



BOROUGH OF BEACH HAVEN

Special Events, Block Parties Policies and Application

300 Engleside Ave., Beach Haven, NJ 08008
(609) 492-0111 x210 Fax (609) 492-6262

Thank you for your interest in holding a special event or block party in the Borough of Beach Haven. This application is needed for special events that are open to the public, beach bonfires, or for residential block parties. Attached are the items needed to be obtained prior to the approval and issuance of a permit for your upcoming event. Please follow the application directions carefully.

Requirements and Conditions

1. Any person wishing to hold a special event, beach bonfire, or block party shall file an application and the required fees with the Borough Clerk at least **14 days prior** to the date of the event.
2. The application will be reviewed by the appropriate agencies including Police, Fire, Public Works, Borough Manager, Mayor and Council, and others as determined, to approve the use of Borough property for the event. Once all paperwork, insurance requirements and all applicable fees have been paid and submitted, a permit will be issued by the Borough Clerk's Office. You are required to have this permit onsite during the event. If your event has not been issued a permit by the Clerk's Office, **your event will not be able to occur** and your use of the property will be revoked.
3. The applicant shall comply with all applicable Borough ordinances, codes, conditions and requirements.
4. Requests for Fire and Emergency Services shall be subject to requirements and the interpretive authority and discretion of the Borough.
5. Requests for Police services shall be subject to the interpretive authority and discretion of the Beach Haven Police Department and separate fees will apply.

*Traffic & crowd control determinations will be made at the discretion of the Chief of Police or their designee. **If it is determined that your event needs traffic or crowd control, additional fees will apply. The cost of traffic and crowd control must be paid prior to your event.** If additional police are needed beyond that anticipated, you will be invoiced the difference.

6. Applicants for Special Events must provide a certificate of General Liability Insurance with the minimum combined single limit liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. The Borough may require “Liquor Liability or Host Liquor Liability” coverage be provided by the applicant. For certain uses, “Spectators”, “Athletic Participants” and/or “Sports Accident” coverage may be required to be maintained by the user.

7. Applicants for all events must provide a completed Hold Harmless Agreement indemnifying the Borough of Beach Haven.

8. No residential block party shall be conducted in such manner as to interfere with the safe passage of emergency vehicles and shall not continue for more than four (4) hours.

9. Bonfire permittees shall call the Beach Haven Police Department, at 609-492-0505, as soon as their event is over and the bonfire site has been cleaned. The police will verify that the area has been cleaned completely and is safe.

10. Banners used for your approved event may only be displayed on the Borough tennis court fence during your event.

11. Applicants may provide digital artwork to the Borough to be posted on the Visit Beach Haven website, Facebook, Instagram and Twitter. Artwork will not be created by the Borough, ads must be provided to the Borough by the applicant.

*****EVENT PERMITS WILL NOT BE ISSUED UNTIL EVERY ITEM REQUIRED IS RETURNED. THAT INCLUDES ALL PAPERWORK (INSURANCE) AND ALL FEES ASSOCIATED WITH THE EVENT. EVENTS CANNOT BE HELD UNLESS A PERMIT IS ISSUED BY THE MUNICIPAL CLERK’S OFFICE. THIS IS SEPARATE FROM THE REVIEW AND PRELIMINARY APPROVAL OF YOUR EVENT APPLICATION.**

FEES

Non-Refundable Application Fees: The non-refundable application fee is due at the time the application is submitted. Fees are as follows:

- **\$5.00 Non-Profit Organizations**
- **\$30.00 For-Profit Organizations**

FEES (CONT.)

Rental Fees: **Non-Refundable** rental fees are due once the application has been preliminarily approved.

