

APPLICATION FOR SPECIAL EVENTS

ORDINANCE #162-11/CHAPTER 27

(APPLICATION MUST BE SUBMITTED NOT LATER THAN 45 DAYS PRIOR TO EVENT, ETC.)

APPLICANT - NAME _____

ADDRESS _____

TELEPHONE # _____ **EMAIL:** _____

Person/Corporation/Association Sponsoring Activity

NAME _____ **TELEPHONE** _____

ADDRESS _____

REASON FOR SPECIAL EVENT _____

DATE(S) AND TIME(S) OF EVENT _____

LOCATION OF EVENT _____

WILL TICKETS BE SOLD TO THE EVENT _____?

PROCEEDS TO BE USED FOR _____

ANTICIPATED NUMBER OF PEOPLE _____

DETAILED DESCRIPTION OF EVENT (Type, structures, tents, fences, barricades, signs, banners, rest room facilities, Attach Sketch/Footprint to include route to be used, etc.

DETAILS REGARDING SECURITY/TRAFFIC CONTROL _____

DETAILED DESCRIPTION OF BOROUGH RESOURCES/SERVICES REQUIRED



WILL THERE BE ANY FOOD VENDORS AT THE EVENT? _____

How Many _____ Type(s) of Vendor(s) _____

All vendors must hold a Vendor's Permit as well as a Food Handler's Permit issued by the Borough of Sayreville along with fingerprinting scheduled by the Police Department. *This is the responsibility of the vendor and must be completed - NO EXCEPTIONS. PLEASE HAVE ALL VENDORS CONTACT THE CLERK'S OFFICE, BOARD OF HEALTH AND THE POLICE DEPARTMENT AT LEAST 3 WEEKS PRIOR TO EVENT.*

ARE YOU A BONAFIDE NON PROFIT ORGANIZATION (Attach IRS forms) _____

WILL ALCOHOLIC BEVERAGES BE SERVED _____ YES _____ NO
DO YOU HAVE A PERMIT OR LICENSE TO DISPENSE/SELL ALCOHOL _____ YES _____ NO

Signature _____

FOR OFFICE USE ONLY:

Sent Applications for Approval: _____

REC DIRECTOR _____ DPW _____ FIRE DEPT/OFFICIAL _____

POLICE DEPT. _____ CONSTRUCTION _____

EMERGENCY MEDICAL SERVICES _____

Meeting Date: _____

2nd Meeting Date (if needed): _____

LICENSE NUMBER: _____

DATE MAILED: _____

INSURANCE REQUIRED - YES _____ NO _____

IF YES, DATE POSTED & APPROVED _____





SAYREVILLE RECREATION

Special Event Permit Application Requirements

If a park is to be used for a Special Event, applicants must complete the following forms and provide the following information:

- Facility Use Request Form
- Certificate of Insurance naming the Borough of Sayreville as Additionally Insured and as the Certificate Holder
- Hold Harmless Agreement
- Payment for use of the facility per the fee schedule

If there are vendors (such as inflatable amusements, DJ, etc.) providing services at the picnic / event, they must also provide a Certificate of Insurance naming the Borough of Sayreville as Additionally Insured and as the Certificate Holder and provide Workers Compensation Coverage.

Rain Dates

Events are held rain or shine. Pre-scheduled rain dates are not available.

Weather cancellations must be made to the Recreation Department (732-390-7096/7092) no later than the Wednesday at 3:30pm prior to the picnic for weekend rentals. No cancellations will be accepted after this date and refunds will not be given.

Cancellations made by the above time frame will be eligible for a rescheduled date depending on availability of the facility. All paperwork must be resubmitted for the new date.

