



SPECIAL EVENTS APPLICATION

for Publicly Owned Property

Egg Harbor Township
3515 Bargaintown Road
Egg Harbor Township, NJ 08234

CHECKLIST

Required information for initial submittal, applications **will not** be accepted without the applicable information.

- 1. The attached Special Events Application must be completed and submitted to the Office of Township Clerk at least FOUR (4) weeks prior to the scheduled event. However, if you will be having fireworks at your event, all requirements must be submitted SIX (6) weeks prior to the scheduled event.
- 2. A scaled drawing to include area indicating exact location of event with square footage being utilized clearly identified. If a tent or any other temporary structure is being used, dimensions must be provided. If a permit (electrical, plumbing, building, tent, etc.) is required, an application must be submitted to the Department of Inspections and Department of Fire Inspections for their issuance. (Permits are necessary for tents and temporary structures). Approval must be received from the Police Department for traffic control, traffic patterns, pedestrian safety, and event safety and security. The Police Department will determine the level of traffic control and security which is necessary. If police presence is necessary at the event, the sponsoring organization shall bear the responsibility for the cost.
- 3. An Insurance Certificate shall be furnished to the Township naming the Township of Egg Harbor, its elected officials, officers, agents, servants, and employees as "Additional Insureds" on the General Liability policy. In addition the Certificate must include evidence of insurance with minimum limits for the following:

*General Liability	\$1,000,000 per occurrence \$2,000,000. aggregate
Automobile Liability	\$1,000,000. per accident
Workers Compensation	NJ Statutory
Umbrella Liability	\$5,000,000. **

*General Liability must include Products/Completed Operations and Personal Injury Liability

Insurance carriers used for the Special Event must have an AM Best rating of B+ or higher.

** Subject to change upon review of Township's Risk Manager. **Needed from the applicant and each commercial vendor.**

Applicants can obtain a low cost insurance policy through the Tenant Users Liability Insurance Program (TULIP) by requesting a brochure or calling 1-800-507-8414

- 4. If permission is being sought to close a municipal street in Egg Harbor Township, an Application for Special Event/Street Closing Permit (form attached) must be completed and returned to the Office of the Township Clerk.
- 5. If permission is being sought to close a county road in Egg Harbor Township, an approval by the Atlantic County Board of Chosen Freeholders is required in addition to municipal approval. You must file your application with Atlantic County at least thirty (30) days prior to your scheduled event. Contact the Freeholder's Office by telephone at 609-645-5928. The Atlantic County approved application must be submitted with this application.

- 6. An Indemnification & Save Harmless Agreement (form attached) must be completed and returned fully executed. (Applicant is responsible to duplicate and obtain, prior to the event). **Needed from the applicant and each commercial vendor**

- 7. Additional forms are required for Fireworks Displays and Carnival and Amusement Rides. These forms are available at the Office of the Township Clerk. (Applications must be submitted SIX (6) weeks prior to the event.)

ADDITIONAL INFORMATION

If food will be served or sold at the event; you must verify food handling, preparation and distribution complies with the Atlantic County Division of Public Health, 201 S. Shore Road, Northfield New Jersey 08225, (609) 645-5971 ext. 4367. Scheduled inspections may be needed.

The Township reserves the right to impose any other conditions which may be warranted due to the nature of the event.

The organization sponsoring the event will be responsible to see that the areas which were used are cleared of any trash, debris, etc.



SPECIAL EVENTS REGISTRATION

APPLICATION

Name of organization or individual _____

Federal identification number _____

Address of organization or individual _____

Person in charge of event _____

Address of person in charge of event _____

Telephone number () *Unlisted* _____

Cellular number () *Unlisted* _____

Email address _____

Date(s) of event _____

Location of event _____

Purpose of event _____

Describe in detail the activities to be conducted at the event _____

Is there going to be a **fireworks** display? YES ____ NO ____

Is there going to be **amusement rides**? YES ____ NO ____

Is there going to be a **rock climbing wall**? YES ____ NO ____

Is there going to be a **bouncy house**? YES ____ NO ____

Is there going to be **food served or sold**? YES ____ NO ____

Is there going to be **alcohol served or sold**? YES ____ NO ____

Name of property owner _____

Address of property owner _____

Phone number of property owner () *Unlisted* _____

Cellular number of property owner () *Unlisted* _____

Signature of Representative → _____

Date _____

Notary
Sworn and subscribed to before me this
____ Day of _____, ____.

