

## **TOWNSHIP OF READINGTON**

**YOU ARE HEREBY NOTIFIED THAT AN ORDINANCE ENTITLED:**

### ***AN ORDINANCE SUPPLEMENTING AND AMENDING CHAPTER 201 OF THE CODE OF THE TOWNSHIP OF READINGTON ENTITLED "SPECIAL EVENTS"***

#### ***Ordinance #26-2023***

***BE IT ORDAINED*** by the Township Committee of the Township of Readington in the County of Hunterdon, State of New Jersey, that a Chapter 201 entitled "Special Events" of the Code of the Township of Readington is amended as follows (language underlined thus signifies new language; language stricken ~~thus~~ signifies deletions:

#### **Section 1.** Section 201-1. Purpose and Intent.

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

#### **Section 2.** Section 201-2 entitled "Permit required" is hereby amended as follows:

A. Requirement for permit. Any person or organization desiring to hold any commercial or fund-raising event, ie. concert, race, parade, walkathon, fair, carnival, festival, celebration, balloon festival, bicycle race, running event, show, seasonal farmers market on a nonagricultural property, or other similar event in or upon any public grounds or private property, park, or road of the Township must first apply for, and obtain a permit from the Township Clerk in accordance with the requirements of Sec. 201-3 of this chapter. Any such event which is likely to require the expenditure of Township resources in the form of the Police Department, Fire Department, Department of Public Works, Recreation Department, and/or Emergency Medical Services, shall constitute a special event. To obtain a permit for a special event, the applicant must also satisfy the requirements of Sec. 201-4 of this chapter.

B. Definition of a special event. An event shall also be considered a "special event" when it involves the 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, the placement of portable toilets on public property or on private property where otherwise prohibited, or placement of temporary "no parking" signs on a public right-of-way.

C. Other approvals and/or permits. The issuance of a permit shall not excuse the applicant from securing approvals or permits that may be required from any other governmental agency having jurisdiction over the event, including but not limited to, the Division of Alcoholic Beverage Control, the Department of Environmental Protection, the Board of Health, the County of Hunterdon or Somerset, and/or the State Agriculture Development Committee.

D. Outstanding violations. A permit may be denied if there are outstanding governmental zoning, construction, firecode, or other subcode violations against the property.

**Section 3.** Section 201-3 entitled "Application for permit; exemptions" is hereby amended to as follows:

A. Application. A person or organization seeking a permit hereunder shall file an application with the Township Clerk ~~on a form to be provided by the Clerk for that purpose, and utilizing the non-Township sponsored application special events checklist and application form adopted herewith, and included with this Ordinance as "Attachment under Chapter 201" together with the applicable fees and escrow fees.~~ The applicant shall furnish the following information. In the event of a conflict between the language below and the form, the form shall supersede:

(1) The name, mailing address, email address and telephone number(s) of the person, event organizer and/or applicant, requesting the permit.

(2) The name, mailing address, email address, and telephone number(s) of the person, persons, corporation, ~~or~~ association, or organization sponsoring the activity.

(3) The name, email address, and telephone number of the person who will act as ~~chairperson of the special event and be responsible for the conduct thereof~~ the point of contact on-site during the special event.

(4) The name, email address and telephone number of the person who will act as an alternate/emergency contact on-site during the special event.

~~(5)-(4)~~ A detailed description of the proposed event including the name, type, and location. The applicant shall further specify if the event will be (a) private ie. by invitation only, (b) free and open to the public; (c) whether entry is by participation or registration fee; (d) whether entry is by admission fee, parking fee, or ticket; or (e) other (which shall be further described on the application). ~~and a sketch showing the area or route to be used, along with proposed structures, tents, fences, barricades, signs, banners, and rest room facilities, more commonly referred to as a "footprint."~~

(6) The applicant shall specify if the event is a reoccurring or annual event previously approved by the Township. If so, the date of the last event shall be indicated and a copy of the corresponding special event approval shall be included with the application.

(7) The application shall specify the date(s) of the event and any rain dates, the

advertised start and finish times of the event, and the total time anticipated to be devoted to the event on site (including set-up and clean-up time) . ~~(5) The date(s) and hours for which the permit is sought.~~

~~(8)(6)~~ Whether or not any music or other entertainment will be provided, either live or recorded, whether there will be an announcer, auctioneer, MC or host, or other; whether it will be indoors or outdoors, and the hours of the entertainment. If there will be no amplified music, sound or entertainment, the application shall so specify.