- **\$50.00 Non-Profit Organizations:** Civic, Religious or Educational Organizations must submit a rental fee per applicant/organization per calendar year.
- **\$300.00 For-Profit Organizations:** Must submit a \$300.00 non-refundable rental fee per applicant/per calendar year.
- **\$50.00 Residential Block Party**

Park Bond/Security Deposit **\$200.00**

All applicants requesting the use of Borough property, including public restrooms, must post a \$200.00 security deposit per event. This bond is to offset any additional costs incurred by the Borough's Public Works Department to restore the area, and any public restrooms used, to their previous conditions. It also includes any extra work required to cleanup garbage improperly disposed of. The balance of the deposit shall be refundable AFTER deducting the costs of necessary restoration expenses incurred. Billing shall be on a time-and-material basis. Applicants must request, in writing, the return of their posted park bond within 30 days of the close of the calendar year in which the event was held. Damages beyond \$200.00 will be invoiced to the event coordinator. Block party applicants are not required to post a bond.

CRAFT FAIRS AND FLEA MARKETS SHALL POST A BOND PER EVENT OR OCCURANCE

Fees for Lining the Field **\$468.00**

Any applicant seeking to hold a craft fair or flea market type of event, requiring the event site to be lined by the Borough's Department of Public Works, shall be charged the above fee.

Dumpster Fees **\$150.00**

Rental of Borough dumpsters includes an additional dumpster for recyclable material at no charge. If the event requires a dumpster, it will be at the discretion of the Public Works Department as to whether the event will be required to use Borough issued dumpsters or if the event is large enough to deem necessary the use of a commercial dumpster provider. If an event is large enough to deem the use of commercial dumpsters, the receptacles must be picked up the day after the event has concluded. All commercial dumpsters used must be covered. If the receptacles are not picked up by that time, a fine will be applied until it has been picked up.

APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Please complete. ALL data MUST be provided.

NAME OF ORGANIZATION (if applicable) _____

Is this organization registered with the State of New Jersey as a non-profit organization?

YES NO

APPLICANT NAME: _____

ADDRESS: _____ CITY _____ STATE _____

ZIP CODE _____

PHONE: () _____

EMAIL: _____

CONTACT PERSON DAY OF EVENT (MUST BE ON-SITE) _____

CELL PHONE: () _____

Please submit changes in the above information to the Clerk’s Office immediately.

SPECIAL EVENT INFORMATION

TYPE OF EVENT

RUN/WALK CONCERTS BLOCK PARTY

FAIR SPORTS CAMP OTHER _____

EVENT TITLE _____

EVENT DATE (S) _____

EVENT START TIME _____ AM/PM

EVENT FINISH TIME _____ AM/PM

RAIN DATE (S) _____

NO WAVE DATE (S) _____

ESTIMATED # OF PARTICIPANTS _____ ESTIMATED # IN ATTENDANCE _____

WILL ALCOHOL BE SERVED AT THIS EVENT? YES NO

REQUESTED LOCATION:

- TAYLOR AVE. PARK (BEHIND BAY VILLAGE)
- WALSH FIELD (NEXT TO TENNIS COURTS ON PEARL STREET)
- VETERANS' PARK (BETWEEN ENGLSIDE/AMBER)
- NELSON AVE. PARK
- BEACH _____
- OTHER LOCATION _____

SET-UP DATE: _____

SET-UP START TIME: _____AM/PM SET-UP END TIME: _____AM/PM

TAKE-DOWN DATE: _____

TAKE-DOWN START TIME: _____AM/PM TAKE-DOWN END TIME: _____ AM/PM

GENERAL EVENT INFORMATION

Is this a fundraiser? Yes No

Beneficiary _____

Registration or Entrance Fee? Yes Amount \$ _____ No

Supplying your own First-Aid station? Yes No

Food concession and/or food preparation area (s)? Yes No

If YES, what type of fuel source?

