



Borough of Bellmawr Special Event Application

Depending on the nature of your event, you may need to obtain additional permits or approvals to ensure a well-planned, safe event. The Borough of Bellmawr has created this special event permit process to help you determine what type of Borough permits and approvals you will need.

1. Submit your completed application **in accordance with the below schedule before your proposed event date** with a check made payable to the Borough of Bellmawr. (non-refundable processing fee).

* If your event is a festival or cultural event with an anticipated attendance over 750 people, applications must be submitted **60 days** before your proposed event date.

EVENT TYPE	APPLICATION DEADLINE	FEE
Block Party	30 Days	\$50
Carnival	90 Days	\$250
Farmer's Market	60 Days	\$250
Flea Market	60 Days	\$250
Outdoor Market	60 Days	\$250
Parades	90 Days	\$500
Public Assembly	60 Days	\$500
Public Assembly with temporary structure	90 Days	\$500
Promotional Event	30 Days	\$100

Completed applications may be:

- Delivered: Borough of Bellmawr 21 East Browning Road Bellmawr New Jersey 08031;
- Mailed: Borough of Bellmawr P.O. Box 368 Bellmawr New Jersey 08099-0368, Attn: Borough Clerk;
- Emailed: boroclerk@bellmawr.com

Incomplete applications will not be processed. Applications will not be processed until the processing fee is paid. Any unpaid balances owed to the Borough must be paid in full before an event application will be processed.

2. You will be sent an email acknowledgement that your application has been received. Your application will then be reviewed by borough employees, which may take up to three weeks. During this time, you may be contacted by borough employees for clarification of your event details.
3. After a full review of your application, you will receive either an event conditional letter or a denial letter. The conditional letter will outline requirements for your event, such as necessary permits, approvals and applicable fees. This may include, but is not limited to, the following:
 - Certificate of Insurance showing evidence of a commercial liability policy and an Additional Insured Endorsement
 - Facility and Park Reservations
 - Additional Permits and Fees (i.e. amplified sound, tents, stage, cooking, inflatables, etc.)
 - Security Requirements
 - Required Inspections and Meetings (prior, day-of and post event)
 - Garbage and Recycling Requirements
 - Traffic Control Services
4. Once all the conditions have been met, a Special Event Permit will be issued by the Borough. You will be required to have this permit in your possession during your event.

For further information, call the Borough Clerk at 856-933-1313, or email boroclerk@bellmawr.com

BOROUGH OF BELLMAWR - SPECIAL EVENT APPLICATION**SECTION 1: Contact Information**

Event Title: _____ Event Date: _____

Applicant Name: _____

Organization: _____

Phone: _____ Email: _____

Mailing Address: _____

Day-of-Event Contact: _____ Day-of-Event Phone: _____

*Except as to the sole negligence or willful misconduct of the Borough, the Applicant or Permittee shall defend indemnify and hold the Borough, and its officers, employees and agents harmless from any and all loss, damage, claim for damage, liability, expense or cost, including attorneys' fees, which arise out of or is in any way connected with the community event authorized herein. This indemnification provision shall apply to any acts or omissions, willful misconduct or negligent conduct, whether active or passive, on the part of Applicant or Permittee or of Applicant or Permittee's employees, subcontractors, agents or volunteers. **By signing this application, the applicant acknowledges that they may be billed for any unanticipated costs for Borough services arising from the event as a result of changes to the event or inaccurate application information.***

Signature: _____ Date: _____

SECTION 2: Event Information

Provide a detailed description of your event, the sequence and types of activities the event will include, event attendees, your event promotional plan, including any advertising directed to the public, etc.

TYPE OF EVENT

What type of event is this (check all that apply):

- | | |
|---|---|
| ☐ Community Event | ☐ Charitable Event |
| ☐ Outdoor Festival, Celebration or Street Fair | ☐ Block Party |
| ☐ Parade or Procession | ☐ Private Event |
| ☐ Race, Fun Run or Walk, or Bike Event | ☐ Car Wash |
| ☐ Other: _____ | |

TIMELINE

Set-Up: Date: _____ Start Time: _____ End Time: _____

Actual Event: Date: _____ Start Time: _____ End Time: _____

Clean-Up: Date: _____ Start Time: _____ End Time: _____

ANTICIPATED ATTENDANCE

Total: _____ Per Day: _____ Maximum Anticipated at One Time: _____

Totals should include all event attendees, volunteers, vendors, etc.