✕ _____
Notary Public

[SEAL]

Application is Approved Denied *For office use only* Date _____

Township Clerk Signature → _____

Conditions _____



SPECIAL EVENTS REGISTRATION

INDEMINIFICATION & SAVE HARMLESS AGREEMENT

This Agreement made this ____ day of _____, _____, by

Name of Person or Organization (hereinafter "Organization/Individual")

Business Address (City/State/Zip)

Whereas Organization/Individual has applied for a Special Events Registration as follows:

Date and Time of Event _____

Location of Event _____

Purpose of Event _____

Whereas a condition of said Special Events Registration requires that Organization/Individual provide the Township of Egg Harbor with an Indemnification Agreement by which Organization/Individual is to defend, indemnify, and save harmless the Township of Egg Harbor for any claims, costs or liability which may arise as a result of the scheduled event or to be made by the Organization/Individual as well as operation of any Township vehicle, for whatever purpose, including, but not limited to motor vehicle code enforcement by the police department, plus other such necessary services including employees, officers or agents during said event;

Now, therefore, in consideration of the covenants of the terms contained herein, Organization/Individual does hereby agree as follows:

1. The Organization/Individual contemplates the above-referenced event;
2. The Organization/Individual as pertaining to Township use and operations during the event herein set forth expressly agrees to defend, indemnify and save harmless the Township of Egg Harbor from and against any and all claims, losses, damage, injury, demands, causes of action and/or lawsuits and liability however caused, resulting and arising out of or in any way connected or related to scheduled event. The Organization/Individual further agrees to include the Township as a named insured on its liability insurance coverage for the purposes set forth herein, and to provide a Certificate of Insurance or Certified Copy of the insurance declaration sheet within ten (10) days of securing same.
3. In the event of ensuing litigation wherein the Township of Egg Harbor is a named party, including any of the Township's agencies, boards, agents, servants, professionals and employees, or otherwise, Organization/Individual shall further cause to defend, indemnify and save harmless the Township of Egg Harbor including any of the Township's agencies, boards, agents, servants, professionals and employees, or otherwise, from any and all costs of litigation, including attorney's fees or other related costs incident to such litigation.
4. This Agreement shall inure to and be binding upon the heirs, the devisees, legatees, executors, administrators, Successors and assigns of the parties hereto.
5. The preambles of this Agreement are incorporated herein as though set forth herein at length.

● ● ●
Subscribed and sworn to before me this
____ Day of _____, _____.

Organization/Individual [print]

Organization/Individual Signature

Notary Public



SPECIAL EVENTS REGISTRATION



SCALED DRAWING

Please use the space at the bottom for key information

Drawing to include area indicating exact location of event with sq. footage being utilized clearly identified. If a tent or any other temporary structure is being used, dimensions must be provided. If a permit (electrical, plumbing, building, tent, etc.) is required, an application must be submitted to the Department of Inspections and Department of Fire Inspections for their issuance. (Permits are necessary for tents and temporary structures).

SPECIAL EVENTS REGISTRATION



SCALED DRAWING

Please use the space at the bottom for key information

Approval must be received from the Police Department for traffic control, traffic patterns, pedestrian safety, and event safety and security. The Police Department will determine the level of traffic control and security which is necessary. If police presence is necessary at the event, the sponsoring organization shall bear the responsibility for the cost.



SPECIAL EVENTS REGISTRATION

APPLICATION FOR STREET CLOSING PERMIT

Permission is hereby requested to close the municipal street described herein subject to the requirements of the Code of the Township of Egg Harbor, Chapter 213.

Applicant _____

Contact Person _____

Applicant/Contact Address _____

Emergency Number () Unlisted _____

Street Closure Date (s) _____

Street Closure Time _____ Street Reopen Time _____

Street Name _____

Closing Between _____ and _____

Description and purpose of street closing _____

Event Name _____

Township Clerk's Office	Police Department
Comments	Comments
Special Conditions <input type="checkbox"/> yes <input type="checkbox"/> no	Special Conditions <input type="checkbox"/> yes <input type="checkbox"/> no
Processed by _____	Detours <input type="checkbox"/> yes <input type="checkbox"/> no
Approval <input type="checkbox"/> yes <input type="checkbox"/> no	Approval <input type="checkbox"/> yes <input type="checkbox"/> no
Date _____	Date _____
Township Clerk _____	Chief of Police _____
Construction Official	Fire Inspection
Comments	Comments
Approval <input type="checkbox"/> yes <input type="checkbox"/> no	Approval <input type="checkbox"/> yes <input type="checkbox"/> no
Date _____	Date _____
Construction Official _____	Fire Official _____
Ambulance Director	Fire Chief
Comments	Comments
Approval <input type="checkbox"/> yes <input type="checkbox"/> no	Approval <input type="checkbox"/> yes <input type="checkbox"/> no
Date _____	Date _____
Ambulance Director _____	Fire Chief _____
Recreation Director	
Comments	
Approval <input type="checkbox"/> yes <input type="checkbox"/> no	
Date _____	
Recreation Director _____	

Revised: September 19, 2016