



BOROUGH OF BEACH HAVEN

Special Events, Block Parties, Bonfires
Policies and Application
300 Engleside Ave., Beach Haven, NJ 08008
(609) 492-0111 x210 Fax (609) 492-6262

Special Event Requirements and Conditions

1. **When to apply:** any person or organization 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 and **no sooner than January 1st** of the year in which the event is being held.
2. **Organizations or individuals holding more than one event per year:** may be required to file a separate application and accompanying paperwork for each event. This decision is at the discretion of the administrators of the special event process.
3. **Returning organizations and individuals:** have the right of first refusal on their event dates and locations from the previous year.
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. **General Liability Insurance Requirements:** Applicants for Special Events, excluding Block Parties, 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. **Use of Facilities/Hold Harmless Indemnification Agreement:** Applicants for all events must provide a completed Use of Facilities/Hold Harmless Agreement indemnifying the Borough of Beach Haven.
8. **Compliance with Applicable Borough Ordinances:** The applicant shall comply with all applicable Borough ordinances, codes, conditions and requirements.

9. **Block Parties:** 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. Block Party permittees shall refer to the Borough Code, Chapter 174, Article II, Residential Block Parties, for more details concerning block party regulations.

10. **Bonfires:** Bonfire permittees shall call the Beach Haven Police Department, at 609-492-0505, immediately before and after their bonfire takes place. Prior to the ignition of the fire, the police will inspect the setup to ensure that the bonfire is up to code. Permittees shall also call the Beach Haven Police Department as soon as their event is over and the bonfire site has been cleaned up. The police will verify that the area has been cleaned completely and is safe prior to the permittee leaving the bonfire site. Bonfire permittees shall refer to the Borough Code, Chapter 174, Article III, Beach Bonfires, for more details concerning bonfire regulations.

11. **Use of Banners:** Banners used for your approved event may only be displayed on the Borough tennis court fence during your event.

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

13. **Application Review Process:** Once the application fee has been received, 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 approved, the application is signed by the Chief of Police and the Borough Manager.

14. **Permit Issuing:** Once all paperwork, insurance requirements and all applicable fees have been paid and submitted, and the application has passed review and has been signed, 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.

15. **Post Event Responsibilities:** Permittees shall maintain and restore the licensed area to its pre-event condition, including public restrooms, by removing all trash or debris and restoring the area to a condition equal to or better than its condition. Any costs incurred by the Borough Public Works Department, after the event, to restore the area to its previous condition, will be invoiced to the event coordinator. Billing shall be based on a time-and-materials basis.