



Permit #: \_\_\_\_\_

## **BOROUGH OF MEDFORD LAKES SPECIAL EVENT PERMIT APPLICATION**

Date Submitted: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_  
\_\_\_\_\_

Event Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_  
ORGANIZATION IS REGISTERED WITH THE IRS AND/OR NJ DEPT. OF LAW & PUBLIC SAFETY, DIVISION OF CONSUMER AFFAIRS AS A CHARITABLE ORGANIZATION    YES or NO

Name of Group Representative: \_\_\_\_\_

Mailing/Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Alternate Group Representative: \_\_\_\_\_

Mailing/Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alcohol at Event:  Yes  No      Outside Vendors:  Yes  No (Attach Vendor Information)

Temporary Structures:  Tent(s) \_\_\_\_\_ Qty.     Portable Toilet(s) \_\_\_\_\_ Qty. (Attach Sketch/Map of Location)

### **BOROUGH SERVICES REQUESTED: (Additional Fees May Apply)**

- Police Department (Road Closures/Traffic Control/Crowd Control/Pedestrian Safety)
- Fire Department (Fireworks/Fire Permits/Fire Police)
- Emergency Medical Services
- Public Works (Trash Receptacles/Recycling/Street Sweeping/Barricades/Electrical)
- Borough Council Participation (Remarks/Ribbon Cutting/Etc.)

Office Use Only

- Application Fee (\$50.00)       Cash       Check # \_\_\_\_\_       Waived
- Proof of Insurance (Submit proof of \$1,000,000 general liability insurance with the Borough of Medford Lakes as the Additional Insured Certificate Holder)
- Hold Harmless Agreement (if applicable)
- Application Signed (see page two)

**The undersigned representatives of the applicant understand and agree to the following (if applicable):**

1. All activities will begin and end within the approved time frame.
2. All debris resulting from the approved activity will be picked up and deposited at the designated disposal location(s).
3. A sufficient number of adults will be present at the event holding the sole responsibility of providing safety/security of minors and deterring vandalism.
4. Noise will be kept to a reasonable level as to not disturb residents within the area.
5. Parking is allowed in designated vehicle parking areas only.
6. A separate permit must be secured from the Fire Marshall's Office for any open fires, use of propane, vending trucks, etc.
7. Alcoholic beverages are not to be dispensed and/or consumed without prior consent and approval.
8. Medford Lakes Borough will require the applicant to provide remuneration to the Borough for any damage to property and/or repairs/replacement of damaged equipment.
9. A separate Games of Chance Permit must be obtained from the Borough Clerk's office for any raffles or drawings.
10. Medford Lakes Borough retains the right to rescind this permit at any time and/or terminate permits early to conduct emergency maintenance/repair projects.

**AFFIDAVIT AND CERTIFICATION OF APPLICANT**

I certify that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I am aware that any misrepresentation of information supplied by me may result in my disqualification from a Special Event Permit. I agree to abide by all conditions of the Special Event Permit, the Ordinances of the Borough of Medford Lakes, the applicable rules and regulations of the Medford Lakes Police Department and NJ State Law. I will notify all affected property owners at least 24hrs in advance of any closure.

In accepting this permit, the applicant (for itself, its members and invitees) accepts and assumes the risk of all conditions existing in the area covered by this permit and the approaches thereto and agrees to hold harmless the Borough of Medford Lakes and its elected officials and employees from all risks, liability, injury, damage, and loss to all persons and property arising out of or resulting from any use of or presence within the areas covered by this permit; and also agrees to waive and relinquish all claims and causes of action of every kind; and agrees to indemnify the Borough of Medford Lakes for the defense of any such claims or action-whether the liability, loss, or damage is caused by, or arises out of the negligence of the Borough of Medford Lakes or any of the agents, employees or otherwise. We further agree to reimburse the Borough of Medford Lakes for any and all expenses, attorney fees or other costs incurred in the enforcement of this waiver and indemnification.

On behalf of this applicant, we understand all procedures associated with this request and accept the legal and financial responsibilities involved in the sponsoring of a special event within the Borough of Medford Lakes.

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Signature – Authorized Applicant Representative

Date

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Signature – Authorized Applicant Alternative Representative

Date