~~(9)(7)~~ Whether any food or beverages (alcoholic or non-alcoholic) will be served, sold or sampled on premises. The methods of food preparation shall be specified, as well as how it will be served, including whether or not food trucks will be present.

~~(10)(8)~~ Whether any police, emergency, or other support staff may be required.

~~(11)(9)~~ The location of the event for which the permit is sought, and complete details as to how the applicant intends to provide for crowd control, security and traffic control (subject to review and recommendation of the Township's Police Department). The application shall specify whether the following are required, together with the number of personnel needed: police, EMS, fire, public works/roads, and/or other municipal support staff. As provided in other applicable sections of this ordinance, the Township shall be reimbursed for use of Township personnel or emergency services. If there are any special or unusual requirements created as a result of the event, the application shall describe and the Township shall determine what level of municipal or emergency services participation is needed.

~~(12)(40)~~ The number of participants, spectators, and/or other people that could reasonably be anticipated to attend the event. This number shall include the event organizers, staff, volunteers and attendees.

(13) i. Applicant shall specify whether any streets, or portions of streets, are requested to be closed or blocked off. If so, the street name and street number range (if less than the entire length) shall be provided, together with a map depicting the area of closure. If the street is a County Road; applicant shall attach evidence of approval from the County in which the road is located.

ii. In the event closure or partial closure of a street or portion of a street is approved or determined necessary by the event, the applicant shall be required to provide written notice to all impacted property owners at least 10 days prior to the event date. For the purposes of this ordinance, "impacted parties" include property owners in close proximity to the event, properties located along the street(s) or portion of the streets to be closed, and any other parties identified by the Township during review. In the event of a total closure, an alternate traffic route or access plan shall be provided.

(14) Applicant shall specify whether or not the event will include rides, inflatables, amusements, fireworks or other pyrotechnic displays, tents, on-site signage, banners or other displays, and/or generators. If so, sizes and amounts shall be provided, as necessary to complete

the review.

(15) An event site plan shall be submitted with the application which describes the area or route to be used, and provides the location, number and size (as applicable) of: proposed structures, tents, fences, barricades, planned ingress and egress locations, parking areas, signs/banners, directional signage, parking pay stations, restroom/port-a-john facilities, parking pay stations, location of emergency services, eating areas, food trucks, garbage, litter and/or recycling receptacles/dumpsters, and any other relevant information.

(16) If the event (or recurring event) involves attendance by more than 200 people, requires the assistance of Township personnel or services, or use of public property, the applicant shall be responsible for providing: (1) a certificate of insurance or surety bond, in an amount acceptable to the Township, naming the Township as an additional insured; and 2) a hold harmless agreement in the form provided by the Township, per par. 18 below, and elsewhere in this ordinance.

(17) The applicant shall be responsible for acquiring all other Township and outside agency approvals having jurisdiction over the event and supplying copies as part of the application or as a condition of approval, as appropriate, including but not limited to permits required from or coordinated with the: a) Construction/Building Code department (such as generators, mechanical equipment, electrical facilities, platforms/stages/scaffolding, tents, and/or heaters); b) Recreation Department (park facility use); c) Board of Health (food concessions/food trucks, portable toilets, and/or animals); d) Municipal Clerk's Office (raffles, games of chance, and/or alcoholic beverage control permits); e) Fire Prevention (fireworks/pyrotechnics, grills/open flame cooking, open burns and/or tents); and (f) County or State agencies having jurisdiction over the event. Notwithstanding anything to the contrary, no event shall be conducted without applicant first supplying copies of all applicable permits to the Township Clerk.

(18)(14) An acknowledgment that if the permit is issued, the applicant will: a) be bound by all applicable Township ordinances, rules and regulations; and b) be liable for all loss, damage or injury sustained by an person, for whatever reason, which might occur during the special event due to the negligence of those organizers, persons, corporations or associations.

(19) Signed acknowledgment to be bound by terms of the escrow deposit/fees set forth in this ordinance.

(20)(12) Any other information which the Township Clerk shall find reasonably necessary to assist the governing body in determining whether or not a permit should be issued hereunder, including sufficient insurance protecting the Township for events occurring on public property, per par. 16 above .

