

EVENT NAME _____ EVENT DATE ____/____/____

Borough of Seaside Heights Special Event Application and Permit



Seaside Heights Contact Information:
901 Boulevard , Seaside Heights, NJ 08751
(732) 793-9100 Fax: (732) 793-0319
Application Fee: \$25.00 to be submitted with
Special Event Application and Permit
Check payable to the Borough of Seaside Heights

NOTE: The first page of this application will be returned to you as your permit. All pages must be completed in full in order to be considered. Please read the instructions on page 2.

Organization _____

Tel# _____ Cell# _____ Fax# _____ Email _____

Web site address (If event will be advertised) _____

Address _____

Contact Person _____

Tel# _____ Cell# _____ Fax# _____ Email _____

Address _____

Type of Event _____

Location of the Event _____

Schedule (List all dates and times) _____

Set-up schedule _____ Breakdown schedule _____

Rain or cancellation date(s) _____

Signature by the Borough Clerk below certifies approval of this event subject to all municipal, state, and federal ordinances, statutes, and regulations. Conditions to the approval, as indicated below are on the back of this form. Proper insurance certificates must be provided along with this application.

Hold Harmless ____/____/____ Certificate of Insurance ____/____/____ Conditions: () Yes () No

DO NOT WRITE IN THIS AREA

Approval recommended: () Yes () No By _____ Date _____

Approval Date _____ Borough Clerk _____

APPLICATION FOR EVENTS AND SPECIAL ACTIVITIES

INSTRUCTIONS: This application must be completed in full and submitted at least 30 days prior to your event.

All questions on this application must be fully answered. If a question does not apply to your event, write "N/A" in the space provided. If you need more room for an answer, attach a separate piece of paper and reference this addition on the application. TYPE or PRINT YOUR ANSWERS. In order to expedite the processing of this application, attach any diagrams and schedules that you feel would help those reviewing the application. If this event is a walk, run, or race, attach a map showing the route, and start and finish locations and including distances. Note: Neighboring municipalities may need to be notified. **Please note that vehicles will not be allowed on the Beach and Boardwalk and no distribution of printed materials are allowed on our Beach or Boardwalk.**

APPLICATIONS WILL NOT BE ACCEPTED UNLESS THERE IS A SCHEDULE OF EVENTS ATTACHED. It is understood that schedules may change between the time of your application and the actual event. It is your responsibility to inform the Borough of Seaside Heights of any proposed changes to the original schedule submitted and receive approval for the changes.

A HOLD HARMLESS AGREEMENT must be completed and RETURNED WITH THIS APPLICATION along with the **PROPER CERTIFICATE OF INSURANCE**. Applicant will provide a certificate of insurance in the amount of \$1,000,000 naming the Borough of Seaside Heights, 901 Boulevard, Seaside Heights, NJ 08751, as both certificate holder and additional insured, and in the description box of the certificate of insurance, the date/dates of event must be listed. This Certificate of Insurance must be delivered to the Borough of Seaside Heights or the event will not be considered for approval.

If this event is a walk, run, or race, attach a map showing the route, and start and finish locations including distances. Note: Neighboring municipalities may need to be notified.

Type of Event _____

Rescheduling due to inclement weather will not be accommodated unless requested here.

Rain or Cancellation Policy _____

List person in charge and their cell number and on site person and their cell number:

Will equipment be on site overnight? ()Yes ()No

If Yes, please explain:

If medical assistance is needed, type of arrangements and name of contact:

If you desire any special assistance or equipment from the Borough of Seaside Heights, describe what you are requesting:

Seaside Heights Department of Public Works (trash receptacles, restrooms)

County Permit Needed ()Yes ()No

APPLICATION FOR EVENTS AND SPECIAL ACTIVITIES

Seaside Heights Police Department (streets blocked off)

What are your security arrangements? If police assistance is desired for security, escorts, crowd control or traffic control, describe the needs and your request. If you are not requesting Seaside Heights Police or in addition to Seaside Heights Police (any armed security must be approved by the Chief of Police:)

If you will have vendors or in any other way will sublet space, give particulars, including any fees that you will charge:

If there will be live music, entertainment, or the use of amplified sound, provide the details:

If you will be selling or serving food and/or alcohol, give details: **(If there will be any type of cooking, a state fire permit may be required, please call the Seaside Heights Business Improvement District, at 732-854-8000.)**

Please list all event sponsors, if sponsors are added after event approval, a revised list must be submitted to the Borough of Seaside Heights:

How will the event be promoted/advertised? (Be specific, including ad schedules; please attach an extra sheet if necessary)

Applicant Signature _____ **Date** _____

Please fill out this entire application

HOLD HARMLESS AGREEMENT
Between the Borough of Seaside Heights and

Organization Name _____ Tel # _____

Street Address (Not P.O. Box) _____

City _____ State _____ Zip _____

Organization Type (Individual, Partnership, Non-Profit Organization, Corporation, Public Entity) _____

In consideration of the use of _____

on the following date(s): _____

with a rain date(s) of: _____

for the purpose of: _____

the undersigned agrees to indemnify, and hold the Borough of Seaside Heights and its officers, agents and employees harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above, including, but not limited to, claims of any kind arising from the negligence of the Borough of Seaside Heights and/or Borough of Seaside Heights employees. I understand that this Hold Harmless Agreement also requires that the Borough of Seaside Heights is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. Unless waived in writing by the Borough of Seaside Heights, I agree to furnish a Certificate of Insurance specifically naming the Borough of Seaside Heights as Certificate Holder and as additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000.00. In order to induce the Borough of Seaside Heights to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- A. Alcoholic Beverages (_____) will (_____) will not be served.
- B. Total number of persons anticipated is _____
- C. Live entertainment (_____) will (_____) will not be provided.
- D. Other _____

Signed this day _____ day of _____ 20____
as the binding act in deed of _____

Name of Organization

Authorized Signature