



BOROUGH OF METUCHEN **OFFICE OF THE BOROUGH CLERK**
732-632-8508 dzupan@metuchen.com 500 Main St., Metuchen, NJ 08840

SPECIAL EVENT PERMIT APPLICATION

This application must be submitted to the Borough Clerk at least sixty (60) days prior to the proposed event.

All applications must include:

- Completed Special Events Permit Application, including any required attachments.
- \$100 Non-refundable application fee (cash or check made payable to the Borough of Metuchen).

At least ten (10) days before the event takes place, applicant must provide:

- \$500 Refundable security deposit (cash or check made payable to the Borough of Metuchen).
- Certificate of Insurance in the amount of \$2,000,000 of liability per occurrence, or \$1,000,000 of liability per occurrence plus \$1,000,000 of umbrella liability per occurrence, naming the Borough of Metuchen as additional insured for the date of the event.
- Hold Harmless Agreement (Borough Clerk will provide).

All Special Events must take place during the following hours:

Monday through Friday: 9:00 a.m. to 10:00 p.m.

Saturday: 9:00 a.m. to 10:00 p.m.

Sunday: 11:00 a.m. to 10:00 p.m.

In addition to completing the application, a meeting with the Borough Administrator, Borough Clerk, and Police is required prior to the application's approval. The designated representative will be contacted to arrange a meeting.

Applicants may not promote or advertise the proposed event in print or digital format, including on social media, prior to obtaining a Special Events Permit. Advertising or promoting an event before it is approved may be grounds for denial of the permit.

RETURN COMPLETED APPLICATION TO:

Borough Clerk
Borough of Metuchen
500 Main Street
Metuchen, NJ 08840

BOROUGH OF METUCHEN SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Name of Organization:

Organization Address:

Organization Phone:

Organization Email:

Organization Representative (First & Last Name):

Is this a nonprofit organization? Yes (attach documentation) No

Representative Phone:

Representative Email:

Day of Event Emergency Contact Name and Phone:

Name, Telephone, and Email of person completing the application (if different from representative above):

EVENT INFORMATION

Event Date:

Event Rain Date (if applicable):

Event Name:

Property Where Event Will be Held:

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Property Owner Name (proof of ownership may be requested):

Property Owner Address:

Event Start:

Event Finish:

Time on Site (to include set up and clean-up time):

Total Number of Anticipated Attendees:

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Proposed streets to be closed (if applicable):

Purpose of Event:

Detailed Description of Event:

Schedule of Activities, Performances, etc.:

Names of Performers (if any):

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Plan for Advertising Event (please attached proposed flyer or other advertising if available):

Please attach a sketch of the site showing:

- Location of event
- Proposed structures (e.g., stage, tents, fences, barricades, signs, restroom facilities)
- Entrances and exits
- Parking areas
- Driveways and roads as they relate to traffic flow and traffic control
- Access for emergency vehicles

Provide details regarding plans for security, traffic control, adequate toilet and sanitary facilities, site cleanup, separation of recyclables and disposal of trash and debris, and parking, including temporary parking areas if required. Please include number of staff, including security personnel.

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Provide details for sound control and sound amplification, including applicant's proposal to confine the sound to the area of the event. Please specify if there will be live or recorded music, or any anticipated unusual noise.

Check which, if any, apply to your event. The below require separate permits which must be obtained in advance of the event; please contact the Borough Clerk for application information.

- Alcoholic beverage service
- Food vendors
- Raffles or other games of chance

Name and Address of Insurance Company Providing Insurance for Event:

Name, Address, and Phone of Persons responsible for Clean Up After Event:

ACKNOWLEDGEMENT OF APPLICATION

Signature:

Print Name:

Date:

BOROUGH OF METUCHEN SPECIAL EVENT PERMIT APPLICATION

-----**FOR BOROUGH USE ONLY**-----

APPROVED BY:

CHIEF OF POLICE

DATE

FIRE OFFICIAL

DATE

BOROUGH CLERK

DATE

BOROUGH ADMINISTRATOR

DATE

FEE PAID _____

SECURITY DEPOSIT _____

LIABILITY INSURANCE _____

HOLD HARMLESS _____

PERMIT NUMBER _____