B. Reference for review. Upon determining that the application is complete, the Township Clerk shall refer the application to the Police Chief or Public Safety Director, Zoning Officer, Construction Code Official, and any other Department Heads, as may be necessary or applicable for preliminary review and recommendation in accordance with Section 201-5 of this

ordinance.

C. Exemptions

(1) No permit shall be required for a governmental agency acting within the scope of its function.

(2) No permit shall be required for events sponsored by the Township of Readington.

(3) No permits shall be required for events sponsored by the Readington Township Board of Education, and/or emergency volunteer services of the Township of Readington, except when they involve the closure or obstruction of any public roads or public property.

(4) Non-commercial private parties, celebrations, gatherings and other events which are conducted by invitation only and are not open to the public and which are conducted on privately-owned lands by the owner thereof unless they involve the anticipated closure or obstruction of any public roads or public property.

**Section 4.** Section 201-4 entitled "Procedure, fees" shall be amended as follows:

A. The application shall be filed , in writing, with the Township Clerk by the ~~person~~ organizer or persons in charge of or responsible for such event, at least forty-five (45) days before the scheduled date of the event, ~~except for block party requests which shall be filed no less than twenty (20) days before.~~

B. ~~Per section 148-121B(1)(b) as may be amended, A fee of one hundred dollars (\$100.00) shall accompany a request for a permit and shall be used to reimburse the Township for its administrative costs in issuing a permit.~~

(1) Application Fees shall be included with the application to help offset the Township's administrative costs in issuing a permit, as follows:

i. Special Event Permit Fee - \$125.00

ii. Late fee - \$100.00 (due in addition to the fees in "i" or "iii", if application is submitted less than 45 days before the event) .

iii. Special occasion event on preserved farmland that has received approval from the State Agriculture Development Committee (SADC) - \$50.

(2) Escrow Fees/Deposits

i. A deposit of the greater of \$1,000 or 100% of the anticipated cost of costs/expenses as provided by the municipality for use of municipal resources provided in Sec. 201-8 below. Unused portions of escrow fees are refundable upon request and approval by the Township Committee.

ii. Escrow deposits shall be paid not less than five (5) days before the event or a permit will not be issued.

iii. In addition to the initial escrow deposit, applicants shall be responsible for the reimbursement of any additional costs incurred by the Township for use of its equipment, emergency services, police, DPW, code or subcode, or other support before, at, or after the event, at the same rates incurred by the Township.

D. Permit fees may be amended by resolution of the Township Committee in the future.

**Section 5.** Section 201- 5 entitled "Review of Application; Recommendations and Decision" shall be amended as follows:

A. All special event applications shall be presented to the governing body by the Township Clerk, together with any Department recommendations, at a public meeting not more than 20 days following the filing of the completed application. The Township Clerk may withhold an application from consideration by the governing body if the Township Clerk and/or Township departments determine that the application is incomplete, or if an informed decision cannot be made without first obtaining additional essential information, in which case the applicant shall be advised, in writing, of the nature of the additional or incomplete information required within 20 days following the filing of the ~~completed~~ application.

B. When considering whether to grant a permit application, the governing body shall take the following into consideration one or more of the following, based on any recommendations of the Chief of Police, Public Safety Director, or other applicable Department Heads:

(1) The proposed event's impact on the public health, public safety and general welfare of the public.

(2) The impact of the proposed event on the public's enjoyment of the Township's amenities, if applicable.

(3) The impact of the proposed special event on the Township's resources and/or services.

(4) Whether or not the proposed event will unreasonably interfere with the public use of the streets and sidewalks and private properties and can be conducted in a safe manner.

(5) Whether or not the proposed event will conflict with another proposed or scheduled special event in such a fashion that the Township's Police Department and/or other departments would have insufficient manpower to provide for the public safety of the community.

(6) Whether or not there will be a sufficient number of ambulances, emergency service

and fire-fighting equipment and the attendant personnel designated for the special event, and the conduct of the event will require the diversion of too many ambulances, emergency service, fire-fighting equipment or related personnel as to prevent normal ambulance, emergency, or fire-fighting service for the rest of the Township during the event. The applicant will consult with and comply with any recommendations of the Chief of the Rescue Squad and the Chief of the fire department servicing the locality.

(7) The manner in which the applicant intends to provide notice of the event to neighborhoods impacted by the proposed special event.

