



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

# Borough of Stone Harbor Special Events Application

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Type of Event:  Festival  1K / 5K / Athletic / Bike Race / Marathon  Other \_\_\_\_\_

The Borough of Stone Harbor requires all organizations, corporations, and/or individuals planning to stage an event to file an official application with the Clerk's Office. No Person shall conduct a special event on public lands owned or leased by the Borough of Stone Harbor unless authorized to do so by the Borough of Stone Harbor Municipal Code: Chapter 275. A non-refundable application review fee shall be paid to the Borough Clerk when the application is filed. There shall be a fee charged to each organization operating a special event. A contract will then be executed stating the terms and conditions in which both parties will adhere to. Sanction of the event is contingent upon approval from the Borough and its officials. Special events sponsored solely by the Borough of Stone Harbor are exempt from the payment of the fee for special event permit. Such special events shall be governed by applicable Borough polices. Borough Council retain the discretion to waive any provision of this chapter where deemed appropriate in the sole discretion of the Borough Council.

### APPLICATION REVIEW FEES

- \$50 if filed prior to 60 Days of event
- \$75 if filed prior to 30 Days of event
- \$125 if filed prior to 15 Days of event

**Organization is responsible for the non-refundable application review fee. Additional event and public land fees may apply. You will be notified of any applicable fees following the review of your application.**

### 2016 EVENT FEES

- 5k: .....\$150 (0-250 Participants) .....10k or Triathlons .....\$500  
(Designated Route Only) \$250 (250-500 Participants)  
\$500 (500 Participants or More)
- Event Fees.....\$250 Per Day (1000 Participants and Under) / \$500 Per Day (1000 Participants and Over)
- Seasonal use of facilities by Local Schools .....\$1500 per season / \$750 per season for each additional sport  
(No Application Review Fee is required)
- Use of 80th St. Fields .....\$250 per day  
(Before Friday of Memorial Day and after Labor Day)
- Use of 80th St. Fields .....\$500 per day (first two days) / \$250 per each additional day  
(Memorial Weekend-Labor Day Weekend)
- Use of Recreation Support Building (82<sup>nd</sup> & Second Avenue).....\$300
- Chamber of Commerce .....\$60 per event

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## CANCELLATION POLICY

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The Special Event is a rain or shine event. If weather, major disaster, or other circumstances beyond the control of the Borough of Stone Harbor cause the cancellation of the event, event fees will not be returned. The Borough of Stone Harbor cannot be held liable by applicants for the failure of the event to take place. Cancellations at least 30 days prior to the event date, must be in writing and submitted by mail or email to the respective Borough coordinator. Refunds will not be awarded for cancellations within 30 days.

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### APPLICANT INFORMATION

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- 1) Name of Organization: \_\_\_\_\_
- 2) Address of Organization: \_\_\_\_\_
- 3) Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_
- 4) Email: \_\_\_\_\_
- 5) Is your organization tax exempt? \_\_\_\_\_ Tax ID # \_\_\_\_\_
- 6) Is this a non-profit event? \_\_\_\_\_ NJ Registered Charitable Organization # \_\_\_\_\_

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### CERTIFICATE OF INSURANCE

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Events are required to provide the Borough of Stone Harbor with a Certificate of Insurance indicating the continuation of insurance coverage and designating the Borough of Stone Harbor as an "Additional Insured." A copy of the Additional Insured Endorsement page(s) must be provided with the certificate. The policy must be current and not expire before or on the dates of the event.

#### I. INDIVIDUALS

- |    |  |           |
|----|--|-----------|
| A. | General Liability Limit  | \$100,000 |
|    | Evidence that the individual has personal liability insurance in force is usually sufficient. This will normally take the form of a Homeowners, Condo, or Tenants policy where the personal liability coverage is included along with other coverages for the individual. A copy of the policy should be kept with rental agreement as evidence of coverage. |           |

#### II. NON-PROFIT/CHARITABLE GROUPS

- |    |   |           |
|----|---|-----------|
| A. | General Liability Limit   | \$300,000 |
| B. | Municipality named as "Additional Insured"                        |           |
| C. | Hold Harmless Agreement required in "Use of Facilities" agreement |           |
| D. | 501(c)(3) Document (proof of tax exemption status)                |           |