☐ Yes ☐ No Will this event be open to the public?

EVENT LOCATION

☐ Yes ☐ No Will the event be held at a Borough of Bellmawr facility?

If yes, which facility? _____

If no, where will your event be held (be specific): _____

If privately-owned property, include proof of approval from property owner (and tenant, if applicable) with this application.

EVENT PARKING

Describe where event attendees are expected to park their vehicles. If the event will require more parking than what is available, describe your plan for overflow vehicles.

ROAD CLOSURES

All road closures in Bellmawr must be approved by the Bellmawr Police Department. If your event requires the closure of any state, county or other city's roadway, you must obtain approval from the respective jurisdiction.

☐ Yes ☐ No Will this event require any Borough roads to be closed?

If no, you can skip to the Food section below.

If yes, how do you plan to manage the traffic control?

- ☐ I am requesting the Borough of Bellmawr to perform the traffic control (fees will apply)
- ☐ I will be contracting out the traffic control and have included the event's temporary traffic control plan

If the traffic control will not be performed by the Borough and will be contracted out, you are required to submit a temporary traffic control plan for Borough approval with this application. Plans must include all roads and intersections to be closed before, during and after the event.

What road(s) are you requesting to be closed? (Be specific on exactly where the closures will occur)

Why do you need the requested road(s) closed and what will you be doing on them?

Provide the exact times you are requesting the road(s) to be closed:

Road Closed: Date: _____ Time: _____
Road Re-Opened: Date: _____ Time: _____

FOOD

Special permits are required if you are serving food to the public at your event. Contact the County Department of Health at 856-374-6052 to obtain required permits.

☐ Yes ☐ No Will you provide food at your event (e.g. catered, food concessions, etc.)?

If yes, please describe: _____

☐ Yes ☐ No **Will food be prepared or cooked at the event?**

Any cooking using an open flame will require an additional permit, a meeting with a Fire Protection Specialist at the Fire Department at least 10 days prior to your event and a day-of-event inspection.

Specify cooking method: ☐ Gas ☐ Electric ☐ Charcoal ☐ Other: _____

☐ Yes ☐ No **Will Food Trucks be at your event?**

If you are hosting your event at a Borough facility: Any food service must be paid for before the event, including food trucks. Food trucks must stay in designated parking areas and are not permitted to sell to the public while providing food for your event.

☐ Yes ☐ No **Will there be food warming using an open flame (e.g. Sterno)?**

If yes, please describe the method of food warming below and specify booths using an open flame on your site map.

All canned-heat canisters (e.g. Sterno) cannot exceed 8 ounces.

OPEN FLAME OTHER THAN COOKING

☐ Yes ☐ No **Will there be any open flame, open burning or use of any open flame device during the event?**

If yes, please describe the activity and device proposed to be used, specify where the open flame will be located and include dimensions of the open flame area and distances to all structures, property lines and combustible materials (including trees and bushes) on your site map.

ALCOHOL

If alcohol will be served at your event, you will be required to provide liquor liability coverage on your certificate of insurance.

☐ Yes ☐ No **Will your event involve the serving and consumption of alcoholic beverages?**

Alcohol is limited to beer, wine and champagne. Hard alcohol, including mixed drinks and cocktails are not permitted in any park.

☐ Yes ☐ No **Will alcohol be sold at your event?**

If you plan to sell alcoholic beverages at your event, you are required to obtain a permit from the state Department of Alcoholic Beverage Control (ABC).

SAFETY AND SECURITY

☐ Yes ☐ No **Do you plan to have a first aid area at your event?**

If yes, make sure to provide the location(s) on your site map.

☐ Yes ☐ No **Do you plan to hire private security officers for your event?**

If yes, please describe how many security officers you plan to hire and what their role(s) will be.