(8) The governing body shall not consider the content of the speech, actions or event in reaching its decision on whether to grant the permit or to incorporate any conditions, unless it determine that such conditions meet a strict scrutiny test in conformance with the United States Constitution and the Constitution of the State of New Jersey and there is a compelling public interest in imposing such stipulations.

~~C. Other requirements that must be met prior to issuance of a permit, if applicable: The items listed below, and any other documentation determined to be provided as a condition of approval must be submitted to the Township Clerk at least five (5) calendar days prior to set-up for the special event activities, if applicable:~~

(1) The applicant shall obtain all necessary permits for the sale/service/sampling of any alcoholic beverages.

(2) ~~The applicant have provided~~ Evidence of adequate insurance coverage to the Township, including naming the Township as an additional insured if deemed necessary.

(3) The applicant shall have secured and paid for all other permits required under municipal, state or federal regulations in connection with the special event, including zoning requirements, if applicable.

**Section 6.** Section 201-6 entitled "Permit with Conditions" shall be amended as follows.

Any permit granted under this chapter may contain conditions reasonably calculated to reduce or minimize dangers and hazards to vehicular or pedestrian traffic and the public health, safety and welfare, including, but not limited to, changes in time, duration or number of participants, or such conditions as will satisfy the health, safety and welfare concerns set forth in Section 201-5 above. Failure to comply with such conditions may be a cause for denial of future special events permits.

**Section 7.** Section 201-7. Miscellaneous Provisions.

A. For the purpose of protecting the public health, safety and welfare, the Chief of Police or Public Safety Director, as appropriate, may order the temporary closing of streets during the special event and shall direct the posting of proper warning or directional signs in

connection therewith.

B. Any permit granted under this ordinance must contain a guarantee from the applicant 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.

**Section 8.** Section 201-8 entitled "Liability, Revocation of Permit" is hereby amended as follows:

A. Liability. A permit holder shall be bound by all applicable Township ordinances, rules, and regulations, except so expressly set forth in the resolution. The person or persons to whom the permit is issued shall be liable for all loss, damage, or injury sustained by any person whatever by reason of the negligence of the person or persons to whom such permit shall have been issued. The permittee may be required to submit to the Township Clerk prior to the event evidence of liability insurance in an amount required by the governing body, naming the Township as an additional insured. As provided elsewhere in this ordinance, the ~~THE~~ permittee shall be responsible for all additional costs incurred in the event that ~~as a result of this activity,~~ additional resources are needed for the special event, such as but not limited to, manpower and/or equipment.

B. If applicable and recommended by the Township's attorney, the holder of a special event permit shall agree in writing to indemnify and hold harmless the Township, its servants, agents and employees from any claims caused by the activity covered by such permit. The holder of such permit shall present to the Township ~~Administrator/~~ Clerk a certificate of insurance in advance of the event, which will provide indemnification in a form acceptable to the Township, including listing the Township as an additional insured on the policy, should the event involve more than 200 people, or should it be determined to involve a higher risk of injury or danger to the public health, safety, and welfare, involve the use of Township personnel, equipment, or public property.

C. If the Chief of Police or Public Safety Director, as appropriate, deems it necessary to have additional police officers made available for the purpose of preserving the public health, safety and welfare during the course of the special event, then the Chief or Public Safety Director, as appropriate, shall so advise the applicant at the time the permit is issued. If additional expenses or costs are incurred for the purpose of providing such police protection, then the holder of the permit shall be required to pay for same or reimburse the Township for such expenses or costs according to the existing policy of the Township on payment of said officers.

D. If the Chief of Police, Director of Public Safety, ~~Coordinator of the Office of~~ Emergency Management or the Chief of the Rescue Squad, ~~or Fire Department, or other~~ authorized Township Official, as applicable, determines that it is necessary to have emergency, DPW, construction code/subcode, fire, or rescue squad personnel available at the special event for the purpose of preserving the public health, safety and welfare, then he (they) shall so advise the applicant at the time the permit is issued. The applicant shall be required to pay for same or to reimburse the Township for such expenses or costs according to the existing policy of the



Township on payment of said personnel. The applicant shall use local emergency, fire or rescue squad personnel and equipment unless sufficient personnel or equipment is not available; this will be at the discretion of the Chief of the Department. Coordination and logistics of the emergency services will be under the direction of the Chief of the Department.

