



# Township of Clinton

1225 Route 31 S. Lebanon, New Jersey 08833  
Phone: (908) 735-8800 | Fax: (908) 735-8156



## APPLICATION FOR SPECIAL EVENT PERMIT

Anyone wishing to hold a special event in Clinton Township must first obtain a special event permit from the Township Clerk.

**SUBMISSION DEADLINE:** Applications must be submitted at least 45 days prior to the date of the event and must be accompanied by all of the information and documentation set forth below, together with the applicable fee(s).

**EXCEPTIONS:** The requirement to obtain a special events permit shall not apply to: (1) events sponsored by the Township of Clinton; (2) events or activities conducted by any other governmental agency acting within the scope of its functions; (3) events sponsored by the Clinton Township School District, the North Hunterdon-Voorhees Regional High School District, the Hunterdon County Vocational School District, and/or any volunteer emergency services company of the Township of Clinton, provided that the event or activity will take place solely on the entity's own property and the event or activity will not involve the closure or obstruction of any public roads or public property; and (4) non-commercial private parties, celebrations, gatherings and other events, provided that they are conducted by invitation only, they are not open to the public, they are conducted on privately-owned lands by the owner thereof, and they do not involve the anticipated closure or obstruction of any public roads or public property.

**FEES:** The fee for a special event permit shall be as follows<sup>1</sup>:

Event sponsored by a verified nonprofit organization as defined by the statutes of the State of New Jersey or Section 501(C)(3) of the Internal Revenue Code	\$50.00
Private event for the residents of a specific block or neighborhood that will not be open to the general public and will not involve the closure of more than one public street	\$50.00
All other events	\$100.00

<sup>1</sup> In addition to the nonrefundable application fee, permittees shall be responsible for the following: if the Chief of Police indicates that additional police officers shall be made available for the purpose of preserving the public health, safety and welfare during the course of the event, the permittee shall deposit in advance of the holding of the event a sum of money to be determined by the chief to pay in full for all police services which the chief deems necessary in connection with the event, which shall be based on the extra-duty rate then in effect. After the conclusion of the event, if additional costs are incurred for the purpose of providing police protection, the holder of the permit shall be required to pay to the municipality the additional funds within fourteen days of notification by the municipality as to the exact figure due. In the event that the sum of money deposited in advance exceeds the funds needed to pay for actual police protection, the municipality shall refund any excess deposit within fourteen days after the holding of the event.

**NOTE:** Not more than 5 days of special events may be held on a property during a single calendar year. In addition, a permit shall be denied if there are any outstanding zoning, construction, or fire code violations against the property, including unpaid fines or penalties assessed for such violations, or if there are unpaid taxes for the property in question.

**\*\*COMPLETE PAGES 2-7\*\***

<b><u>EVENT INFORMATION</u></b>		Office Use	
		<b>PERMIT #:</b>	
Name of Person Responsible for Application:		Phone Number:	
Name of Event (If any):	Sponsoring Organization (If any):		
Address of Organization:		Phone Number:	
Contact During Event:	Mobile Phone Number during Event:		
Name(s) and date(s) of any events previously held on the property during the current calendar year:			
<b>*** NO MORE THAN 5 DAYS OF SPECIAL EVENTS MAY BE HELD ON A PROPERTY DURING A SINGLE CALENDAR YEAR. ***</b>			
Type of Event:	Description of Event:		
Location of Event (List all specific locations where the event will be held):			
Date(s) of Event:	Rain Date(s):	Hours of Event:	
Will the event be open to the public?	Will an admission fee be charged?	Anticipated attendance:	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**EVENT INFORMATION CONTINUED**

**FOOD:** ☐ Outside Vendor(s) ☐ Other ☐ Not Applicable

\*Additional information (describe what is being provided and **attach a sketch or map** showing number and location of food facilities):

**BEVERAGES:** ☐ Alcoholic ☐ Non-Alcoholic ☐ Not applicable

\*Additional information (describe what is being provided):

**\*\*\*CONTACT THE TOWNSHIP CLERK AT (908) 735-8800 FOR APPLICABLE REQUIREMENTS OF FOOD LICENSE AND INSPECTION AND SERVING OR SELLING ALCOHOLIC BEVERAGE. \*\*\***

**COOKING EQUIPMENT:** ☐ Open Flame (including but not limited to charcoal and propane grills or portable pizza ovens)  
☐ Other ☐ Not Applicable

\*Additional information (describe what is being used and **attach a sketch or map** showing number and location of each type of cooking facility)

**\*\*\*PERMITTING AND INSPECTION REQUIREMENTS MAY APPLY. CONTACT THE FIRE MARSHAL AT (908) 735-8800 EXT. 257 FOR FURTHER INFORMATION. \*\*\***

**LIGHTING:** Will exterior lighting be provided? ☐ Yes\* ☐ No

\* If yes, describe the type of lighting that will be provided, and **attach a sketch or map** showing the general location of the lighting.

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**TRASH/RECYCLING PROVISIONS:** Indicate what type of provisions will be made.

☐ Personal Removal ☐ Other ☐ Not Applicable ☐ Use of Outside Contractor\*

\*Contractor Name: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

\*Additional Information: (Indicate quantity of each service being used and **attach a sketch or drawing** showing the location of all proposed sanitary facilities.)

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**SIGNS/BANNERS:** Are any signs or banners proposed? ☐ Yes\* ☐ No

\*If yes, describe the type and number of signs or banners that are proposed and **attach a sketch or map** showing their location.