For events including but not limited to fairs and festivals, a minimum number of security officers in readily identifiable clothing marked "SECURITY" may be required.

Describe your emergency plan, including your communications procedures:

RESTROOM FACILITIES

Describe the number of restrooms available at the event site and if you plan to order portable restrooms.

You may be required to provide portable toilets and hand washing stations, unless you can substantiate the sufficient availability of both Americans with Disabilities Act (ADA) and non-accessible facilities in the immediate area of the event site which will be available during your event.

TEMPORARY STRUCTURES

☐ Yes ☐ No **Will you be using any tents that are 10' x 10' (pop-up size) or smaller?**

If yes, list how many, their sizes (dimensions or square feet), arrangement of the tents including separation distances, and what you plan to do inside the tent(s):

☐ Yes ☐ No **Will you be using any tents or canopies larger than 10' x 10'?** See page 8 for requirements.

If yes, list how many, their sizes (dimensions or square feet), arrangement of the tents including separation distances, and what you plan to do inside them:

☐ Yes ☐ No **Will you be using a stage?**

HANDS-ON ATTRACTIONS

☐ Yes ☐ No **Will this event feature any hands-on attractions, such as inflatables, petting zoos, rides, etc.?**

If yes, please describe:

SOUND, GENERATORS AND LIGHTING

☐ Yes ☐ No **Will you be using any amplified sound [e.g. public address (P.A.) system, DJ, boom box]?**

If yes, please describe:

☐ Yes ☐ No **Will this event utilize a generator(s)?**

If yes, please describe the intended use:

If you are utilizing a generator(s), make sure to include the location(s) on your site map. Keep the following in mind:

- *Generators must be located at least 20 feet from of a booth or tent and at least 10 feet from an inflatable.*
- *Generators must be separated from contact with the public by physical guards, fencing or a barrier.*
- *Generators must be caution taped off and placed on top of platforms to avoid damaging turf and native grasses.*

☐ Yes ☐ No **Will you be using any lighting?**

If yes, please describe:

WASTE MANAGEMENT PLAN

As part of your event management duties, you are responsible for keeping the event site tidy at all times and for the clean-up and disposal of all trash and recycling generated at your event.

SALES AND DONATIONS

Any ticket or item sales for an event being held at a Borough facility must receive approval from the Borough Clerk. Please provide details below.

☐ Yes ☐ No **Will event attendees have to buy a ticket or pay a fee to attend the event?**

If yes, provide details of your ticket sales, including the online locations where tickets are being sold.

☐ Yes ☐ No **Will anything be sold at the event?**

If yes, please describe:

☐ Yes ☐ No **Will donations be taken at the event?**

If yes, please describe:

SECTION 3: Site Map

Provide a detailed site map for your event. Your site map must include all items below that apply to your event:

- An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area and any roads or lane closures being requested.
- Any temporary structures including tents, canopies, stages, booths, inflatables, etc. *
- Food booths and cooking areas, including the location(s) for any food-prep trailers and cooking appliances.
- Placement of trash and recycling containers and event dumpster.
- On-site restrooms and the location for portable toilets and hand-washing stations.
- Generator locations or sources of electricity.
- All anticipated parking locations.
- The location of first-aid areas, information booths, security booths, etc.
- If the event involves a moving route of any kind (such as a parade or race), indicate the direction of travel, including the starting and ending locations.
- The locations of fencing, barriers or barricades. For outdoor events that have fences, include the exit locations and any removable fencing for emergency access.
- Placement of promotional signs or banners.
- Locations of all other event activities.

*** Tents or Canopies**

For tents 10' by 10' or smaller, additional permits will not be required if you follow the rules below:

- o No more than seven 10' by 10' tents without sides are allowed to be located adjacent to one another. Groups of seven 10' by 10' tents must be separated by at least 10 feet.
- o No more than four 10' by 10' tents with sides are allowed to be located adjacent to one another. Groups of four 10' by 10' tents must be separated by at least 10 feet.

If you are planning on using tents or canopies larger than 10' by 10', an additional permit may be required.

