



321 BALTIMORE BOULEVARD  
P.O. BOX 296, SEA GIRT, NJ 08750  
TEL: 732-449-9433 FAX 732-974-8296  
[www.seagirt-nj.gov](http://www.seagirt-nj.gov)

**SPECIAL EVENT APPLICATION**

**APPLICATION FEES: \$40.00**

**ESCROW (if applicable):** The organizer shall provide an escrow, as determined by the Special Events Committee based upon the reasonably anticipated Borough costs for public works, police services and first aid services, arising from the special event, no less than 10 days prior to the special event. Costs incurred as a result of the special event will be drawn from the escrow. If money remains it shall be refunded to the organizer, and any deficiency will be paid by the organizer no later than 5 days after notice of said deficiency.

A check or money order payable to the Borough of Sea Girt must be submitted with the application. Failure to submit a fee with the application will result in the application being returned.

This application shall be filed not less than **forty-five (45)** days before the date of the proposed special event. The **forty-five (45)** day time period may be waived by the council if an event arises on short notice, so long as it is submitted no later than four (4) business days before the next council meeting.

EXEMPTIONS: THE FOLLOWING EVENTS AND ENTITIES ARE EXEMPT FROM THE REQUIREMENTS OF THIS ORDINANCE:

1. No Special Event Permit shall be required for impromptu public outpourings which do not require the closing of a roadway;
2. Non-profit, civic and community entities holding sporting or other recreational activities or event on property owned or leased by the Sea Girt Elementary School;
3. Borough Recreation Department;
4. Sea Girt Beach Utility and Beach Patrol;
5. The Fire Department and Fire Company;
6. Events arranged by the Borough.

**PLEASE COMPLETE THE ENTIRE APPLICATION AS REQUIRED BY BOROUGH  
ORDINANCE 14-2011.**

THANK YOU.

**CONTACT INFORMATION**

**NAME OF APPLIANT/ORGANIZATION/SPONSOR:**

**ADDRESS:**

**CONTACT PERSONS (PLEASE LIST TWO):**

**PHONE:**

**CELL PHONE:**

**EMAIL ADDRESS:**

**WEBSITE ADDRESS:**

**FAX:**

**EVENT INFORMATION**

**DESCRIPTION OF EVENT:**

**SET- UP DATE:**

**SET-UP TIME:**

**EVENT DATE:**

**EVENT TIME:**

**BREAKDOWN DATE:**

**BREAKDOWN TIME:**

**ANTICIPATED NUMBER OF ATTENDEES:**

**IS THIS EVENT OPEN TO THE PUBLIC?**

**IS THIS EVENT OPENT O THE PUBLIC?**

**IF YES, IS THERE A FEE? HOW MUCH?**

**DESCRIBE ALL BOROUGH RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED IN CONNECTION**

**WITH THIS EVENT:**

**TEMPORARY STREET CLOSING?**

**IF YES THE FOLLOWING MUST BE PROVIDED:**

***ACKNOWLEDGEMENT BY PROPERTY OWNERS THAT NO MOTOR VEHICLE TRAFFIC WILL BE PERMITTED DURING THE SPECIAL EVENTS EXCEPT FOR VEHICLES USED IN CONNECTION WITH THE BLOCK PARTY, WITH THE EXCEPTION OF MUNICIPAL VEHICLES, AND EMERGENCY VEHICLES.***

**PLEASE CIRCLE ALL SERVICES THAT WILL BE REQUIRED:**

**POLICE**

**DPW**

**OTHER:**

**SECURITY DETAILS:**

**TRAFFIC CONTROL PLAN:**

**\*\*\*YOU MUST PROVIDE A DETAILED FOOTPRINT OF THE EVENT INCLUDING A LAYOUT OF THE SAME.**

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

**INSURANCE COMPANY:**

**INSURANCE POLICY NUMBER:**

**EVENT HISTORY**

**PREVIOUS EVENT LOCATION:**

**CONTACT:**

**PHONE:**

**VIOLATIONS**

**A violation of this article shall be considered a misdemeanor and may be punished as such with penalties and fines consistent with Borough Ordinances. In addition to the penalties and fines established by ordinance, the violating party may be assessed police and/or public works costs incurred by the Borough as a result of said violation.**

**The holding or conducting of any block party subject to the provisions of this article without a valid permit issued pursuant to the provisions of this article is hereby declared a public nuisance.**

**Please be advised that the Borough of Sea Girt reserves the right to cancel any special event due to the circumstances beyond its control, including but not limited to emergencies, natural disaster, and storms.**

**You will be notified in writing of the decision of Borough Council and of any additional fees required (i.e escrow) regarding this event.**

**BY SIGNING BELOW YOU ARE AGREEING TO ABIDE BY ALL THE CONDITIONS OF THE PERMIT, THE ORDINANCES OF THE BOROUGH, EXCEPT AS EXPRESSLY WAIVED BY RESOLUTION, AND THE APPLICABLE RULES AND REGULATIONS OF THE POLICE DEPARTMENT.**

**SIGNATURE OF APPLICANT:**

**DATE:**

**BOROUGH USE ONLY BELOW**

<b>DATE RECEIVED:</b>	<b>FEE PAID:</b>	<b>DESCRIPTION/PLANS:</b>
<b>DATE APPROVED:</b>	<b>ESCROW PAID:</b>	

**ACKNOWLEDGEMENT BY PROPERTY OWNERS:**