



SPECIAL EVENT PERMIT INSTRUCTIONS

Special Event Permits are required for activities such as, but not limited to, soapbox derbies, marathons, walkathons, bikeathons, jogging groups, hot-air balloon or helicopter functions, rides, and other large organized gatherings. This applies to any group using public streets, sidewalks, alleys, paths, or other public Township property, or whose activities affect public safety.

Advertisements:

No special event shall be advertised to the public unless the required notices or permits have been filed and all approvals received.

Deadline for Submission:

Forty-Five (45) days prior to the event.

Fees:

\$100.00 payable to Plainsboro Township.

*** Additional fees may apply for Police services and other applicable permits***

Additional Permits:

Following the review of your application, the applicable Township departments will contact you if additional documentation or forms are necessary for other permits, including but not limited to tents, raffles, alcoholic beverage consumption, health, use of parks, building, plumbing, or electrical.

Insurance:

All applicants must provide a certificate of insurance specifically naming the Township of Plainsboro as an additional insured providing general liability, bodily injury, and property damage coverage with minimum limits of liability not less than \$1,000,000.

Indemnification of Township:

Each person filing a notice of special event shall agree in writing to indemnify and hold harmless the Township, its servants, agents and employees for any and all claims caused by or arising out of the activity covered by said special event.

Sketch:

Please provide a map or a sketch of the event layout. Include entrances/exits, parking, vendors, restrooms, etc.

Violations:

Any person who fails to file a notice as required herein shall be subject to a fine not exceeding \$1,000 as provided in § 1-15 of the Plainsboro Township Code.

Notification:

The sponsor(s) of the event shall be responsible for direct notification to each residence, via a mailing approved by the Chief of Police, located on the street or roadway to be temporarily closed or where specific parking prohibitions have been approved.



TOWNSHIP OF PLAINSBORO

OFFICE OF THE TOWNSHIP CLERK
641 PLAINSBORO ROAD
PLAINSBORO, NJ 08536
609-799-0909 ext. 2547

APPLICATION TO CONDUCT A SPECIAL EVENT

Non-Refundable Permit Fee: \$ 100.00

Please type or print out the application clearly. Incomplete applications will be returned.

In accordance with Plainsboro Township Ordinance No. 95-29, the application must be filed at least **45 days** prior to the event and **NO** advertisements are permissible until the required documents have been filed and approvals received.

*** Must obtain separate permits if any of the following are affiliated with the event: Tents/Canopies (**Tent Permit**), Distribution, Selling, or Sampling of Food (**Health Permit**), Potable Water (**Plumbing Permit**), Cooking, Grilling, or Open Flame (**Fire Permit**), Stages or Temporary Structures (**Building Permit**), Portable Generators or Temporary Electrical Setups (**Electrical Permit**), Raffles or Bingo (**Raffle/Bingo Permit**), Distribution, Selling, or Sampling of Alcohol (**Social Affair Permit**), and/or Use of Parks (**Park Permit**) ***

1. Name, Address and E-mail address of organization conducting event:

2. Contact information of person responsible for the event:

Name: _____
Address: _____
Business Phone #: _____ Home Phone #: _____
E-mail address: _____

3. Name of Event: _____
Date: _____ Rain Date (s): _____
Hour of commencement: _____ Hour of termination: _____
Brief description of event: _____

4. Location where event is to be held (included the specific assembly and dispersal location; specified route, plan for assembly and dispersal of the participants. Attach a copy of the map for routes of parade, race, etc.)

5. Estimated number of persons who will participate and/or attend the event: _____

6. Number and types of vehicles to participate:

7. Will emergency services, i.e. police, fire and/or rescue squad be required?*

If so, which specific service:

* Final determination made by the Chief of Police*

8. *Will alcoholic beverages be served?

9. Will unusual noise accompany this event? (i.e. fireworks, loud speakers, public address system, live or recorded music) If yes, please give details including amount, types and locations:

10. Company or firm, address and telephone number providing insurance for indemnification (attach copy or verification of policy)

Amount of insurance:

11. Names, addresses, business and home telephone numbers of monitors to be provided by organization (monitors are present but do not participate):

(a) Type of identifying marks, badges or symbols to be worn by the monitors (describe and attach sample):

12. Name, address, business and home phone numbers of person responsible for clean up immediately following the event:



Township of Plainsboro

SPECIAL EVENTS INDEMNIFICATION AGREEMENT

Special Event: _____
Date of Special Event: _____
Name(s) of Sponsor(s): _____

The undersigned sponsor(s) conducting a special event, agree(s) to indemnify, defend and hold the Township of Plainsboro, its officers, agents and employees, harmless from and against all suits, claims, costs, expenses, actions, demands, judgments or liabilities (including reasonable counsel fees) for any injury or damage sustained or alleged to have sustained by said special event, or by, or on account of any act of omission or commission of any sponsor or participate, its agents or employees in conjunction with said special event; and in case any such action shall be brought against the Township of Plainsboro, its officers, agents and employees, the sponsor shall immediately cooperate with the Township of Plainsboro to defend same at the sponsor's own cost and expense.

