



Borough of Metuchen Plaza Use Application



Borough of Metuchen - Recreation Department
15 Center Street Metuchen, NJ 08840

Organization/Requester: _____

Address: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Date(s): _____

Start Time: _____ End Time: _____

Purpose: _____

Number of attendees, including spectators/officials: _____

Do you request any of the following to be supplied by the Borough? A fee is associated with each and will be on a quote returned to you:

Portable Toilets Number of ADA-Compliant: _____ Number of standard units: _____

Portable Stage Number of 4' x 8' Sections: _____ P.A. System

Police Security Traffic/Parking Management

Additional Items: _____

Will you provide any of the following?

Portable Toilets How many: _____ Portable Stage Square Footage: _____

Tents/Canopies How many: _____ Sizes(ex. 10' x 10'): _____

General Policies of The Town Plaza – Entire Policy Outlined in Borough Code Book, Chapter 124, Article 3, Sections 15 – 26.

- The Town Plaza is not available for private events where members of the public are excluded, or an admission is charged.
- The Town Plaza is not available for private events including, but not limited to, weddings, birthday parties or any other private event.
- All Town Plaza events, both scheduled and/or informal, must be open to the public, free of charge, and not on an invitation only or restricted basis.
- Access to and through the Plaza must be maintained at all times including during setup and cleanup for an event. Sidewalk and tenant access must also be maintained at all times.
- A group or gathering of 20 or more persons shall constitute a special event requiring a permit to be issued by the Borough for the use of the Town Plaza. No group of 20 or more persons shall utilize the Town Plaza for an event, gathering or outing without first having obtained a use permit in advance from the Borough.

- The issuance of use permits shall be limited to Metuchen-based public, school, civic and nonprofit associations, groups or entities and Metuchen-based for-profit businesses or entities.
- A detailed map of the Plaza must be submitted showing the desired area or location in the Town Plaza sought to be used for the event and a detailed description of all equipment, vendors, vehicles and associated items for use during the event.
- A security deposit in the amount of \$250 made payable to the "Borough of Metuchen" shall be submitted with the application.
- A permit fee of \$300 for a full-day use of the Town Plaza. Full day shall be the use of the Town Plaza for over five hours. A permit fee of \$150 for a half-day use of the Town Plaza. Setup and cleanup time shall be factored into the time required and which permit is required. Permit fee shall be waived by the Borough for all public entities and Metuchen-based school, civic, community, nonprofit, charitable, associations, entities or groups.
- Permit Holder 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.
- Permit Holder shall be responsible for cleaning up the Town Plaza during and upon the conclusion of an event. The Department of Public Works shall not be responsible for the cleanup or maintenance of the Town Plaza both during and after an event. Any Permit Holder utilizing the Town Plaza is also responsible for moving Plaza furniture, to the extent necessary and approved by permit for their event. Upon the conclusion of the event, any Permit Holder utilizing the Town's Plaza shall return all of the Plaza furniture to its original location. Failure to maintain, clean up and/or return Plaza furniture will result in the loss or deduction of the security deposit.
- Any tent or canopy utilized in the Town Plaza must be properly weighted for wind resistance. Tents or canopies greater than 10 feet by 10 feet must be weighted with concrete. Spikes cannot be hammered into the Plaza surface to secure tents, canopies or other equipment.

Application Instructions

- Application must be completed and signed prior to submission for review. Incomplete and/or unsigned applications will not be reviewed.
- False, omitted, or incorrect information will be cause for application denial.
- Upon approval of application, you will be informed of fees and manner to make payment. Payment must be made prior to date of event(s).
- Certificate of Insurance must be presented prior to issuance of permit. Additional Insured/Certificate Holder shall be "Borough of Metuchen, 500 Main Street, Metuchen NJ 08840".
- Insurance coverage must meet the following minimum requirements:
 - Bodily Injury in the amount of \$1,000,000 and any occurrence in the aggregate of \$3,000,000
 - Property Damage for each occurrence in the aggregate amount of \$500,000
 - Additional Insureds must include Borough of Metuchen, its officers, employees, agents and representatives and Metuchen Downtown Alliance, its officers, agents and representatives.
- Permit may be revoked at any time at discretion of Borough Administrator, Police Chief, or Recreation Director.
- Applications must be made at least 60 days prior to start of permit for review.

Applicant does hereby agree to indemnify and hold harmless the Borough of Metuchen, its officers, employees and agents, from and against all liability, claims and demands on account of injury, loss or damage, or any other loss of any kind whatsoever; which arise out of are in any manner connected with this event. Applicant agrees to be legally and financially responsible for the conduct and control of both patron and participant, and to comply with all federal, state and local laws, and the Borough of Metuchen policies relative to community use of Borough property.

Applicant Signature: _____ Date: _____

Plaza Permit Application Review

Borough Administrator: Approved Denied Not Applicable

Reason for Denial: _____

Signature: _____ Date: _____

Recreation Director: Approved Denied Not Applicable

Reason for Denial: _____

Signature: _____ Date: _____

Police Chief: Approved Denied Not Applicable

Reason for Denial: _____

Signature: _____ Date: _____

Public Works Director: Approved Denied Not Applicable

Reason for Denial: _____

Signature: _____ Date: _____

Fire Chief: Approved Denied Not Applicable

Reason for Denial: _____

Signature: _____ Date: _____

Application is Approved Denied

Deposit Amount: _____ Permit Fee: _____

Additional Fees:

Portable Toilets: _____ Stage/PA Set Up: _____

Police Coverage: _____ DPW Overtime: _____

Other: _____

Total Fee: _____

Schematic Map of Event in Plaza