E. Revocation of Permit. The Chief of Police, Director of Public Safety, Zoning Official, Construction Code Official and/or Fire Official, as applicable, shall have the authority to revoke a permit upon a finding of violation of any rule or ordinance or upon good cause shown.

**Section 9.** Section 201-2. Violations, Penalties.

A. A person commits a violation of this ordinance if he or she:

- (1) Commences or conducts an event without a permit; ~~or~~
- (2) Fails to comply with any requirement of this ordinance or any provision or condition of an event permit; or
- (3) Conducts an event which substantially deviates from the approved permit.

B. Any person, firm, or corporation found guilty in the Municipal Court of the Township of Readington of a violation of the terms of this ordinance shall be subject to a fine of not more than one thousand dollars (\$1,000.00) or imprisonment for a period not exceeding ninety (90) days, or both, in the discretion of the Municipal Court Judge.

**Section 10.** Section 201-10. Enforcement.

A. The Police Department of the Township and other authorized personnel shall, in connection with their duties imposed by law, diligently enforce the provisions of this ordinance.

B. The Police Department of the Township and other authorized personnel shall have the authority to eject from the special event area any person or person acting in violation of this ordinance.

C. The Police Department of the Township and any other authorized personnel shall have the authority to seize and confiscate any property, thing, or device used in violation of this ordinance.

**Section. 11.** A copy of the Township's checklist and application form appears below as "Attachment under Chapter 201":

**Section 12.** All other language not specifically amended by this ordinance shall remain in full force and effect.

**Section 13.** This ordinance supersedes and repeals any ordinances, sections or portion(s) of any other Township ordinance inconsistent herewith.

**Section 14.** All sections, subsections, and provisions of this ordinance may be renumbered as necessary or practical for codification purposes.

**Section 15.** If any section, paragraph, subdivision, clause or provision of this ordinance is adjudged invalid, such adjudication shall apply only to the section, paragraph, subdivision, clause or provision so adjudged, and the remainder of this ordinance shall be deemed valid and effective.

**Section 16.** This ordinance shall take effect immediately upon final passage and publication in accordance with law.

A TRUE COPY OF WHICH ORDINANCE IS PRINTED ABOVE WAS INTRODUCED AT THE MEETING OF THE TOWNSHIP COMMITTEE ON **OCTOBER 16, 2023** AND THAT IT IS THE INTENTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF READINGTON TO CONSIDER PASSAGE OF SAID ORDINANCE AT THE REGULAR MEETING OF THE TOWNSHIP COMMITTEE TO BE HELD AT THE MUNICIPAL BUILDING, 509 ROUTE 523, WHITEHOUSE STATION, NEW JERSEY, ON **NOVEMBER 6, 2023** AT 7:45 P.M. AT WHICH TIME AND PLACE, OR AT ANY TIME OR PLACE TO WHICH THE MEETING SHALL BE FROM TIME TO TIME ADJOURNED AN OPPORTUNITY WILL BE GIVEN TO ALL PERSONS WHO MAY BE INTERESTED THEREIN TO BE HEARD CONCERNING SAID ORDINANCE.

KARIN M PARKER, *RMC*  
MUNICIPAL CLERK

# TOWNSHIP OF READINGTON

WHITEHOUSE STATION, NEW JERSEY 08889



## **NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION**

### **PERMIT INSTRUCTIONS:**

Complete the checklist and event application document in full and submit to the Township Clerk at least **45 days prior to the event**. Failure to submit a completed checklist and associated application documents at least 45 days prior to the event will result in a \$100 late fee in addition to the required application fee.

**Please Note:** Incomplete applications will not be processed. Please review the application checklist carefully and submit all required items for your event type.

### **APPLICATION REVIEW PROCESS & OTHER COSTS:**

Upon review of your event, it may be determined that Township support staff and/or emergency services will be required. The event organizer is responsible for these costs and will be required to establish the proper escrow accounts for same prior to the event. Consequently, prior to issuance of a permit, the event organizer will be made aware of the requirement for Township support staff and/or emergency services and provided a cost estimate for review. The applicant must provide written confirmation accepting these costs and escrow account requirements before final approval of the special event will be issued.