WITNESS or SECRETARY

INDIVIDUAL or PRESIDENT

L.S.

ACKNOWLEDGMENT

State of New Jersey)
County of)

On the _____ day of _____, 20____, before me came _____ to
me known to be the individual described in, and who executed the foregoing instrument and acknowledge that
executed the same.

Notary _____ (seal)

State of New Jersey)
County of)

On the _____ day of _____, 20____, before me came _____ to me known, who, being by me duly sworn, did depose and say that he resides in _____, that he is the _____ of _____ corporation described in and which executed the foregoing instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and that he signed his name thereto by like order.

Notary	(seal)	Secretary
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SPECIAL EVENT PERMIT CHECKLIST

*****FOR OFFICE USE ONLY*****

REQUIRED DOCUMENT(S)

- ☐ Application Filed No Later Than **45 Days** Prior to Event: ____ / ____ / ____
- ☐ Certificate of Liability Insurance
 - ☐ Naming Plainsboro Township as an Additional Insured
 - ☐ Lists Event Name and Date
 - ☐ Minimum Liability Coverage of \$1,000,000
- ☐ Indemnification of Township
- ☐ Sketch/Map of the Event Layout
- ☐ Fee (\$100.00)

ADDITIONAL PERMITS REQUIRED FOR THIS SPECIAL EVENT:

- | | |
|---|---|
| <input type="checkbox"/> Tent/Canopy Permit | <input type="checkbox"/> Health Permit (Distribute, Sell or Sample Food) |
| <input type="checkbox"/> Plumbing Permit (Potable Water) | <input type="checkbox"/> Fire Permit (Cooking, Grilling or Open Flame) |
| <input type="checkbox"/> Building Permit (Stages or Structures) | <input type="checkbox"/> Electrical Permit (Portable Generators or Temporary Electrical Setups) |
| <input type="checkbox"/> Raffle/Bingo Permit | <input type="checkbox"/> Use of Parks Permit |
| <input type="checkbox"/> Social Affair Permit (Distribute, Sell, or Sample Alcohol) | <input type="checkbox"/> None of the Above |

ADDITIONAL EMERGENCY SERVICES NEEDED:

- ☐ Police
- ☐ Fire/EMT
- ☐ Rescue Squad
- ☐ None of the Above

ADDITIONAL INFORMATION REQUIRED (IF APPLICABLE):

APPROVAL(S) OF APPLICATION:

_____ Chief of Police	Date: _____
_____ Fire Marshall	Date: _____
_____ Health Officer	Date: _____
_____ Code Enforcement Director	Date: _____
_____ Park Ranger	Date: _____
_____ Township Clerk	Date: _____

REASON(S) FOR DENIAL (IF APPLICABLE): _____

Chapter 81

SPECIAL EVENTS

§ 81-1.	Definitions.	§ 81-5.	Indemnification of Township; costs of additional police services.
§ 81-2.	Applications.		
§ 81-3.	Advance notice; advertisements; removal of signs.	§ 81-6.	Approval of permit applications.
§ 81-4.	Conditions; temporary closing of streets.	§ 81-7.	Violations and permits.

[HISTORY: Adopted by the Township Committee of the Township of Plainsboro 7-8-1985 as Ord. No. 0-85-12.¹ Amendments noted where applicable.]

§ 81-1. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

SPECIAL EVENT — Includes any soapbox derby, marathon run, walkathon, bikeathon or jogging group, hot-air balloon and helicopter functions, rides, et cetera, or other organized group having a similar common purpose or goal proceeding along a public street or other public right-of-way within the Township or taking place on public property, or impacting normal traffic flow. **[Amended 10-11-1995 by Ord. No. 0-95-29]**

§ 81-2. Applications. [Amended 10-11-1995 by Ord. No. 0-95-29]

The sponsor(s) who intend to conduct a special event shall contact the Township Clerk to obtain an application form, which must be filed at least 45 days prior to conducting said event. Such application notice shall be completed and contain the following information:

- A. The name, address and telephone number of the person filing the notice.
- B. The name and address of the organization or group he or she is representing.
- C. The name, address and telephone number of the person or persons who will chair the special event and be responsible for the conduct thereof. If this individual is a participant in the event, then the name, address and telephone number of a nonparticipant who can be reached during the event.
- D. The number of monitors to be provided and the identifying marks, badges or symbols to be worn or used by the monitors.
- E. The purpose of the event, the estimated number of personnel to participate and otherwise attend and the number and types of vehicles, if any, to participate.
- F. The date the event is to be conducted and the hours it will be commenced and terminated. Rain dates, if they will be utilized, are to be included.

