

BOROUGH OF BELMAR

601 MAIN STREET

BELMAR, NJ 07719

Phone: 732-681-3700

SPECIAL EVENT APPLICATION

APPLICATION FEES:

NON-PROFIT ORGANIZATION (501c3): \$35.00

OTHER ORGANIZATIONS: \$100.00

A CHECK OR MONEY ORDER PAYABLE TO THE BOROUGH OF BELMAR MUST BE SUBMITTED WITH THE APPLICATION. FAILURE TO SUBMIT A FEE WITH THE APPLICATION WILL RESULT IN THE APPLICATION BEING RETURNED. FEES ARE NON-REFUNDABLE.

SPECIAL EVENT APPLICATIONS MUST BE RECEIVED AT LEAST 90 DAYS PRIOR TO THE PROPOSED EVENT.

PLEASE COMPLETE ENTIRE APPLICATION AS REQUIRED BY ORDINANCE 16-14.4

THANK YOU

BOROUGH OF BELMAR
SPECIAL EVENT APPLICATION

APPLICATION #.....

PLEASE PRINT

NAME OF APPLICANT/ORGANIZATION.....

ADDRESS.....

CONTACT PERSON (LIST2).....

CELL PHONE (2).....

EMAIL(2).....

WEBSITE.....

NAME OF EVENT.....

DATE OF EVENT.....

EVENT LOCATION.....

DISCRIPTION OF EVENT.....

EVENT SET-UP TIME..... DATE.....

BREAKDOWN TIME..... DATE.....

ANTICIPATED NUMBER OF
ATTENDEES.....

IS EVENT OPEN TO PUBLIC.....YES.....NO

IS THERE A FEE.....HOW MUCH.....

DO YOU REQUIRE THE FOLLOWING SERVICES PUBLIC WORKS..... POLICE.....

FIRST AID..... WATER RESCUE..... OTHER.....

PLEASE PROVIDE A DETAILED FOOTPRINT OF THE EVENT WITH YOUR APPLICATION. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING RETURNED FOR COMPLETION.

INSURANCE

THE BOROUGH OF BELMAR MUST BE NAMED AS AN ADDITIONAL INSURED IN THE AMOUNT OF \$1,000,000.00

INSURANCE COMPANY.....

INSURANCE POLICY NUMBER.....

PLEASE BE ADVISED THAT THE BOROUGH OF BELMAR RESERVES THE RIGHT TO CANCEL ANY SPECIAL EVENT DUE TO CIRCUMSTANCES BEYOND ITS CONTROL, INCLUDING BUT NOT LIMITED TO EMERGENCIES, NATURAL DISASTERS, AND STORMS.

YOU WILL BE NOTIFIED IN WRITING OF THE DECISION OF THE BOROUGH COUNCIL AND OF ANY FEES REQUIRED REGARDING THIS EVENT

DATE.....

SIGNATURE OF APPLICANT.....