Gas Electric Charcoal Propane Other _____

Will tents be utilized for this event? Yes No If yes, what size? _____How many? _____

Name of Tent Company? _____

**You must acquire a separate tent permit through the Borough's Licensing Department.
Contact Donna Marie at 609-492-0111 x 221 or dmh@beachhaven-nj.gov.**

Scaffolding, bleachers, grandstands, platforms? Yes No

Will a stage be utilized? Yes No

If YES, what are the dimensions of the stage? _____

Will there be entertainment? Yes No

If YES, what type? _____

Are vehicle(s) and/or trailers to be used? Yes No

If YES, how many? _____

Will tables and chairs be used? Yes No

If YES, how many of each? _____ tables _____ chairs

Will fencing, barriers, and/or barricades be utilized? Yes No

Does your event require electricity? Yes No

If YES, source of electricity? _____

Are street closures requested? Yes No

If YES, what streets? _____

Reason for street closure? _____

IF IT IS DETERMINED BY THE APPLICANT, CHIEF OF POLICE OR THEIR DESIGNEE, THAT TRAFFIC/CROWD CONTROL IS NEEDED, ADDITIONAL FEES ARE ASSOCIATED WITH THIS SERVICE.

Are inflatable devices being used? Amusements? Yes No

If YES, please list: _____

Supplier: _____

ADDITIONAL INSURANCE INFORMATION IS REQUIRED FOR INFLATABLES, AMUSEMENTS AND FIREWORKS. PLEASE ASK THE BOROUGH CLERK'S OFFICE FOR A LIST OF THE ADDITIONAL INFORMATION NEEDED.

Booth(s), Exhibit(s), Display(s) and/or Enclosure(s)? Yes No

Banner(s)? Yes No

Will the event be advertised? Yes No How? _____

Will you be providing a digital ad for posting by the Borough of Beach Haven? Yes No

RESTROOMS:

Applicants are permitted to utilize the Borough’s restrooms, if available. The following locations have public restrooms:

1. Taylor Ave. & Veterans’ Parks-----4 total at each location (2 men’s & 2 women’s)
2. Walsh Field/Tennis Courts & Nelson Ave. Park--2 total/location (1 men’s & 1 women’s)
3. Dock Road-----4 total (2 men’s and 2 women’s)

If your estimated event attendance is high (over 500 attendants) you will need to supplement with portable toilets. Refer to the SPECIAL EVENT PORTABLE TOILET CALCULATOR (found on page 9) to determine the correct number that you should order. If you have any questions please reach out to the Clerk’s office.

GARBAGE/RECYCLING REMOVAL

Are you requesting rental of a Borough dumpster? Yes No

Will you be removing all refuse on your own? Yes No

***ANY COMMERCIAL DUMPSTER USED DURING YOUR EVENT MUST BE COVERED. ALL GARBAGE GENERATED BY VENDORS DURING AN EVENT MUST BE DISPOSED OF PROPERLY IN YOUR DUMPSTER, NOT THE PUBLIC STREET/PARK CANS.**

REQUIRED ATTACHMENTS

1. PROOF OF INSURANCE (Special Events and Bonfire Applicants Only)

Evidence of insurance will be required with application. Applicants must provide a certificate of General Liability Insurance naming the Borough as additional insured including Products & Completed Operations Insurance with a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. The Borough may require “Liquor Liability or Host Liquor Liability” coverage be provided by the applicant. For certain uses, “Spectators”, Athletic Participants” and/or “Sports Accident” coverage may be required to be maintained by the user.

2. **HOLD HARMLESS INDEMNIFICATION AGREEMENT (All Applicants)**

An executed Hold Harmless Indemnification Agreement must be submitted with each application.

3. **IMPACTED PROPERTY OWNER’S LIST**

For Residential Block Party Applicant’s Only:

The names, signatures, addresses, telephone numbers, blocks and lots of property owners impacted where block party is proposed shall be obtained. All signatures shall indicate consent to the proposed block party, consent to the proposed street closure, and acknowledgement that all residents and their invitees shall adhere to all applicable laws, regulations and ordinances, including, but not limited to noise ordinance.

All residents involved must complete and fill out a:

**HOLD HARMLESS INDEMNIFICATION AGREEMENT FOR BLOCK PARTIES
PRESCRIBED BY THE BOROUGH OF BEACH HAVEN.**

4. **AFFIDAVIT OF APPLICATION**

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies and rules and regulations listed on this form as they pertain to the requested usage. By signing this application, the applicant agrees to follow all rules and regulations of Chapter 140 of the Borough Code. All programs and facilities of the Borough of Beach Haven are open to all citizens regardless of race, sex, color, religion, national origin or handicap.

