BOROUGH OF CHESTER

EVENT LICENSE OR USE OF MUNICIPAL PROPERTY APPLICATION

Borough Code Chapter 203

Name of Business/Organization _____

Non-Profit? ☐ Yes ☐ No

Name of Applicant _____

Address _____

Phone # _____ Email _____

Name of Event/Purpose of Request _____

Location(s)/Property being requested:

- ☐ Grove St. Park
- ☐ Grove St. Park Basketball Courts
- ☐ Municipal Field
- ☐ Gazebo
- ☐ Collis Ln. Field
- ☐ Rest Rooms
- ☐ Concession Stand
- ☐ Borough Park _____
- ☐ Borough Ball Field(s) _____
- ☐ Road Closing _____
- ☐ Other (location)_____

Date(s) and Time of event or use:

Date(s):	Time:	
_____	From: _____ (am/pm)	To: _____ (am/pm)
_____	From: _____ (am/pm)	To: _____ (am/pm)
_____	From: _____ (am/pm)	To: _____ (am/pm)

Applicant Signature _____ Date _____

A. <u>TO BE COMPLETED FOR EVENT LICENSE ONLY (please skip to section B for property use)</u>

Estimated attendance/maximum number of people expected to be present per day: _____

(Please note that the maximum number of people allowed to use a building is subject to existing fire codes. It is the responsibility of the applicant to comply with the requirements)

Please provide a brief descriptive narrative to explain the nature, scope, and purpose of the proposed event or property use.

_____

_____

_____

1. Will there be food handling at this event? ☐ Yes ☐ No
   (If yes, all food concessionaires will need to see the Board of Health for an event food-handling license)
2. Will there be a promotional banner put across any street? ☐ Yes ☐ No
   (If yes, a banner must be requested and submitted)

3. Is a solid waste/recycling plan attached to this application? ☐ Yes ☐ No
4. Is a traffic control plan attached to this application? ☐ Yes ☐ No
5. Will there be any of the following activities during the event?
   a. Cooking with/or use of an open flame? ☐ Yes ☐ No
   b. Cooking with/or use of propane? ☐ Yes ☐ No
   c. Use of tents with sides? ☐ Yes ☐ No
6. Will any raffles or games of chance take place during the event? ☐ Yes ☐ No
   (If yes, an application for the appropriate license will need to be applied for.)
7. Will there be concessionaires at this event? ☐ Yes ☐ No
   a. If yes, how many concessionaires' licenses will be needed? _____

A complete list of ALL concessionaires including name, address, telephone #, tax ID #, and type of merchandise sold, must be attached to this application.

A detailed event site plan showing the following must be attached to this application.

- ***The area, public and/or private to be licensed.***
- ***Layout of concessions: fixed and moveable facilities including, but not limited to the nature, size, extent, and construction thereof, signs, displays, pennants, banners, balloons, and similar advertising or attraction devices.***
- ***Sanitary and solid waste control and removal plans.***
- ***Circulation (on and off site), loading and unloading, crowd and traffic control, fire prevention, lighting and emergency access plans.***
- ***Proof of insurance.***

Both Borough and Recreation concessionaire fees will be due to the Borough of Chester prior to the proposed event, that includes canceled events. No rain dates or refunds.

B. USE OF MUNICIPAL BUILDING, PARK AND/OR PROPERTY RULES AND REGULATIONS

1. ***Insurance***: For and in consideration of the use of the above Borough property, the applicant agrees to save and hold harmless the Borough, its servants, agents, employees, and/or any subdivision thereof, from any and all liability or costs arising out of the use of the above property by the applicant, the applicant's invitees, or other persons present at the time of the applicant's use of the property. The applicant specifically agrees that this indemnification and Hold Harmless agreement shall include the responsibility to provide legal defense for the Borough for any suit arising out of the applicant's use of the property, and that should the applicant or applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough for any costs incurred by it or any person or organization acting on its behalf. The applicant agrees to provide a certificate of insurance, naming the Borough as an "additional insured", in the amounts required by the Borough. Certificate must state the date and nature of the event.
2. ***Security Deposit***: Use of certain property will require the applicant to submit a security deposit prior to the use commencing. This security deposit will be returned to the applicant after the use has concluded, provided that an inspection of the property by the Borough reveals that no damage or destruction was done and no costs will be incurred by the Borough, to repair said damage/destruction. If, upon inspection, the Borough determines that the use of the Borough property has led to damage or destruction, the cost to repair said damage or destruction shall be deducted from the security deposit. If the costs of the repair(s) exceed the amount of the security deposit, the applicant agrees to reimburse the Borough for the balance of said costs, as per Rule #2 above.

The posting of signs or the hanging of any item using nails, staples, hooks, etc. on the gazebo or any Borough owned building or structure is strictly prohibited.

FEES

- **Special Business License** (per day).....$25.00
  Each business is permitted four per calendar to advertise promotional events.