The Borough of Sayreville

BUREAU OF FIRE PREVENTION

167 MAIN STREET, SAYREVILLE, NEW JERSEY 08872
TEL. 732-390-7009 • FAX 732-390-7458

Public Safety Plan Guidance Document

Where the *fire code official* determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads where such gatherings adversely affect public safety services of any kind, the *fire code official* **shall** have the authority to order the development of or prescribe a public safety plan that provides an *approved* level of public safety and addresses the following items:

1. Emergency vehicle ingress and egress.
2. Fire Protection.
3. Emergency egress or escape routes.
4. Emergency medical services.
5. Public assembly areas.
6. The directing of both attendees and vehicles, including the parking of vehicles.
7. Vendor and food concession distribution.
8. The need for the presence of law enforcement.
9. The need for fire and emergency medical services personnel.
10. A detailed diagram for the event may be required and include but not limited to an egress plan, aisleways, seating and/or table arrangements, or other temporary objects.

Crowd Managers

The minimum number of crowd managers **shall** be established at a ratio of one crowd manager for every 250 persons.

Duties of the Crowd Managers

The duties of crowd managers **shall** include, but not limited to:

1. Conduct an inspection of the area of responsibility and identify and address any egress barriers or obstructions.
2. Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.

CONTINUED ON BACK

Succeed in Sayreville

Sayreville is an Equal Opportunity Employer

www.sayreville.com

Fire Watch Personnel

Where, in the opinion of the *fire code official*, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the *owner, agent or lessee* **shall** provide one or more fire watch personnel, as required and *approved*. Fire watch personnel **shall** comply with the following.

- Fire watch personnel **shall** remain on duty while places requiring a fire watch are open to the public, or when an activity requiring a fire watch is being conducted.

Duties of Fire Watch Personnel

On-duty fire watch personnel shall have the following responsibilities:

1. Keep diligent watch for fires, obstructions to *means of egress* (exits aisle, exit doors, exterior of exit doors) and other hazards.
2. Take prompt measures for remediation of hazards and extinguishment of fires that occur.
3. Take prompt measures to assist in the evacuation of the public from structures.

ORDINANCE #162-11

**AN ORDINANCE ESTABLISHING CHAPTER 27
OF THE REVISED GENERAL ORDINANCES OF
THE BOROUGH OF SAYREVILLE TO
GOVERN SPECIAL EVENTS**

WHEREAS, the Mayor and Council of the Borough of Sayreville have been considering an amendment to the General Ordinances of the Borough of Sayreville to include a Chapter governing special events in the Borough; and

WHEREAS, the Mayor and Council of the Borough of Sayreville have reviewed and discussed different policies and requirements for any person or organization wishing to hold a special event in the Borough; and

WHEREAS, the Mayor and Council of the Borough of Sayreville have discussed and agreed upon certain requirements for an organization or person wishing to hold any event in the Borough of Sayreville; and

BE IT AND IT IS HEREBY ORDAINED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex, that a new Chapter in the Revised General Ordinances is hereby created and named Chapter XXVII – Special Events and reads as follows:

§ 27-1 PERMIT REQUIRED FOR SPECIAL EVENTS

A. Any person or organization desiring to hold any event, i.e. concert, race, walkathon, fair, carnival, festival, celebration, show, or other similar event in or upon any public grounds or private property, park or road of the Borough must first apply for, and obtain a permit from the Borough Clerk in accordance with the requirements of §27-2 of this chapter. Any such concert, race, walkathon, fair, carnival, festival, celebration, show, or other similar event, which is likely to require the expenditure of Borough resources in the form of the Police Department, Fire Department, Department of Public Works and/or Emergency Medical Services salaries, wages, or other expense, shall constitute a special event. To obtain a permit for a special event, the applicant shall also satisfy the requirements of §27-3 of this chapter.

B. In order to further define “a special event” the following shall be inclusive: closing of a public street; the blocking or restriction of public property; the sale of merchandise, food, or beverages on public property or on private property where otherwise prohibited by ordinance; the installation of a stage, band shell, trailer, van, portable building, grandstand, or bleachers on public property, or on private property where otherwise prohibited by ordinance; the placement of portable

§ 27-3 REVIEW OF APPLICATION; DECISION BY BOROUGH COUNCIL.