### **PERMIT APPROVAL:**

Approval of the event, along with any conditions or approval, will be confirmed in writing by memo from the Twp. Clerk to the event organizer listed following review and approval by the Township Committee at a regularly scheduled meeting. The Township Committee's Meeting Schedule can be found here: <https://www.readingtontwpnj.gov/agendas-minutes-videos>

### **Application Checklist**

<input type="checkbox"/> Included		Completed Application Checklist
<input type="checkbox"/> Included		Completed & signed Application Form
<input type="checkbox"/> Included		Application Fee(s): <input type="checkbox"/> Special Event Permit Fee - \$125 <input type="checkbox"/> Late Fee- \$100 (If submitted less than 45 days before event) <input type="checkbox"/> Special occasion event on preserved farmland that has received approval from the State Agriculture Development Committee (SADC) - \$50
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Event Site Plan detailing the site layout & all items required by your event type
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Road race route plan with all directional signage & course marked
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Statement of Special or Unusual Requirements that may be created by virtue of the event
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Copy of any approved additional permits required as part of this event
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	If this is a reoccurring or annual event previously approved by the Township, please include a copy of your last Special Event Approval with this application.
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	County Authorization for events taking place on County Roads or properties
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Copy of written request to Twp. Committee for street closing & map depicting area of closure <i>Please note: It shall be the responsibility of the applicant to provide written notice to all impacted property owners at least 10 days prior to the event date. Impacted parties may include property owners in close proximity to the event, properties located along the portion of the street(s) to be closed, and any other parties identified by the Township during review.</i>
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Certificate of Insurance or Surety Bond Information <input type="checkbox"/> Check here if a current annual Certificate of Insurance is already on file with the Township.
<input type="checkbox"/> Included	<input type="checkbox"/> N/A	Completed, signed, Hold Harmless Agreement in favor of the Twp. of Readington <input type="checkbox"/> Check here if a current annual Hold Harmless Agreement is already on file with the Township.

## **NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION**

### **APPLICATION FORM**

***Form Instructions: Complete all application questions. Please indicate "N/A" to items not applicable to your event type***

#### **Event Organizer/Applicant Information**

Are you representing an organization sponsoring the event?

☐ No

☐ Yes (Include organization information below)

Organization's Name:

Event Organizer:

*\*Please be aware that all correspondence on the review and approval of this application will be directed to the event organizer listed here*

Event Organizer's Address:

Event Organizer's Phone:

Work:

Cell:

E-mail:

Point of contact on-site during the event?

Name:

Cell:

E-mail:

Alternative/emergency contact on-site during the event:

Name:

Cell:

E-mail:

Name of Event:

Type of Event:

Location of Event:

Date(s) of Event:

Rain date:

The event is:

☐ Private(by invitation only)

☐ Free & open to the public

☐ Entry by participation or registration fee

☐ Entry by admission fee, parking fee, or ticket

☐ Other:

Is this a reoccurring or annual event previously approved by the Township?

☐ No ☐ Yes\*

\*If yes, please provide a copy of your most recent Special Event Approval with this application & the date of the last event below.

Last event date:

## **NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION**

Hours of event:	Start:	Finish:	<i>(Advertised event timeframe)</i>
Total time on-site:	Start:	Finish:	<i>(Includes set-up and clean-up time)</i>
The event entertainment is:	<input type="checkbox"/> Live music/performances <input type="checkbox"/> Recorded music/performances <input type="checkbox"/> Announcer/auctioneer/MC/host <input type="checkbox"/> No amplified music, sound, or entertainment <input type="checkbox"/> Other:		
Hours of any entertainment types noted above:	Start:	Finish:	
<b>Total number of anticipated attendees:</b> <i>(Include the event organizers, staff, volunteers, and attendees in this total)</i>	<b>Is Township Support Staff being requested for this event?*</b> <input type="checkbox"/> No <input type="checkbox"/> Yes  <i>*Complete details for traffic control and security must be provided subject to review/recommendation by the Twp. of Readington Police Department</i>		
	Police:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	EMS:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Fire:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Public Works/Roads:	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
	Other: (Specify)	<input type="checkbox"/> No <input type="checkbox"/> Yes	Number:
<b>Are street(s) to be closed for the event?</b>  <input type="checkbox"/> No <input type="checkbox"/> Yes	Street name(s): Street number range: <i>(If less than entire length of street)</i> Entire length? <input type="checkbox"/> Yes <input type="checkbox"/> No Check here if County Road <input type="checkbox"/> <i>(Attach approval from the County)</i>  How will written notice to impacted parties be provided?  <input type="checkbox"/> Hand delivery <input type="checkbox"/> Certified mail <input type="checkbox"/> Mail		

## **NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION**

### **Event Activities\***

***\*Please note: The proposed location of all event activities noted below must be shown on your Event Site Plan document. An example Site Event Plan is included in this application packet for reference.***

Will alcohol be served, sold, or sampled at this event?

