in this application packet for reference.***

What provisions are being made for traffic and parking? (Please note planned ingress & egress locations, parking areas, directional signage, parking pay stations and any other relevant information on your Event Site Plan)
What provisions are being made for crowd control and security?
What provisions are being made for first aid and fire emergencies? (Please note the location of emergency services on your Event Site Plan.)
What provisions are being made for additional restrooms/port-a-john facilities? (Please note locations of restrooms/port-a-john facilities on your Event Site Plan.)

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What provisions are being made for the collection and removal of litter and recycling generated by the event? (Please note the location of garbage /recycling receptacles/dumpsters on your Event Site Plan.)

**SIGNATURE REQUIRED**

By signing this application, the event organizer/applicant acknowledges that the issuance of a special event permit does not obligate or require the Township of Readington to provide Twp. services, equipment, or personnel in support of the event.

The Township will provide a cost estimate prior to issuance of the permit if it is determined that Township support staff and/or emergency services will be required.

**Signature:**

\_\_\_\_\_

**Print Name:**

\_\_\_\_\_

**Affiliation with Applicant (if applicable):**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION

### EXAMPLE- EVENT SITE PLAN

#### CONSIDERATIONS:

- Approximately 240 cars can be parked on 1 acre of space
- Use hay bales and traffic cones to channel pedestrian and motor vehicle traffic
- Rent sign boards and portable lights for safety
- Hire off-duty police officers for traffic management/security



## NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION

### **Additional Event Permit Guidance**

The event organizer/applicant is responsible for obtaining any additional permits required by the Twp. of Readington in conjunction with this event. Please review the permit types below and contact the individual departments directly to obtain additional information and required application documents.

CONSTRUCTION/BUILDING DEPT. PERMITS	RECREATION PERMITS	BOARD OF HEALTH PERMITS
<b>Webpage:</b> <a href="https://www.readingtontwpnj.gov/departments/construction-code-office">https://www.readingtontwpnj.gov/departments/construction-code-office</a> <b>Phone: 908.534.2164</b>	<b>Webpage:</b> <a href="https://readingtonrecreation.org/">https://readingtonrecreation.org/</a> <b>Phone: 908.534.9752</b>	<b>Webpage:</b> <a href="https://www.readingtontwpnj.gov/boards-committees/bd-of-health">https://www.readingtontwpnj.gov/boards-committees/bd-of-health</a> <b>Phone: 908.534.4051 x 234</b>
<input type="checkbox"/> Generators  <input type="checkbox"/> Mechanical Equipment  <input type="checkbox"/> Platforms/Stages/Scaffolding  <input type="checkbox"/> Tents  <input type="checkbox"/> Heaters	<input type="checkbox"/> Park Facility Use	<input type="checkbox"/> Food Concessions/Food Trucks  <input type="checkbox"/> Portable Toilets  <input type="checkbox"/> Animals

MUNICIPAL CLERK PERMITS	FIRE PREVENTION PERMITS
<b>Webpage:</b> <a href="https://www.readingtontwpnj.gov/departments/clerk">https://www.readingtontwpnj.gov/departments/clerk</a> <b>Phone: 908.534.4051 x223</b>	<b>Webpage:</b> <a href="https://www.readingtontwpnj.gov/departments/fire-prevention">https://www.readingtontwpnj.gov/departments/fire-prevention</a> <b>Phone: 908.806.6100</b>
<input type="checkbox"/> Raffles/Games of Chance  <input type="checkbox"/> Alcoholic Beverage*	<input type="checkbox"/> Fireworks/Pyrotechnics  <input type="checkbox"/> Grills/open flame cooking  <input type="checkbox"/> Food Trucks  <input type="checkbox"/> Open burns  <input type="checkbox"/> Tents