#### III. COMMERCIAL (FOR PROFIT) GROUPS

- |    |   |             |
|----|---|-------------|
| A. | Commercial General Liability Limit                                | \$1,000,000 |
| B. | Municipality named as "Additional Insured"                        |             |
| C. | Hold Harmless Agreement required in "Use of Facilities" agreement |             |

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### HOLD HARMLESS

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To the fullest extent permitted by law, \_\_\_\_\_, agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Stone Harbor, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Stone Harbor against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Stone Harbor, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Stone Harbor, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of or is in any way connected or associated with the use of the Borough of Stone Harbor public lands during the event.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_  
Signature Date

## 1K / 5K / ATHLETIC / BIKE RACE / MARATHON

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- 1) Name of Race: \_\_\_\_\_
  - 2) Location of Event: \_\_\_\_\_
  - 3) Purpose of Event: \_\_\_\_\_
  - 4) Beneficiary: \_\_\_\_\_
  - 5) Race Distance: \_\_\_\_\_ Number of Participants Expected: \_\_\_\_\_ Fee Charged: \$ \_\_\_\_\_
  - 6) Do participants complete a registration form (**Please include a registration form with application**): Yes No
  - 7) Proposed Route (include turn-by-turn directions): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - 8) Location(s) of barricades or enclosures (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 9) Location(s) of water stations (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 10) Location(s) and size/type of tent(s) (eg) first aid, registration, etc - identify on site-plan):  
\_\_\_\_\_  
\_\_\_\_\_
  - 11) Location(s) and number of trash receptacles and recycling cans requested (identify on site-plan):  
\_\_\_\_\_
  - 12) Location(s) of Borough electrical services (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 13) Location(s) of Portable Toilet(s) (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
- PLEASE NOTE: Applicant must contract a company to setup and remove restrooms. An appropriate number of these toilets should be **handicap accessible**. Number of restrooms should double if expecting 50% of females.
- 14) Location(s) of requested street closings (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
  - 15) Location(s) of any/all signage (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_

<PLEASE CONTINUE TO PAGE 4 TO COMPLETE APPLICABLE ITEMS BEFORE COMPLETING PAGE 6>

## FESTIVAL & OTHER SPECIAL EVENTS

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- 1) Name of Event: \_\_\_\_\_
- 2) Location of Event: \_\_\_\_\_
- 3) Purpose of Event: \_\_\_\_\_
- 4) Beneficiary: \_\_\_\_\_
- 5) Number of Attendees Expected: \_\_\_\_\_ Entrance Fee Charged: \$ \_\_\_\_\_
- 6) Location(s) of requested street closings (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_
- 7) Location(s) of barricades or enclosures (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_

8) Number of Non-Food Vendor Spaces: \_\_\_\_\_ Number of Food Vendor Spaces: \_\_\_\_\_  
*Attach a list of Vendors and Contact Numbers – fully updated list must be turned in two weeks prior to event.*

**Open Flame – Barbeque – Permit Fees**

The Uniform Fire Code States: Permits shall be required and obtained from the local enforcing agency for activities pursuant to N.J.A.C. 5:70-2.7(a). Permits are \$42.00. Applications for a permit are on file in the Borough Clerk’s Office or online at [www.SHNJ.org](http://www.SHNJ.org)

**Permit #:** \_\_\_\_\_

Application for a permit required by this code shall be made to the fire official in such form and detail as the fire official shall prescribe. Applications for permits shall be accompanied by plans or drawings as required by the fire official for evaluation of the application.

**Food Festival Events – Cape May County Department of Health**

All food vendors are subject to regulation in Chapter XII N.J.A.C. 8:24-8 and 9 in order to operate. The filing fee for a Food Festival Event is \$25.00 and must be filed with the County Health Department at least fourteen (14) days before the event involving five (5) or fewer booths and thirty (30) days prior to an event involving more than five (5) booths. Applications are on file in the Borough Clerk’s Office.

