



BOROUGH OF POINT PLEASANT BEACH Special Event Application and Facility Use Form

Organization Sponsoring Event: _____

Organization Street Address: _____

Town, State, Zip: _____

Organization Phone Number: _____ Fax Number: _____

Organizational Contact for the Event: _____

Contact's Phone Number: _____

Event Name: _____

Type of Event: _____

Date(s) of Event: _____

Time(s): _____

Starting Time: _____

Location Requested: _____

Estimated number of participants: _____

Please attach a brief narrative of the planned event and include a map of any walking/running routes or streets to be closed, as well as a diagram of the area to be used and any special needs that you may have.

Within fifteen days of receipt of a completed application, the Borough Administrator and the Police Department, as well as any other required Departments, will review your application. Prior to submission for final approval by the Mayor and Council, you may be required to meet with representatives from the Borough and the Police Department to review your request and you will be asked to approve a Services Agreement with the Borough of Point Pleasant Beach.

This application must be completed in full and submitted at least 45 days prior to your event. Upon approval, satisfactory proof of insurance coverage **must** be provided to the Municipal Clerk or this approval will be revoked.

Approval Received Yes No By the Special Event Committee on ___/___/___

Conditions Yes No Certificate of Insurance Received on ___/___/___

Approval Date: ___/___/___ Municipal Clerk

Make Check Payable to: Borough of Point Pleasant Beach

Return to: The Municipal Clerk

Application to use County Roads for Parade Purposes

TO BE COMPLETED BY APPLICANT

ORGANIZATION SPONSORING PARADE or EVENT: _____

ADDRESS: _____

DATE OF PARADE or EVENT: _____

TIME OF PARADE or EVENT: FROM _____ TO _____

COUNTY ROADS INVOLVED IN PARADE ROUTE* LIST: _____

CONDITIONS: APPLICANT AGREES TO SAVE OCEAN COUNTY HARMLESS FROM ANY ACCIDENT OR INJURY RESULTING FROM THE ABOVE EVENT.

PRINT NAME

SIGNATURE

TITLE

DATE OF APPLICATION

TELEPHONE

* SKETCH REQUIRED TO BE ATTACHED TO APPLICATION CLEARLY INDICATING PARADE ROUTE!

(TO BE COMPLETED BY MUNICIPALITY)

APPROVED: _____ CONDITIONS _____

DISAPPROVED: _____ REASON: _____

DATED: _____

PRINT NAME

SIGNATURE

MUNICIPAL TITLE

TELEPHONE

(TO BE COMPLETED BY THE COUNTY)

APPROVED _____

DISAPPROVED _____ REASON: _____

DATED: _____

DIRECTOR OF ENGINEERING

APPROVAL IS CONDITIONED UPON ALL RESPONSIBILITY BEING ASSUMED LOCALLY FOR BARRICADES, CROWD CONTROL, AND CONTROL AND DIRECTION OF VEHICULAR AND PEDESTRIAN TRAFFIC. ENG.136

ATLANTIC OCEAN



If you are planning on placing port a Johns at the site or anywhere along the route, please mark on the map where they will be placed.