- **Special Events**
  Not for profit events held on municipal property

- **Banner Pole Use**
  Borough banner poles/cables (per event).....$50.00

- **Vendor Event**
  Concessionaire's License.....$100.00
  Per Concessionaire (per day).....$10.00
  Borough DPW (Main St. garbage collection).....$350.00

- **Events**
  First Event (per year).....n/c
  Every Subsequent Event (per year).....$100.00
  Borough DPW (Main St. garbage collection).....$350.00

- **Private Function**
  Use of Municipal Field/Basketball Court (per day).....$100.00
  Use of Gazebo (per day).....$25.00
  Borough DPW (Main St. garbage collection).....$350.00

APPLICATION FOR SIGN PERMIT
TEMPORARY SIGN/BANNER

Name of Business_____

Contact Person_____

Address of Business_____

Phone _____ Email_____

Purpose of Event_____ Date of Event_____

Name of Company Installing Banner_____

Installation Date_____ Remove Date_____

NOTE: Installation can be no earlier than <u>two weeks before</u> the event date and banner must be removed on scheduled removal date.

SIGN INFORMATION

Overall Dimensions (height x length)_____

Overall Sign Area (square feet)_____ Sign Material_____

Suggested size is 3 ft by 24 ft.

This application cannot be processed without the following accompanying documents:

- ***A letter of permission from the Morris County Commissioners***
- ***A letter of permission/indemnity from the utility company or private owners included in suspending the banner***
- ***A Certificate of Insurance naming the Borough of Chester as an additional insured***
- ***$50 use of banner poles fee made payable to the Borough of Chester***

The undersigned agrees to abide by all applicable provisions of the Borough Sign Ordinance.

_____

Signature of Applicant Date

SOLID WASTE CONTROL PLAN/DPW

The applicant must make arrangements with a solid waste hauler to provide solid waste and recyclable material containers during the event. The applicant agrees to be responsible for litter control in and along the Borough streets affected by the event and agrees that the condition of the public streets shall be in the same condition after the event as they were before the event.

Name of Solid Waste Hauler_____

Hauler contact name and phone number_____

Number of containers_____ Size of containers_____

Name of Recyclable Hauler, if different from above_____

Recyclable Hauler contact name and phone number _____

Number of recyclable containers_____ Size of recyclable containers_____

☐ The nature of this event is limited in scope, and there will be no need for any additional solid waste containers or recyclable containers.

****Details of your solid waste plan must be included in your event site plan. ****

Party responsible for implementation of Solid Waste Plan Control:

Name_____

Phone #_____ Email_____

Signature_____ Date_____

Main St. requires garbage pickup after each event
Will you be able to comply?

☐ **Yes**
☐ **No ($350.00 DPW fee is required)**

FOR MUNICIPAL USE ONLY

☐ The trash removal plan submitted by applicant is acceptable.

☐ The applicant is required to meet directly with the DPW Superintendent prior to the proposed event, as a condition of this approval.

Signed_____ Dated_____
DPW Superintendent or Authorized Designee

TRAFFIC CONTROL PLAN/POLICE

☐ Traffic congestion may be expected within the scope of this event, and therefore the applicant has made arrangements for remote area parking with a shuttle service to and from the event.

Location(s) of remote parking areas_____

_____

Routes of travel for shuttle(s)_____

_____

Please list any other factors regarding traffic control, which are relevant for this event.

_____

_____

_____

_____

****Details of the traffic control plan must be included in your event site plan.** **

Party responsible for implementation of Traffic Control Plan:

Name_____

Phone #_____ Email_____

Signature_____ Date_____

FOR MUNICIPAL USE ONLY

☐ The information provided in this application has been verified, and the business background of the applicant does not disqualify them from being considered for issuance of this license, in accordance with the requirements of Borough ordinances.

☐ The applicant has been found to be in con-compliance with the requirements of the ordinance governing the issuance of proprietor and/or concessionaire licenses.

☐ Police Officers will be required to control traffic during the proposed event.

☐ Private Security Guards will be required for crowd control during the proposed event.

☐ The applicant is required to meet directly with the Chief of Police prior to the proposed event, as a condition of this approval.

Signed _____ Dated _____

Chief of Police or Authorized Designee

MUNICIPAL APPROVALS – FOR MUNICIPAL USE ONLY

Board of Health

Signed_____ Dated_____
Authorized representative of the Board of Health

Zoning Office

Signed_____ Dated_____
Zoning Officer

Fire Prevention

Signed_____ Dated_____
Fire Official

Recreation

Signed_____ Dated_____
Recreation Director

Municipal Clerk

- ☐ All Signatures Received (Rec, Zoning, Health, DPW, Police, Fire)
- ☐ Layout Received (If Necessary)
- ☐ Payment Received: _____
- ☐ Proof of Insurance Received
- ☐ Council Meeting Date: _____
    - Approved
    - Denied (Reason if denied) _____
- ☐ Special Conditions: _____

Signed_____ Dated_____
Clerk