APPLICANT’S
NAME _____ SIGNATURE _____ DATE _____

SPECIAL EVENT PORTABLE TOILET CALCULATOR

	<u>Max Attendance</u>	100	250	500	1,000	2,000	3,000	4,000	5,000	6,000	7,000
<u>Duration of Event</u>											
1 hr.		1	2	2	3	4	10	10	12	17	20
2 hrs.		1	2	3	4	8	12	16	20	27	32
3hrs.		1	2	3	5	10	15	19	24	34	38
4 hrs.		1	2	4	6	11	16	22	27	38	41
5hrs.		2	2	4	6	12	18	24	29	41	42
6 hrs.		2	3	4	7	13	18	25	31	42	46
7 hrs.		2	3	4	7	13	19	25	32	46	46
8hrs.		2	3	4	7	14	20	27	33	46	46

*This chart will give you an estimated number of restrooms you will need for your special event. If alcohol is being served, we recommend increasing the number of restrooms for your event. Please keep in mind that this is an estimate only. You may need more, or less depending on your specific needs.

For Office Use Only			
_____ Approved	_____ Denied	_____ Chief of Police	Date _____
_____ Approved	_____ Denied	_____ Borough Manager	Date _____

Hold Harmless Indemnification Agreement

The **Borough of Beach Haven**, hereinafter referred to as “**Municipality**”, hereby agrees to allow _____ [Name of Person(s) or Organizatio], hereinafter referred to as “**User**”, to use the facilities listed below:

Name and Location of **Facility(ies)**: _____

hereinafter referred to as “**Facility(ies)**” for

(State the Purpose)

on the following date(s): _____

The above User shall inspect the described **Facility(ies)** prior to the use of the **Facility(ies)** and report any defective, hazardous or dangerous conditions found at the **Facility(ies)** to:

Chris Carson 609-492-2525 at Municipality, and

User shall immediately cease the use of the **Facility(ies)** until such defective, hazardous, or dangerous conditions are remedied. After the use of the **Facility(ies)**, **User** shall immediately report to the Municipality any and all defects, hazards, damages or dangerous conditions upon or adjacent to the **Facility(ies)**.

Indemnification

User shall indemnify, save harmless and defend the **Municipality**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **Municipality**, from and against any and all claims, losses, costs, attorney’s fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **User’s** use of the named **Facility(ies)**, including all suits or actions of every kind or description brought against the Municipality, either individually or jointly with **User** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **User**, or through any negligence or alleged negligence in safeguarding the **Facility(ies)**, participants, or member of the public, or through any act, omission or fault or alleged act, omission or fault of the **User**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **User**.

Signature: _____ Print Name: _____ Date: _____



DATE: _____

TO: SHERRY MASON, BOROUGH CLERK

I REQUEST TO BE REIMBURSED FOR THE FOLLOWING:

Applicant must complete and submit this form when requesting the return of their posted park bond within 30 days of the close of the calendar year in which the event was held.

- CURB & SIDEWALK BOND
- MAINTENANCE BOND
- PILING BOND
- ESCROW (LAND USE BOARD)
- Other: _____
- DUMPSTER BOND
- PERFORMANCE BOND
- STREET BOND
- Park Bond (Event Name _____)

NAME: _____ PHONE #: _____

PROPERTY ADDRESS: _____ BLOCK/LOT: _____

CHECK MADE PAYABLE TO:

ADDRESS: _____

AMOUNT TO BE REIMBURSED:

I UNDERSTAND ALL REIMBURSEMENTS MUST BE APPROVED BY COUNCIL BEFORE A CHECK MAY BE ISSUED.

SIGNATURE: _____

*****Borough Use Only*****

DEPARTMENT HEAD: _____ DATE: _____

BOROUGH ENGINEER: _____ DATE: _____

CLERK/COUNCIL: _____ DATE: _____

CHIEF FINANCIAL OFFICER: _____ DATE: _____

RESOLUTION #: _____