

TOWNSHIP OF NUTLEY

EVENT APPLICATION FORM

* CONTACT NAME: _____

* CONTACT ADDRESS: _____ * TEL. NO. : _____

_____ FAX NO. : _____

EMAIL ADDRESS: _____

*ORGANIZATION NAME: _____ * EVENT DATE: _____

*EVENT LOCATION: _____

*EVENT DESCRIPTION: _____

**** (PLEASE INCLUDE MAP AND/OR SKETCH SHOWING EVENT LOCATION WITH LIMITS/BOUNDARIES)**

*EVENT START TIME: _____ AM PM END TIME: _____ AM PM

*PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS. PLEASE CIRCLE

1. WILL YOUR ORGANIZATION BE RUNNING THE EVENT? YES NO N/A
IF NO PLEASE PROVIDE NAME OF GROUP RUNNING EVENT ALONG WITH ALL CONTACT INFORMATION.
2. WILL YOUR EVENT REQUIRE ANY STREET, PARKS AND/OR MUNICIPAL LOT CLOSINGS? YES NO N/A
3. WILL YOUR EVENT REQUIRE POLICE COVERAGE? YES NO N/A
4. WILL EVENT REQUIRE BARRICADES AND/OR CONE SETUP/REMOVAL? YES NO N/A
5. WILL YOUR ORGANIZATION PROVIDE ALL NECESSARY GARBAGE COLLECTION AND DISPOSAL? YES NO N/A
6. WILL YOUR ORGANIZATION REQUIRE STREET CLEANING FOLLOWING EVENT? YES NO N/A
7. WILL YOUR EVENT CONTAIN ANY FOOD VENDORS? YES NO N/A
IF YES, PROVIDE THE FOLLOWING:
 - a. NAME AND CONTACT OF VENDOR. TEMPORARY RETAIL FOOD LICENSE REQ.
 - b. COOKING TYPE, I.E. (PROPANE, CHARCOAL, ELECTRIC, ETC.) FIRE PREVENTION PERMIT REQ.
8. WILL YOUR EVENT CONTAIN ANY TYPE OF RIDES? YES NO N/A
IF YES, PLEASE PROVIDE NAME AND CONTACT OF VENDOR.
9. WILL YOUR EVENT CONTAIN ANY SPECIAL TYPE OF EQUIPMENT, LIVE ANIMALS, ETC.? YES NO N/A
IF YES, PLEASE PROVIDE NAME AND CONTACT OF VENDOR.
10. WILL YOUR EVENT CONTAIN TENTS OR OTHER TYPE STRUCTURES? FIRE PREVENTION PERMIT REQ. YES NO N/A
11. WILL YOUR EVENT REQUIRE THE USE OF PORTABLE GENERATORS? FIRE PREVENTION PERMIT REQ. YES NO N/A
12. ESTIMATED ATTENDANCE EXPECTED?

REGULATIONS

- Application(s) must be sent to Township of Nutley – Clerks Office @ 1 Kennedy Drive, Nutley New Jersey 07110 a minimum of sixty (60) days but no earlier than six (6) months prior to event date;
- Event Location availability will be based on the order of the date application is received and approved;
- Certificate of Insurance must be provided for all events as per Township Risk Manager;
- A Site Map/Event layout sketch must be attached to application delineating event limits and boundaries;
- No event shall contain/exhibit any graphic or text material which in any way is considered to be offensive, obscene, inappropriate or political in nature. The Township of Nutley reserves any and all right to deny any application based on its offensive, obscene, inappropriate or political content;
- Applicant is responsible to provide all required documents along with application;
- All sections containing * must be completed. All uncompleted applications will be returned to organization.

*Applicant Signature Required _____ * Date: _____

By signing this application, applicant acknowledges that he/she has read and fully understands all of the above conditions.

OFFICE USE ONLY	DATE RECEIVED : _____	APPROVED BY: _____	DATE: _____
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DISTRIBUTION LIST	DATE	RESPONSE DATE	COMMENTS
DEPARTMENT OF PUBLIC WORKS			
PARKS AND PUBLIC PROPERTY			
PUBLIC AFFAIR			
REVENUE AND FINANCE			
PUBLIC SAFETY			