

## **PARADES/SPECIAL EVENTS APPLICATION INFORMATION/INSTRUCTIONS**

**\*\*Special Events include: athletic event, street fair, art and craft show, carnival, block party, or other neighborhood activity, picnic, dance, rally, promotional or fund-raising activities, community celebrations and observances, and other special events which occur on any City street, sidewalk, alley, or other public right-of-way or other property owned or controlled by the City or any event so as to impede, obstruct, impair, delay, or interfere with the usual, normal and free pedestrian or vehicular use, or which requires, in the judgment of the Chief of Police, the deployment of peace officers for crowd control.\*\***

- 1. The application must be turned into the City Administrator's Office as follows;**
  - a) If it is for a parade or other event along a route pre-established by the Chief of Police, or a free speech route, it should be filed not less than 22 days nor more than 90 days prior to the date on which it will occur.**
  - b) All other applications shall be submitted not less than 30 days nor more than 90 days before the event date.**
- 2. A non-refundable permit fee of \$25.00 must be submitted with the application.**
- 3. The applicant/sponsor of an event must possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. Such insurance shall name on the policy or by endorsement as additional insured the City of Pleasantville, its officers, employees, and agents. Insurance coverage must be maintained for the duration of the event. Coverage shall be as follows:**
  - a) Commercial general liability: \$1,000,000.**
  - b) Automobile liability: \$1,000,000.**
  - c) Workers compensation: Statutory requirements.**
- 4. A copy of the policy or a certificate of insurance, along with all necessary endorsements, must be filed with the City Administrator no less than five days before the date of the event unless the City Administrator for good cause waives the filing deadline.**
- 5. The insurance requirements of Subsections A and B above shall be waived by the City Administrator for non-athletic events if the following conditions are satisfied:**

- a) **The applicant or an officer of the sponsoring organization signs a verified statement that he believes the event's purpose is First Amendment expression and that he has determined that the cost of obtaining insurance is so financially burdensome that it would constitute an unreasonable burden on the right of First Amendment expression or that it has been impossible to obtain insurance coverage. The statement shall include the name and address of one insurance agent or other source for insurance coverage contacted to determine insurance premium rates for insurance coverage.**
  - b) **The City Administrator may, in his discretion, determine to require the applicant/sponsor to apply for insurance coverage for the event under a policy containing the insurance requirements of Subsections A and B above. The applicant/sponsor must provide any information pertinent to qualifying for the insurance coverage. The premium for the insurance coverage may be paid by the City rather than the applicant/sponsor.**
- 6. Any additional information that the City Administrator deems necessary to approve an application must be submitted.**
- 7. Additional information required for parades, races, and other events occurring along a route:**
- a) **The assembly point for the event, the time at which units of the parade or other event will begin to assemble.**
  - b) **The route to be traveled.**
  - c) **Whether the parade or other event will occupy all or only a portion of the streets proposed to be traversed.**
  - d) **The intervals of space to be maintained between units of a parade or other event.**
  - e) **The number, types, and size of floats.**
  - f) **Material and maximum size of any signs or banners to be carried along the route.**

**CITY OF PLEASANTVILLE  
PARADES/SPECIAL EVENTS APPLICATION**

**Applicant** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Alternate Contact Person** \_\_\_\_\_

**Organization Name (if applicable)** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Head of Organization** \_\_\_\_\_

**Name of person in charge of event** \_\_\_\_\_

**Date** \_\_\_\_\_ **Time (starting and ending)** \_\_\_\_\_

**Purpose/Nature of Event** \_\_\_\_\_

**Location (include boundaries)** \_\_\_\_\_

**Estimated number of participants** \_\_\_\_\_ **Type and number of vehicles, animals and structures to be used** \_\_\_\_\_

**Description of sound equipment that will be used** \_\_\_\_\_

**Will food or beverages be sold at the event?** Yes \_\_\_ No \_\_\_ **If yes, approval from the Atlantic County Board of Health is required.**

**Will monitors or private security be employed at this event?** Yes \_\_\_ No \_\_\_

**Describe parking requirements for event** \_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Applicant**

Office Use Only:

Received \_\_\_\_\_

Fees Paid \_\_\_\_\_

City Council Approval \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_ Res.# \_\_\_\_\_

**FEE SCHEDULE:**

**NON-SPORT ACTIVITY \_\_\_\_\_**

**\*\*Social gatherings, revivals, carnivals.**

**BUSINESS SPONSORED LEAGUE: \_\_\_\_\_**

**NON-BUSINESS SPONSORED LEAGUE: \_\_\_\_\_**

**\*\* Refunds: if application is denied by the City of Pleasantville a full refund will be given. If you decided to cancel, an administrative fee of \$50.00 processing fee will be charged. Cancellation must be ten (10) business days prior to event.**

**FOR DEPARMENTAL USE ONLY**

The following to be completed and signed by the issuing department head with all necessary paperwork attached.

1. Rental Fee \_\_\_\_\_ Paid Yes \_\_\_\_\_ No \_\_\_\_\_

2. Required certificate of Insurance attached? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Is Security Required? Yes \_\_\_\_\_ No \_\_\_\_\_

4. If an outside tent is requested, has the Fire Department issued a permit?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (the proper tent weight support is required for stability)

5. Attached a detailed sketch of the layout plan for this event.

Note: Tents, chairs & tables are renter's responsibility

All requirements have been met for the for completion of this application:

City Clerk \_\_\_\_\_ Date \_\_\_\_\_

**THE FOLLOWING SIGNATURERS MUST BE OBTAINED BEFORE THIS BECOMES A VALID PERMIT. PLEASE RETURN COMPLETED FORM TO THE CITY CLERKS OFFCIE FOR FINAL APPROVAL.**

**FOR OFFICE USE ONLY**

**Community Relations Committee: Approval \_\_\_ Denial \_\_\_ Date \_\_\_\_\_**

1. Public Works Superintendent \_\_\_\_\_

2. Police Chief \_\_\_\_\_

3. Fire Chief \_\_\_\_\_

4. City Administrator \_\_\_\_\_

5. Mayor \_\_\_\_\_