☐ No ☐ Yes

Will cooking be done on premises for this event?

☐ No ☐ Yes\*

\*If yes, food preparation method:

Will food trucks be present at this event?

☐ No ☐ Yes

Will rides, inflatables, or amusements be present at this event?

☐ No ☐ Yes

Will there be fireworks or other pyrotechnic displays at this event?

☐ No ☐ Yes

Will there be tents at this event?

☐ No ☐ Yes\*

\*If yes, tent size(s):

Will there be on-site signage, banners, or other displays?

☐ No ☐ Yes\*

\*Type and size(s):

Will there be generators at the event?

☐ No ☐ Yes

### **Event Logistics & Safety\***

***\*Please note: The following items should be noted on your Event Site Plan as appropriate. An example Site Event Plan is included in this application packet for reference.***

What provisions are being made for traffic and parking? (Please note planned ingress & egress locations, parking areas, directional signage, parking pay stations and any other relevant information on your Event Site Plan)

What provisions are being made for crowd control and security?

What provisions are being made for first aid and fire emergencies? (Please note the location of emergency services on your Event Site Plan.)

What provisions are being made for additional restrooms/port-a-john facilities? (Please note locations of restrooms/port-a-john facilities on your Event Site Plan.)

**NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION**

What provisions are being made for the collection and removal of litter and recycling generated by the event? (Please note the location of garbage /recycling receptacles/dumpsters on your Event Site Plan.)

**SIGNATURE REQUIRED**

By signing this application, the event organizer/applicant acknowledges that the issuance of a special event permit does not obligate or require the Township of Readington to provide Twp. services, equipment, or personnel in support of the event.  
The Township will provide a cost estimate prior to issuance of the permit if it is determined that Township support staff and/or emergency services will be required.

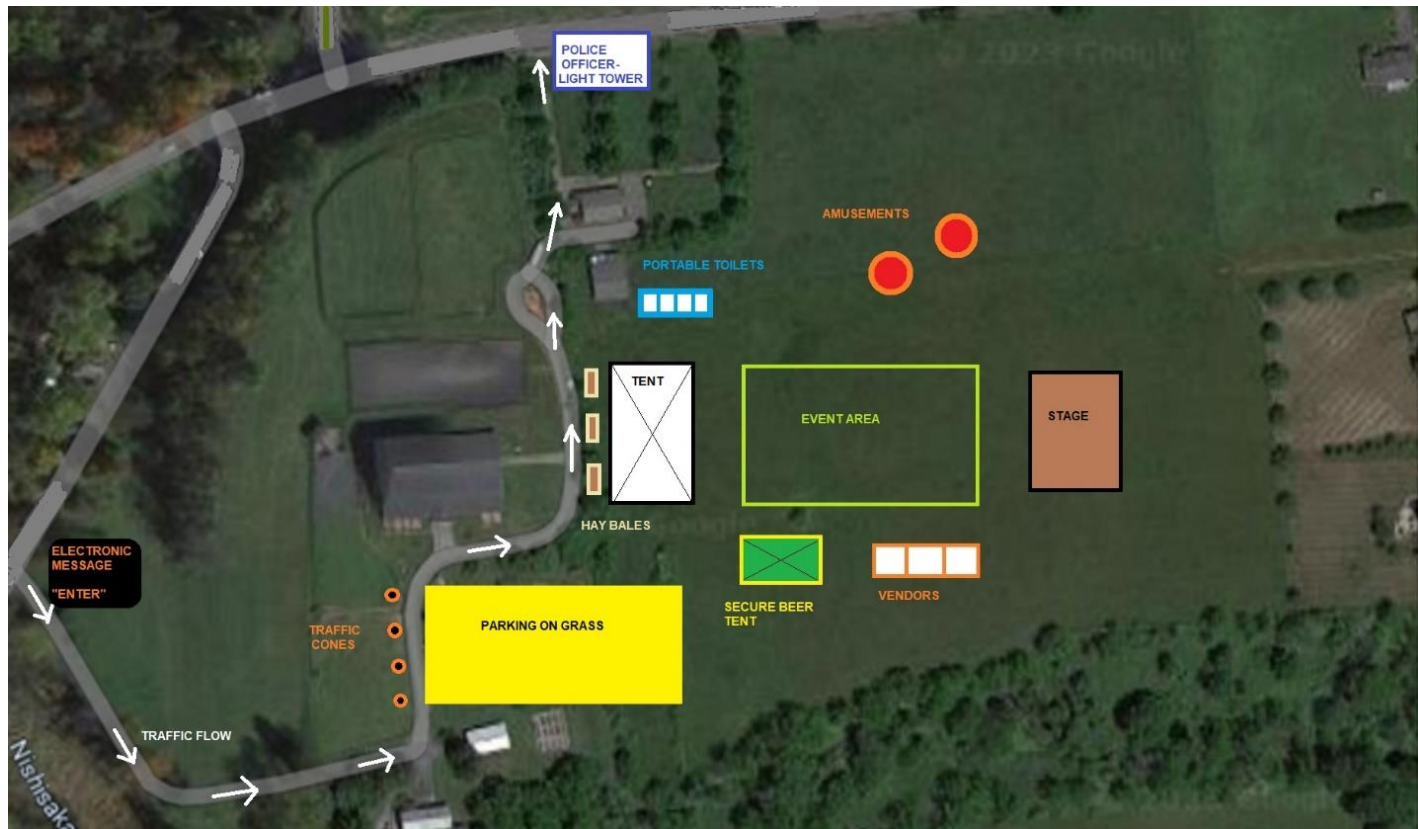
Signature:	_____
Print Name:	_____
Affiliation with Applicant (if applicable):	_____
Date:	_____

## NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION

### EXAMPLE- EVENT SITE PLAN

#### CONSIDERATIONS:

- Approximately 240 cars can be parked on 1 acre of space
- Use hay bales and traffic cones to channel pedestrian and motor vehicle traffic
- Rent sign boards and portable lights for safety
- Hire off-duty police officers for traffic management/security





## NON-TOWNSHIP SPONSORED SPECIAL EVENT APPLICATION

### Additional Event Permit Guidance

The event organizer/applicant is responsible for obtaining any additional permits required by the Twp. of Readington in conjunction with this event. Please review the permit types below and contact the individual departments directly to obtain additional information and required application documents.

CONSTRUCTION/BUILDING DEPT. PERMITS	RECREATION PERMITS	BOARD OF HEALTH PERMITS
<b>Webpage:</b> <a href="https://www.readingtontwpnj.gov/departments/construction-code-office">https://www.readingtontwpnj.gov/departments/construction-code-office</a> <b>Phone: 908.534.2164</b>	<b>Webpage:</b> <a href="https://readingtonrecreation.org/">https://readingtonrecreation.org/</a> <b>Phone: 908.534.9752</b>	<b>Webpage:</b> <a href="https://www.readingtontwpnj.gov/boards-committees/bd-of-health">https://www.readingtontwpnj.gov/boards-committees/bd-of-health</a> <b>Phone: 908.534.4051 x 234</b>
<input type="checkbox"/> Generators  <input type="checkbox"/> Mechanical Equipment  <input type="checkbox"/> Platforms/Stages/Scaffolding  <input type="checkbox"/> Tents  <input type="checkbox"/> Heaters	<input type="checkbox"/> Park Facility Use	<input type="checkbox"/> Food Concessions/Food Trucks  <input type="checkbox"/> Portable Toilets  <input type="checkbox"/> Animals

MUNICIPAL CLERK PERMITS	FIRE PREVENTION PERMITS
<b>Webpage:</b> <a href="https://www.readingtontwpnj.gov/departments/clerk">https://www.readingtontwpnj.gov/departments/clerk</a> <b>Phone: 908.534.4051 x223</b>	<b>Webpage:</b> <a href="https://www.readingtontwpnj.gov/departments/fire-prevention">https://www.readingtontwpnj.gov/departments/fire-prevention</a> <b>Phone: 908.806.6100</b>
<input type="checkbox"/> Raffles/Games of Chance  <input type="checkbox"/> Alcoholic Beverage*	<input type="checkbox"/> Fireworks/Pyrotechnics  <input type="checkbox"/> Grills/open flame cooking  <input type="checkbox"/> Food Trucks  <input type="checkbox"/> Open burns  <input type="checkbox"/> Tents