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\*\*\*CONTACT THE TOWNSHIP ZONING OFFICER AT (908) 735-8800 EXT. 218 FOR INFORMATION REGARDING THE TOWNSHIP REGULATIONS FOR THE INSTALLATION OF TEMPORARY SIGNAGE AND BANNERS. \*\*\*

[illegible]

\*If yes, list the specific street(s) to be closed, the date(s) and hour(s) they will be closed, the method by which they will be closed (barriers, cones, etc.), and how traffic will be managed. **Attach a sketch or map** showing the areas in question.

[illegible]

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SECURITY AND TRAFFIC CONTROL MEASURES:

Will any traffic control or safety measures be required?

Yes\*

No

\*If yes, describe:

[illegible]

**POLICE AND/OR EMERGENCY SERVICES:**

Will any police or emergency services be required?

Yes\*

No

\*If yes, describe:

[illegible]

## INSURANCE AND INDEMNIFICATION:

Insurance and indemnification requirements will vary depending on the nature and scope of the event. Contact the Township Administrator at (908)-735-8800 ext. 202 for further information.

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By signing below, the individual(s) submitting the application and/or the organization(s), person(s), corporation(s) or association(s) on whose behalf the application is being submitted (collectively, the "permittee") hereby acknowledges and agrees as follows:

- All applicable State, County, and Township ordinances, rules and regulations will bind the permittee
- The permittee will secure all other permits or approvals as may be required from other governmental officials or agencies in connection with the event, such (but not limited to) food licenses, alcoholic beverage licenses, tent permits, etc.
- The permittee will be bound by all requirements, if any, imposed as a condition of the issuance of this special event permit
- The permittee will ensure that the areas used for the special event shall be cleaned up as soon after the conclusion of the special event as is reasonably possible. This cleanup shall include, but not be limited to, such items as refreshments, signage and any litter or debris generated from the special event.
- The permittee will pay for all additional costs incurred if the Township is required to police or other support in connection with the event, including but not limited to manpower or equipment
- The permittee will be liable for all loss, damage, or injury sustained by any person, for whatever reason, which might occur during the above-referenced event due to the negligence of the permittee or the permittee's agents
- The permittee will indemnify and hold harmless the Township, its servants, agents and employees, for any and all claims caused by or arising out of the activity or activities covered in the permit.

The permittee further acknowledges and understands that:

- The Chief of Police shall have the authority to revoke a permit upon a finding of violation of any rule or ordinance or upon good cause shown.
- The Chief of Police and other authorized personnel shall have the authority to eject from the special event area any person or person acting in violation of this chapter.
- The Chief of Police and any other authorized personnel shall have the authority to seize and confiscate any property, thing, or device used in violation of this chapter.
- Any person or organization found to be in violation of the requirements of this chapter shall, in addition to revocation of any permit issued, be subject to the penalties set forth in §1-17 of the Township Code.

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[Name]

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[Signature]

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[Date]

**INTERNAL USE ONLY**

**ZONING:**

☐ Approved

☐ Disapproved

☐ Approved with conditions

Outstanding violations/ unpaid fines: ☐ Yes (list below) ☐ No

Comments/Conditions/Basis for denial (if applicable):

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Application reviewed by Zoning Officer:

[Signature]

[date]

**INTERNAL USE ONLY**

**FIRE MARSHAL:**

Approvals or permits required: \_\_\_\_\_

Outstanding violations/unpaid fines: ☐ Yes (list below) ☐ No

Comments/Conditions:

[illegible]

Application reviewed by Fire Marshal:

[Signature]

[date]

**INTERNAL USE ONLY**

**CONSTRUCTION DEPARTMENT (if applicable):**

Approvals or permits required: \_\_\_\_\_

Outstanding violations/unpaid fines: ☐ Yes (list below) ☐ No

Comments/Conditions:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Application reviewed by Construction Official:

[Signature]

[date]

**INTERNAL USE ONLY**

**PUBLIC WORKS (if applicable):**

Comments/Conditions:

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Application reviewed by Director of Public Works:

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[Signature]

\_\_\_\_\_  
[date]

**INTERNAL USE ONLY**

**FIRE AND EMERGENCY SERVICES (if applicable):**

Comments/Conditions:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Application reviewed by Chief of Annandale Hose Company:

[Signature]

[date]

**(EMERGENCY SERVICES CONT.):**

Comments/Conditions:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Application reviewed by Chief of South Branch Emergency Services:

[Signature]

[date]

**INTERNAL USE ONLY**

**POLICE:**

☐ Approved☐ Disapproved (list reason(s) below)☐ Approved with conditions

Comments/Conditions:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Application reviewed by Chief of Police:

[Signature]

[date]

**CLERK'S OFFICE:**

CHECK NUMBER:	FEE AMOUNT:	APPROVED	DENIED	PERMIT NUMBER:
MUNICIPAL CLERK:				DATE ISSUED:
IF DENIED, REASON:				

**\*\* Any applicant aggrieved by the denial of a special events permit shall have the right to appeal the denial to the Township Mayor and Council. Such appeal shall be submitted in writing within three days after notice of denial. The Mayor and Council shall act upon the appeal as soon as practicable after receiving notice of the appeal. Alternatively, the applicant may seek redress in a court of competent jurisdiction and the failure to appeal to the Mayor and Council shall in no way affect the ability to seek redress in court. \*\***