Borough of Fair Lawn

SPECIAL EVENT APPLICATION

Must be submitted a minimum of 45 days prior to event.

This permit must be filled out by any person or non-profit organization conducting a special event on Borough owned property.

Permit No.: _____

Date(s) of Event: _____
Rain Date: _____
Additional Choice(s) if preferred date is unavailable: _____

Time needed in facility (Set Up, Clean Up):
From: _____To: _____

Specific Event Time:
From: _____To: _____

Check all that apply:

- ☐ Fair/Festival
- ☐ Carnival
- ☐ Concert
- ☐ Parade
- ☐ Race/Walk
- ☐ Outdoor Movie
- ☐ Rally/Demonstration
- ☐ Wedding
- ☐ Other

_____

Location:

- ☐ Outdoor Facility (*Please indicate the specific park(s), field(s), street(s) and/or outdoor facility being requested)*

  _____

  _____

  _____

- ☐ Borough Building (*Please indicate the specific building(s), room(s) and/or indoor facility being requested)*

  _____

  _____

  _____

- ☐ Map or drawing included

Title of Event: _____

Location of Event: _____

Name of Applicant and Organization: _____

_____

Non-profit? Yes (please provide documentation) _____ No _____

Address: _____

Cell: _____ Email: _____

Day of event contact person (name/cell#): _____

Estimated Attendance: _____ Participants: _____ Spectators: _____

Admission Fee: _____ Open to the Public: _____

Street Closures: _____ If yes, which street(s) _____

_____

Will there be:

- ☐ Tents *(*Tents larger than 900 sq feet/30' long will need to be approved by Fire Prevention 201-794-5408)*
- ☐ Banners
- ☐ Stage(s)
- ☐ Generators
- ☐ Inflatables
- ☐ Other: _____

_____

DO YOU NEED ADDITIONAL PERMITS?

Are you holding a Raffle, Bingo or 50/50? Yes _____ No _____
You must contact the Borough Clerk's Office at 201-794-5340

Are you serving or selling alcohol? Yes _____ No _____
You must contact the Borough Clerk's Office at 201-794-5340

Will you be serving or selling food? Yes _____ No _____
You must contact the Health Department at 201-794-5327

Will food be prepared at the event? Yes _____ No _____
You must contact the Health Department at 201-794-5327
You must contact the Fire Prevention Bureau at 201-794-5408

Will you have open flame or fireworks? Yes _____ No _____
You must contact the Fire Prevention Bureau at 201-794-5408

Please return all Special Event Application requests to: art@fairlawn.org
or mail to Liz Maresca at 8-01 Fair Lawn Avenue, Fair Lawn, NJ 07410

The Department Head or his/her designee of the Departments that will be involved in the event shall provide the Borough Manager with the best estimate of the cost of extraordinary services which may be necessary for the Special Event. The Borough Manager shall provide an estimate of the extraordinary service costs with enough detail to allow the event organizer(s) to reasonably understand the extraordinary services and costs that are expected. Event organizer(s) shall pay the Borough 100% of the actual cost of extraordinary services within 30 days of receiving an itemized invoice; if multiple organizers are involved, each is fully liable for the total amount due regardless of how the multiple organizers may separately agree to divide these expenses. Borough-based nonprofit organizers shall instead pay 35% of the actual cost. This fee shall be paid to the Borough within thirty (30) days of the date an itemized invoice for the same is prepared and mailed by the Borough at the conclusion of the Special Event. The event organizer(s) may request that the fee of the extraordinary costs be waived due to substantial financial hardship. The waiving of these fees shall be discussed and approved by the Mayor and Council.

Organizers of Special Events shall be required to sign an agreement in a form acceptable to the Borough to indemnify and hold harmless the Borough from and against any and all claims, demands, damages, judgments or liabilities (including liabilities for penalties and responsible attorneys' fees) of any nature whatsoever resulting from or arising out of the Special Event, in accordance with the indemnification below.

All Special Event organizers shall procure at their expense, a policy of insurance subject to the Borough's minimum requirements for Special Events. Minimum policy limits shall be $1 million general liability with a $2 million aggregate; however, the Borough reserves the right to adjust policy limits according to the level of risk associated with the Special Event. Each policy and endorsement must include the Borough as additionally named insured. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the clean-up period after the event. The certificate of insurance shall be satisfactory proof of insurance of said policies and shall be filed with the Borough Manager's Office a minimum of five (5) days prior to the scheduled event. A copy of the certificate of insurance may be accepted by facsimile transmission or an email attachment with the original to be received no later than three (3) days prior to the event. The event shall not be allowed to proceed without submission of insurance documentation.

The Borough Manager or the Mayor and Council may cancel a Special Event without prior notice for any significant change in conditions which would or may adversely affecting the public health or safety of the community, or for any condition that would place Borough facilities, grounds, or other resources at risk of damage or destruction.

I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restrictions and conditions of the permit when issued. I hereby acknowledge responsibility for penalties associated with non-compliance with the permit conditions, whether or not I am present at the time of the violation.

I hereby certify the foregoing statements to be true and correct and agree to defend, indemnify and hold harmless the Borough of Fair Lawn, its Borough Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events, and or criminal prosecution. Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citation(s), fines and denial future permit applications.

Print Name: _____ Sign Name: _____

Date: _____

For Borough Use Only.

- ☐ Estimated Cost: $_____ **(this is subject to increase. We will inform you if it does.)**
- ☐ Insurance Certificate
- ☐ Deposit: $_____

Approved by (if applicable):

- ☐ Borough Manager
- ☐ DPW
- ☐ Fire/Fire Prevention
- ☐ Health/Food Vendors
- ☐ Library
- ☐ Mayor & Council
- ☐ Municipal Clerk
- ☐ OEM
- ☐ Parks & Recreation, Senior Center
- ☐ Police
- ☐ Other: _____