The department heads shall review the applications and shall present their recommendations including estimated costs to the Borough Administrator for final review within five (5) business days upon their receipt. The Administrator shall present a summary recommendation to the governing body during a regularly scheduled meeting. In the event that any Council member voices concern that the event to be held requires additional investigation, he or she may direct that the application be referred back for additional information. The Council shall make the final determination, by resolution, adopted by majority vote, whether to issue a permit for a special event, and shall set forth in the resolution such conditions and restrictions as may be reasonably necessary to insure that the standards set forth in § 27-4 are satisfied. The Mayor and Council shall charge a permit fee in an amount to recover the costs that the borough incurred due to the event.

§27-4 STANDARDS FOR PERMIT ISSUANCE; DEPOSIT; WAIVER OF FEES.

A. The standards for the issuance of a permit pursuant to this Chapter shall include the following findings:

1. That the proposed event will not unreasonably interfere with or detract from the general public enjoyment of the public park or roadway to be utilized.
2. That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety, and recreation.
3. That the proposed activity or uses that are reasonably anticipated will not be likely to include violence, crime, or disorderly conduct.
4. That the facilities desired have not been reserved for other use at the date and hour requested in the application.

B. A deposit of one hundred (100%) percent of the estimated costs shall be paid not less than five (5) days before the event or a permit will not be issued.

C. All or part of the required fees may be waived by the Mayor and Borough Council.

§ 27-9 PURPOSE AND INTENT

The purpose and intent of this Chapter is to enable the Borough and the Borough Council to have oversight of the type and scope of events to be held within the confines of the Borough. Through the input of all operational facets of the Borough upon which the special event shall have impact, the Borough shall protect the health, safety, and welfare of the Borough residents and community as a whole.

§ 27-10 ENFORCEMENT

- A. The Police Department of the Borough and other authorized personnel shall, in connection with their duties imposed by law, diligently enforce the provisions of this Chapter.
- B. The Police Department of the Borough and other authorized personnel shall have the authority to eject from the park area any person or persons acting in violation of this Chapter.
- C. The Police Department of the Borough and any other authorized personnel shall have the authority to seize and confiscate any property, thing, or device in the park used in violation of this Chapter.

This ordinance shall take effect immediately upon adoption and publication in accordance with the laws of the State of New Jersey.

/s/ Lisa Eicher
Lisa Eicher, Councilwoman
(Recreation Committee)

ATTEST:

BOROUGH OF SAYREVILLE

<u>/s/ Theresa A. Farbaniec</u>	<u>/s/ Kennedy O'Brien</u>
Theresa A. Farbaniec	Kennedy O'Brien
Municipal Clerk	Mayor

APPROVED AS TO FORM:

/s/ Michael R. DuPont, Esq.
Michael R. DuPont, Esquire
Borough Attorney

I, Theresa A. Farbaniec, Municipal Clerk of the Borough of Sayreville do hereby certify that the foregoing is a true copy of an Ordinance adopted at a Regular Meeting of the Mayor and Borough Council held on the 25th day of July, 2011.

Theresa A. Farbaniec
Municipal Clerk

ORDINANCE #192-12

AN ORDINANCE SUPPLEMENTING AND AMENDING
CHAPTER 27 OF THE REVISED GENERAL ORDINANCES
OF THE BOROUGH OF SAYREVILLE TO GOVERN SPECIAL EVENTS

§ 27-1 PERMIT REQUIRED FOR SPECIAL EVENTS

A. Any person or organization desiring to hold any event, i.e. concert, race, walkathon, fair, carnival, festival, celebration, show, or other similar event in or upon any public grounds or private property, park or road of the Borough must first apply for, and obtain a permit from the Borough Clerk in accordance with the requirements of §27-2 of this chapter. Any such concert, race, walkathon, fair, carnival, festival, celebration, show, or other similar event, which is likely to require the expenditure of Borough resources in the form of the Police Department, Fire Department, Department of Public Works, **Recreation Department** and/or Emergency Medical Services salaries, wages, or other expense, shall constitute a special event. To obtain a permit for a special event, the applicant shall also satisfy the requirements of §27-3 of this chapter.

§27-2 APPLICATION FOR PERMIT.

