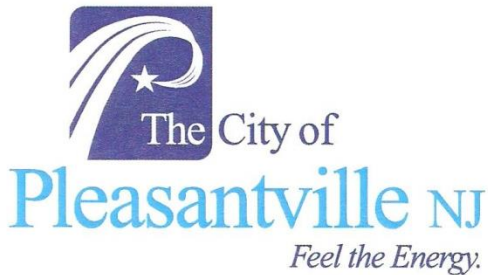


## PARADES/SPECIAL EVENTS APPLICATION INFORMATION/INSTRUCTIONS

**\*\*Special Events include: athletic event, street fair, art and craft show, carnival, block party, or other neighborhood activity, picnic, dance, rally, promotional or fund-raising activities, community celebrations and observances, and other special events which occur on any City street, sidewalk, alley, or other public right-of-way or other property owned or controlled by the City or any event so as to impede, obstruct, impair, delay, or interfere with the usual, normal and free pedestrian or vehicular use, or which requires, in the judgment of the Chief of Police, the deployment of peace officers for crowd control.\*\***

1. The application must be turned into the City Administrator's Office as follows:
  - a) If it is for a parade or other event along a route pre-established by the Chief of Police, or a free speech route, it should be filed not less than 22 days nor more than 90 days prior to the date on which it will occur.
  - b) All other applications shall be submitted not less than 30 days nor more than 90 days before the event date.
2. A non-refundable permit fee of \$25.00 must be submitted with the application.
3. The applicant/sponsor of an event must possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. Such insurance shall name on the policy or by endorsement as additional insured the City of Pleasantville, its officers, employees, and agents. Insurance coverage must be maintained for the duration of the event. Coverage shall be as follows:
  - a) Commercial general liability: \$1,000,000.
  - b) Automobile liability: \$1,000,000.
  - c) Workers compensation: Statutory requirements.
4. A copy of the policy or a certificate of insurance, along with all necessary endorsements, must be filed with the City Administrator no less than five days before the date of the event unless the City Administrator for good cause waives the filing deadline.

5. The insurance requirements of Subsections A and B above shall be waived by the City Administrator for non-athletic events if the following conditions are satisfied:
  - a) The applicant or an officer of the sponsoring organization signs a verified statement that he believes the event's purpose is First Amendment expression and that he has determined that the cost of obtaining insurance is so financially burdensome that it would constitute an unreasonable burden on the right of First Amendment expression or that it has been impossible to obtain insurance coverage. The statement shall include the name and address of one insurance agent or other source for insurance coverage contacted to determine insurance premium rates for insurance coverage.
  - b) The City Administrator may, in his discretion, determine to require the applicant/sponsor to apply for insurance coverage for the event under a policy containing the insurance requirements of Subsections A and B above. The applicant/sponsor must provide any information pertinent to qualifying for the insurance coverage. The premium for the insurance coverage may be paid by the City rather than the applicant/sponsor.
6. Any additional information that the City Administrator deems necessary to approve an application must be submitted.
7. Additional information required for parades, races, and other events occurring along a route:
  - a) The assembly point for the event, the time at which units of the parade or other event will begin to assemble.
  - b) The route to be traveled.
  - c) Whether the parade or other event will occupy all or only a portion of the streets proposed to be traversed.
  - d) The intervals of space to be maintained between units of a parade or other event.
  - e) The number, types, and size of floats.
  - f) Material and maximum size of any signs or banners to be carried along the route.
8. Tents, chairs and tables are the applicant's responsibility.



18 N First Street  
Pleasantville, NJ 08232  
(609) 484-3600  
[www.pleasantville-nj.org](http://www.pleasantville-nj.org)

## PARADES/SPECIAL EVENTS APPLICATION

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Head of Organization: \_\_\_\_\_

Name of person/telephone in charge of event (if different from above): \_\_\_\_\_

Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_ Time: (starting and ending): \_\_\_\_\_

Purpose/Nature of Event: \_\_\_\_\_

\_\_\_\_\_

Location (include boundaries): \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_ Type and number of vehicles, animals and

structures to be used: \_\_\_\_\_

\_\_\_\_\_

Type of sound equipment that will be used: \_\_\_\_\_

City Stage Rental: Yes \_\_\_ No \_\_\_ If yes, a City Stage Usage form must be filled out.

Will there be cooking conducted at the site? Yes \_\_\_ No \_\_\_

If yes, please contact the Fire Department for a fire permit at (609) 484-3626.

Will food or beverages be sold at the event? Yes \_\_\_ No \_\_\_

If yes, approval from the Atlantic County Board of Health is required.

Will there be tent(s) larger than the size of 10x10? Yes \_\_\_\_ No \_\_\_\_

If yes, please contact the Fire Department for a permit at (609) 484-3626.

Will monitors or private security be employed at this event? Yes \_\_\_\_ No \_\_\_\_

Describe parking requirements for event: \_\_\_\_\_

\_\_\_\_\_

Detail sketch of the layout plan attached? Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**\*\* Refunds: If application is denied by the City of Pleasantville a full refund will be given. If you decided to cancel, an administrative fee of \$50.00 processing fee will be charged. Cancellation must be ten (10) business days prior to event.**

**FOR OFFICE USE ONLY**

1. Date received: \_\_\_\_\_
2. Application/Rental Fee Paid: Yes \_\_\_ No \_\_\_ Other \_\_\_\_\_
3. Required Certificate of Insurance attached? Yes \_\_\_ No \_\_\_
4. Is Security Required? Yes \_\_\_ No \_\_\_ (Police Department will confirm if necessary).
5. Will a tent(s) larger than 10x10 will be used? Yes \_\_\_ No \_\_\_  
Fire permit required.
6. Will there be cooking at the site? Yes \_\_\_ No \_\_\_  
Fire permit required.
7. City Stage Usage? Yes \_\_\_ No \_\_\_ Must obtain form from Administration.
8. Attached a detailed sketch of the layout plan for this event. Yes \_\_\_ No \_\_\_

All requirements have been met for the completion of this application.

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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**City Council Committee: Community Relations \_\_\_ Recreation \_\_\_ Other \_\_\_**

**Approval \_\_\_ Denial \_\_\_ Date \_\_\_\_\_ Resolution No. \_\_\_\_\_**

**The following signatures must be obtained before the application is forwarded to City Council for approval and issuance of a valid permit. Please return the application to the City Clerk's Office for final processing.**

1. Public Works Superintendent: \_\_\_\_\_
2. Recreation Superintendent: \_\_\_\_\_
3. Police Chief: \_\_\_\_\_
4. Fire Chief: \_\_\_\_\_
5. City Administrator: \_\_\_\_\_
6. Mayor: \_\_\_\_\_