

**LITTLE EGG HARBOR TOWNSHIP  
665 RADIO ROAD  
LITTLE EGG HARBOR, NEW JERSEY 08087  
(609) 296 – 7241**

**SPECIAL EVENTS PERMIT**

**For any block party, parade, contest, carnival, musical event, circus or other organized group of 25 or more people having a common purpose or goal, desiring to use public property owned by the Township of Little Egg Harbor, or any Park as defined within Chapter 261, as well as proceedings along a public street or other public right-of-way. Special events shall include any event which will require use of a portion of Township property for sole use by a person, people or an organized group to the exclusion of the general public.**

**Fee: \$25.00**

Applicant's Name \_\_\_\_\_ Current Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Contact Person, if different from above \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

If event is on behalf of someone/entity other than applicant, provide name of person/entity: \_\_\_\_\_

\_\_\_\_\_

Exact nature of the use or activity for which the permit is being sought \_\_\_\_\_

\_\_\_\_\_

Number and names of agents or representatives to be in attendance at event \_\_\_\_\_

\_\_\_\_\_

Event date and time (start/finish): \_\_\_\_\_

Township property/park/portion of park requested: \_\_\_\_\_

Will live or recorded music be provided? If yes, specify type, number, types and location of loudspeakers and amplifying devices: \_\_\_\_\_

Describe activities planned: \_\_\_\_\_

Estimated number of persons to attend: \_\_\_\_\_

Number and types of vehicles (if any): \_\_\_\_\_

- A. The Township may impose reasonable conditions or restrictions on the granting of a permit, including, but not limited, to any of the following:
- (1) Restrictions on fires, fireworks, amplified sound, use of alcoholic beverages, dancing, sports, use of animals, equipment or vehicles, the number of persons to be present, the location of any bandstand or stage, or any other use which appears likely to create a risk of unreasonable harm to the use and enjoyment of the park by others or of damage to park property.
  - (2) A requirement that the applicant post a reasonable security deposit for the repair of any damage to park property or the cost of cleanup, or both.
  - (3) A requirement that the permittee submit evidence of liability insurance covering injuries to members of the general public arising from permitted activities.
    - a. All applicants must provide a certificate of insurance specifically naming the Township of Little Egg Harbor as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000. If the applicant is an individual and the special event is not being held on behalf of any organization, the applicant may request a waiver of this requirement upon a showing to the Township Administrator of undue hardship.
    - b. The applicant shall agree to indemnify, defend and hold harmless the Township, its agents, servants, representatives and employees, from and against all losses, damages, claims, liabilities and causes of action of every kind, or character and nature, as well as costs and fees, including reasonable attorneys' fees connected therewith, and the expense of investigation thereof, based upon or arising out of damages or injuries to third persons or their property caused by the acts, omissions or negligence of the applicant, anyone for whose acts the applicant may be liable, or any claims arising out of or in any manner relating to the activities permitted pursuant to this chapter to the extent permitted by law. The applicant shall give the Township prompt and reasonable notice of any such claims or actions.
    - c. Any applicant that is insured by the Ocean County Joint Insurance Fund shall be exempt from the requirements listed in § 294-4(A)(3)(a) and (b) above. If an organization other than the applicant will be using Township property in connection with participation in a particular event and no separate application is submitted by that organization, the organization must comply with the requirements listed in § 294-4(A)(3)(a) and (b). If the additional organization(s) is also insured by the Ocean County Joint Insurance Fund, then that organization shall also be exempt from the requirements listed in § 294-4(A)(3)(a) and (b) above.
  - (4) A requirement that the applicant pay a reasonable fee to defray the cost of furnishing adequate security forces by the Department at the proposed use or activity.
  - (5) A requirement that the permittee furnish additional sanitary and refuse facilities that might be reasonably necessary, based on the use or activity for which the permit is being sought.
- B. Permits shall not be transferable without the written consent of the Township.
- C. A permittee shall be bound by all park rules and regulations, if special event is in a park, and all applicable ordinances fully as though the same were inserted in his or her permit.

I certify that the foregoing answers are true and correct to the best of my knowledge, belief and will abide by Chapter 294, Special Event Permits, of the Township Code of the Township of Little Egg Harbor, which regulates special events permits.

\_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

---

---

OFFICIAL USE ONLY

Special Events Permit No. \_\_\_\_\_ Received By \_\_\_\_\_

Date Fee Paid \$25.00 \_\_\_\_\_

1. Chief of Police Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Are criteria of Township Code §294-3(A) satisfied?: Yes \_\_\_\_\_ No \_\_\_\_\_

Special Conditions (if any): \_\_\_\_\_

Insurance Carrier \_\_\_\_\_

Policy # \_\_\_\_\_ Telephone # \_\_\_\_\_

Insurance Carrier Address \_\_\_\_\_

\_\_\_\_\_ Date of Approval \_\_\_\_\_

Chief of Police

2. Township Administrator Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

Are criteria of Township Code §294-3(B) satisfied?: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments (if any): \_\_\_\_\_

\_\_\_\_\_ Date of Approval \_\_\_\_\_

Township Administrator

3. Township Clerk:  
Are criteria of Township Code §294-3(C) satisfied?: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Date permit issued \_\_\_\_\_ Clerk's signature \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

Between the **Township of Little Egg Harbor**

And

\_\_\_\_\_  
Name of Organization/Person

\_\_\_\_\_  
Address (Post Office Boxes are not acceptable)

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Organization Type (Individual, Partnership, Non-Profit Corporation, Corporation, Limited Liability Company, Public Entity)

In consideration of the uses of (identify the public facilities you will be using for your event ) \_\_\_\_\_  
\_\_\_\_\_, on the following date(s): \_\_\_\_\_

For the purpose of (describe the event or activities that will occur): \_\_\_\_\_

The applicant shall agree to indemnify, defend and hold harmless the Township, its agents, servants, representatives and employees, from and against all losses, damages, claims, liabilities and causes of action of every kind, or character and nature, as well as costs and fees, including reasonable attorneys' fees connected therewith, and the expense of investigation thereof, based upon or arising out of damages or injuries to third persons or their property caused by the acts, omissions or negligence of the applicant, anyone for whose acts the applicant may be liable, or any claims arising out of or in any manner relating to the activities permitted pursuant to this chapter to the extent permitted by law. The applicant shall give the Township prompt and reasonable notice of any such claims or actions.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as the binding Act and deeded of

\_\_\_\_\_  
Name of Organization/Person

\_\_\_\_\_  
Name of Authorized Agent of the Organization

\_\_\_\_\_  
Witness

[Seal]