1. Editor's Note: This ordinance also superseded former Ch. 81, Special Events, adopted 4-11-1983 as Ord. No. 0-83-7.

- G. The location, where the special event is to be held, including the specific assembly and dispersal location, and the specific route and the plans for assembly and dispersal of the participants.
- H. Whether any music will be either live or recorded or whether any other unusual noise will accompany the event.
- I. The number, types and locations of all loudspeakers and amplifying devices to be used.
- J. Whether other emergency services, such as fire or ambulance equipment, will be necessary.
- K. The attachment of required licenses where appropriate, i.e., for alcoholic beverage consumption or service, use of tents, conducting of raffles, use of fireworks, et cetera.
- L. The name of the company or firm, address and telephone number which will provide insurance for indemnification.
- M. The name, address and telephone number of person(s) responsible for cleanup at the conclusion of the event.
- N. Such other information as the Chief of Police may deem necessary in order to properly provide for traffic control, street and property maintenance and the protection of the public health, safety and welfare.
- O. An application fee in the amount of \$100. [Added 4-11-1990 by Ord. No. 0-90-4]

§ 81-3. Advance notice; advertisements; removal of signs.

No special event shall be held unless approval to conduct such event has been granted at least 45 days in advance of the date on which said special event is sought to be held. No special event shall be advertised to the public unless the required notices or licenses have been filed and all approvals received. If there are special signs which may be required, they shall be procured and posted by the person(s) conducting such event. All signs erected in connection with the special event shall be removed within 24 hours of the termination of said event.

§ 81-4. Conditions; temporary closing of streets.

- A. The Chief of Police may impose conditions reasonably calculated to reduce or minimize dangers and hazards to vehicle or pedestrian traffic and the public health, safety and welfare, including but not limited to changes in the date, time, duration or number of participants as requested by the applicants.
- B. For the purposes of public safety and welfare, the Chief of Police is authorized, with prior notice to the Township Committee, to temporarily close Township roads or streets for a period of 24 hours and/or temporarily prohibit parking along the same during the event and shall direct the posting of proper warning signs in connection with said event, as provided by law. Such posting shall be done at the expense of the organization conducting the event.
- C. The sponsor(s) of the event shall be responsible for direct notification to each residence, via a mailing approved by the Chief of Police, located on the street or roadway to be temporarily closed or where specific parking prohibitions have been approved.
- D. Where the event will take place and/or will impact the normal flow of traffic on any street or road, public notice via the media designated by the Chief of Police shall be developed and approved by the Chief of Police prior to conducting said event.

§ 81-5. Indemnification of Township; costs of additional police services.

- A. Each person filing a notice of special event shall agree in writing to indemnify and hold harmless the Township, its servants, agents and employees for any and all claims caused by or arising out of the activity covered by said special event. Further, such person shall present to the Chief of Police an insurance policy and/or verification of said policy in advance of the holding of the event in a form acceptable to the Chief of Police for the indemnification as aforementioned. The dollar amount of said insurance policy shall be determined by the Township Administrator.
- B. Additionally, if the Chief of Police recommends to the Township Administrator that additional police officers be made available for the purpose of preserving the public health, safety and welfare during the course of said special event, the applicant shall deposit, in advance of the holding of said event, a sum of money to be determined by the Chief of Police to pay in full for all police services which the Chief of Police deems necessary in connection with the special event. Charges shall be in accordance with the Salary Ordinance of the Township of Plainsboro. After the conduct of said special event, if additional costs are incurred for the purpose of providing police protection, the applicant shall be required to pay to the Township the additional funds within 10 days of notification by the Township as to the exact figure due. In the event that that sum of money so deposited in advance exceeds the funds needed to pay for actual police protection, the Township shall refund any excess deposit within 10 days after the holding of said special event.

§ 81-6. Approval of permit applications. [Amended 4-11-1990 by Ord. No. 0-90-4]

- A. The applicant must receive the approval of the Chief of Police and Township Clerk to conduct said event. Approval is contingent upon:
 - (1) Provision of an insurance policy and/or verification of the same for the event provided to the Township Clerk in the amount determined by the Township Administrator.
 - (2) Receipt of written notice to indemnify and hold harmless Plainsboro Township.
 - (3) A deposit in advance, of the sum of money required for police services, if needed.
 - (4) Approval of any licenses or permits necessary for functions affiliated with the event, i.e., for tents, raffles, alcoholic-beverage consumption, park permits, fireworks, et cetera.
- B. A permit for the special event will be issued by the Township Clerk, with a copy provided to the Police Department and the applicant. The permit must be possessed by the coordinator and/or her designee on the day of the event at the function site.

§ 81-7. Violations and permits.

Any person who fails to file a notice as required herein shall be subject to a fine as provided in § 1-15 of the Plainsboro Township Code.