9) Location(s) and size/type of tent(s) (eg) first aid, registration, etc - identify on site-plan):  
\_\_\_\_\_  
\_\_\_\_\_

10) Location(s) and number of trash receptacles and recycling cans requested (identify on site-plan):  
\_\_\_\_\_  
\_\_\_\_\_

**Food / Craft Vendors Obligations**

- All trash from set-up to clean-up must be removed and placed in dumpsters provided. No stockpiling of trash behind space. If it was not there when you got there, you must remove it!
- If available electricity can be rented by a vendor, a **20-amp service cord** will be available at that space. One (1) service is provided for each space rented. If a vendor setup requires additional power, the vendor is responsible for supplying a generator or inverter.
- Walkways behind vendors must be kept clear of all obstructions at all times.
- In cooking areas, the complete floor space must be covered with approved material to protect the ground surface, for example, tarpaper.
- Water is available at the sink location. All grey water must be contained and disposed of in containers at the sink location. No dumping of any water in the event area is allowed.

## FESTIVAL & OTHER SPECIAL EVENTS

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- Before festivals, maps will be provided indicating locations of trash and recycle dumpsters, grey water and grease disposal.
- Cardboard boxes intended for disposal must be broken down. All cardboard must be put into dumpsters designated for cardboard.

***Improper disposal of any material (including grey water, trash, garbage and recyclables) – will be subject to legal action for violations under Ordinance #1245***

11) Location of Stages / Performance Areas (site plan): \_\_\_\_\_  
\_\_\_\_\_

12) Type of Entertainment: \_\_\_\_\_

*(Attach copy of program schedule (may submit draft version); final version must be turned in two weeks prior to event)*

13) Location(s) of Borough electrical services (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_

14) Location(s) of Generators or Compressors (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_

15) Location(s) of Portable Toilet(s) (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: Applicant must contract a company to setup and remove restrooms. An appropriate number of these toilets should be **handicap accessible**. Number of restrooms should double if expecting 50% of females.

16) Location(s) of any/all signage (identify on site-plan): \_\_\_\_\_  
\_\_\_\_\_

### PUBLIC SAFETY – FIRE & POLICE

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1) Do you anticipate the need for Fire Department / EMS staff to support your event? Yes No

If yes, for what purpose? \_\_\_\_\_  
\_\_\_\_\_

2) Will you require the use of Fire Department facilities or portable equipment? Yes No

If yes, please describe in detail, including dates and times: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Will there be a bonfire, open flame, lighting, extinguishing, or burning of any material? Yes No

If yes, please describe in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC SAFETY – FIRE & POLICE *continued***

4) Do you anticipate the need for Police assistance to support your event? Yes No

If yes, for what purpose? \_\_\_\_\_

\_\_\_\_\_

5) Will you request road closures? Yes No

If yes, please describe in detail: \_\_\_\_\_

\_\_\_\_\_

6) Will you request “no parking” signage? Yes No

If yes, please describe in detail: \_\_\_\_\_

\_\_\_\_\_

7) Will the event require the site to remain in place overnight, or will the site be broken down each night (partially or completely)? Explain: \_\_\_\_\_

\_\_\_\_\_

8) Describe how you plan to provide security for the event? \_\_\_\_\_

\_\_\_\_\_

9) Miscellaneous needs Borough Fire or Police need to be aware of? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR EXECUTED APPLICATION.  
PLEASE INITIAL BELOW, INDICATING THAT THE APPLICATION INCLUDES THE ITEMIZED DOCUMENTS.  
AN APPLICATION SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS MAY BE REJECTED.

Item	Initials
<b>Executed Application</b>	
<b>Proof of Liability Insurance</b>	
<b>Executed Hold Harmless Agreement (provided)</b>	
<b>Site Plan / Timeline / Vendor info (if applicable)</b>	
<b>Non-refundable Application Review Fee</b>	

**FOR OFFICIAL USE ONLY**

**DEPARTMENT OF PUBLIC WORKS**

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

\_\_\_\_\_

Signature

Date

Projected Departmental Costs for this event: \_\_\_\_\_

**SAFETY OFFICER**

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

\_\_\_\_\_

Signature

Date

**CHIEF OF POLICE**

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

\_\_\_\_\_

Signature

Date

Projected Departmental Costs for this event: \_\_\_\_\_

**FIRE OFFICIAL**

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

\_\_\_\_\_

Signature

Date

Projected Departmental Costs for this event: \_\_\_\_\_

**BRT CHAIR**

APPLICATION RECEIVED ON: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Brief Explanation if Denied: \_\_\_\_\_

\_\_\_\_\_

Signature

Date