



# PERMIT APPLICATION FOR OUTSIDE ACTIVITY

ADVANCED PAYMENT REQUIRED.  
PLEASE PRINT ALL INFORMATION

Borough of Roselle  
Municipal Clerk's Office  
210 Chestnut Street  
Roselle, New Jersey 07203  
(908) 259 - 3010

Note: ALL APPLICATIONS ARE DUE IN THE BOROUGH CLERK'S OFFICE AT LEAST TWO WEEKS BEFORE THE SCHEDULED EVENT

Date of Application: \_\_\_\_\_

Received at Clerk's Office:

**Application For:**

[ ] Block Party (\$25 per Block) [ ] Fair (\$100) [ ] Festival (\$100) [ ] Flea Market (\$50) [ ] Can Shake (No Fee) [ ] Other (Please Specify) \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Telephone Number(s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

FOR A BLOCK PARTY. PLEASE READ THE FOLLOWING REGULATIONS AND COMPLETE THE MUTUAL CONSENT PETITION:

### REGULATIONS

It is required that one-half of the street be kept open for emergency vehicles. The entire road may be closed to regular traffic however, it is required that tables and chairs or other obstructions be kept on one side of the street.

If emergency services are required, we must have IMMEDIATE access to the area. The hydrant side of the street shall be the accessible side.

Any changes in original plans such as the date or time shall be cleared with both police and fire departments.

In addition to conforming to all legal requirements of the Borough of Roselle, anyone wishing to hold a block party must have the consent of at least one half (1/2) of the residents of said block. Failure to provide such a petition will lead to a denial of a permit for such an event.

### BOROUGH CLERK'S OFFICE USE ONLY

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

FEE OF \$ \_\_\_\_\_ CASH \_\_\_\_\_ CHECK# \_\_\_\_\_ MO# \_\_\_\_\_





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Proposed Date(s) of Event: \_\_\_\_\_, 20\_\_\_\_ thru \_\_\_\_\_,  
20\_\_\_\_\_, 20\_\_\_\_\_

Proposed Rain Date: \_\_\_\_\_, 20\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(No Outside Activity shall begin before 8:00 A.M., nor last later than 10:00 P.M.)

Location of Event: \_\_\_\_\_

On Street: \_\_\_\_\_ Off Street: \_\_\_\_\_

Private Property: \_\_\_\_\_ Public Property: \_\_\_\_\_

Non-Profit Property: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_ (if not applicable, please mark  
"N/A")

Organization Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_  
Home Work Cell

Contact Person for Day of Event (if different from above): \_\_\_\_\_

Phone number(s): \_\_\_\_\_  
Home Work Cell

*The Contact Person MUST be reachable the Day of the Event for Any Emergency that may arise.*

Insurance Information: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Company and/or Agent



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Check applicable condition(s) & attach applicable permit application(s) and information.  
Checked off below are the requirements to be met for use of city owned property.

( ) Liability Insurance in the amount of \$1,000,000.00 (Purchased from an insurance company of your choice.

( ) A check payable to the Borough of Roselle in the amount of \$\_\_\_\_\_.

Related Conditions:	Yes	No
Certification of Insurance Submitted		
Event to take place on Borough Property		
Hold Harmless Agreement Submitted		
No outside operating agreements exist		
Police Security/Traffic Control Required		
Sanitation Facilities Plan Attached (if required)		
Third Party Operating Agreements Attached (if applicable)		
Street Closing required		
Fire Inspection Required		

Do you plan to **serve/sell food**? YES [ ] NO [ ] **(If YES, a Health Permit is REQUIRED)**

Do you need **barricades**? YES [ ] NO [ ] **(If YES, specify location to be delivered)**

I certify that the information herein is true and accurate to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





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## BOROUGH USE ONLY

The following department Heads have conditionally approved your application for the above function.

<u>Approved</u>	<u>Denied</u>		
[ ]	[ ]	_____ Signature Police Chief	_____ Date
[ ]	[ ]	_____ Signature DPW Superintendent	_____ Date
[ ]	[ ]	_____ Signature Borough Administrator	_____ Date
[ ]	[ ]	_____ Signature Borough Clerk	_____ Date

The following Borough Officials must sign if food or propane tanks will be used.

[ ]	[ ]	_____ Signature Fire Chief	_____ Date
[ ]	[ ]	_____ Signature Health Official	_____ Date

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

\_\_\_\_\_ hereby agrees to indemnify and hold harmless the Borough of Roselle, its officers, agents, servants, and employees from any and all liability, claims, suits or actions of any type whatsoever including costs, expenses and reasonable attorney fees which may arise as a result of \_\_\_\_\_ [street fair/block party/ sidewalk sale] to be held on \_\_\_\_\_. [A certificate of insurance in the amount of One Million (\$1,000,000.00) Dollars is required noting the Borough of Roselle as additional insured for this event.\*]

By: \_\_\_\_\_

Name:

Title:

Date: \_\_\_\_\_

Witness:

\_\_\_\_\_  
Name:

Title:

Date: \_\_\_\_\_

Note: \*If the Borough requires insurance should reflect and the amount.

**This Area is for Municipal Clerk's Office Use Only**

Received by Municipal Clerk \_\_\_\_\_ Date: \_\_\_\_\_