B. Upon verification that the application is complete, the Borough Clerk shall refer the application to **various** Department Heads for preliminary review in accordance with §27-3 of this Chapter.

§27-3 REVIEW OF APPLICATION; DECISION BY BOROUGH COUNCIL.

The department heads shall review the applications and shall present their recommendations including estimated costs to the Borough Clerk for final review within five (5) business days upon their receipt. The Clerk shall present a recommendation to the governing body during the next regularly scheduled meeting. In the event that any Council members voices concern that the event to be held requires additional investigation, he or she may direct that the application be referred back for additional information. The Council shall make the final determination by majority vote whether to issue a permit for a special event, and if it is determined that there is a need for certain conditions and restrictions as may be reasonably necessary to insure that the standards set forth in §27-4 are satisfied. These conditions and restrictions shall be approved by resolution of the Mayor and Council. The Mayor and Council shall charge a permit fee in an amount to recover the costs that the borough incurred due to the event.

INTRO & PASSED 1st READING 9-10-12
ADVERTISED ACCORDING TO LAW 9-13-12
ADOPTED ON 2nd & FINAL READING 9-24-12
ADVERTISED ACCORDING TO LAW 9-27-12

Amanda L. Fasbender
BOROUGH CLERK

ORDINANCE #260-14
AN ORDINANCE SUPPLEMENTING AND AMENDING
CHAPTER 27 OF THE REVISED GENERAL ORDINANCES
OF THE BOROUGH OF SAYREVILLE TO GOVERN SPECIAL EVENTS

§27-3 REVIEW OF APPLICATION;
DECISION BY BOROUGH COUNCIL


A. The department heads shall review the applications and shall present their recommendations including estimated costs to the Borough Clerk for final review within five (5) business days upon their receipt. The Clerk shall present a recommendation to the governing body during the next regularly scheduled meeting. In the event that any Council members voice concern that the event to be held requires additional investigation, he or she may direct that the application be referred back for additional information. The Council shall make the final determination by majority vote whether to issue a permit for a special event, and if it is determined that there is a need for certain conditions and restrictions as may be reasonably necessary to insure that the standards set forth in §27-4 are satisfied. These conditions and restrictions shall be approved by resolution of the Mayor and Council. The Mayor and Council shall charge a permit fee in an amount to recover the costs that the borough incurred due to the event.

B. The application process is waived for all events being held in Burke's Park, Jackson Park and Bailey Park in which a Facility Use Form has been filed with the Recreation Director.

C. If no objections to an application by department heads is received, no Resolution of Approval for issuance of permit is necessary.

BE IT FURTHER ORDAINED by the Mayor and Borough Council of the Borough of Sayreville, in the County of Middlesex, that **Chapter XXVII, SPECIAL EVENTS** of the Revised General Ordinances of the Borough of Sayreville, shall also be amended to reflect said change.

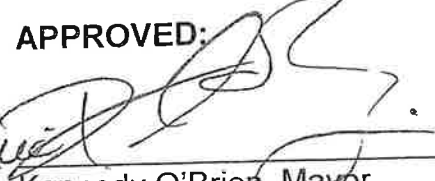
All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed and this Ordinance shall take effect immediately upon final passage and publication in accordance with law.


Lisa Eicher, Councilwoman

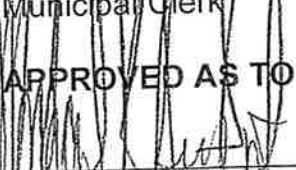
APPROVED:

ATTEST:


Theresa A. Farbaniec, R.M.C.
Municipal Clerk


Kennedy O'Brien, Mayor

APPROVED AS TO FORM:


Michael R. DuPont, Esquire
Borough Attorney

INTRO & PASSED 1st READING 5-27-14
ADVERTISED ACCORDING TO LAW 5-30-14
ADOPTED UN 2nd & FINAL READING 6-9-14
ADVERTISED ACCORDING TO LAW 6-12-14

Theresa A. Farbaniec
BOROUGH CLERK