



Borough of Brielle  
Special Event Application Form

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

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

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

Location of Event: \_\_\_\_\_

Type of Event (check one) ☐ Foot/Bike Race ☐ Walk-a-thon ☐ Festival ☐ Craft Show  
☐ Parade ☐ Block Party ☐ Other: \_\_\_\_\_

- The Borough of Brielle requires all organizations, corporations and/or individuals planning to stage an event to file an official application with the office of the Mayor and Council.
- The Mayor and Council have sole authority over the issuance of all special event permits.
- Please refer to Ordinance # 1046 which details the responsibilities of applicants and the Borough of Brielle ***before completing your application.***
- Any use of the words "Borough of Brielle" or "Brielle" in event literature/advertising must be approved by the governing body.
- DISCLAIMER: All ordinances of the Borough of Brielle and statutes of the State of New Jersey apply. It is the responsibility of the event organizers to determine what laws apply to a particular event. Failure of the Borough to list a specific law, code section or ordinance herein shall not be a defense to a violation thereof.
- In addition to the filing of an event application, applicants may be required to attend a meeting with the appropriate Borough Personnel for review of the application. A second meeting, approximately one week prior to the date of the event, may also be required to accommodate last minute changes and additions.

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Is your organization tax exempt? ☐ Yes ☐ No Tax ID# \_\_\_\_\_

Is this a non-profit event? \_\_\_\_\_ NJ Registered Charitable Organization # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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## ORGANIZATION INFORMATION

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- I) List the names and titles of the authorized and responsible heads of your organization. Or attach copy of documentation showing same.

Name of President / Leader		Title	
Address		Email	
City / State / Zip			
Home Phone		Work / Cell Phone (identify which)	

Name of Vice President		Title	
Address		Email	
City / State / Zip			
Home Phone		Work / Cell Phone (identify which)	

Name of Treasurer		Title	
Address		E mail	
City / State / Zip			
Home Phone		Work / Cell Phone (identify which)	

Name of Secretary		Title	
Address		Email	
City / State / Zip			
Home Phone		Work / Cell Phone (identify, which)	

- 2) Information about person applying for the permit on behalf of the organization:

Name of Permit Applicant		Title	
Address		Email	
City / State / Zip			
Home Phone		Work / Cell Phone (identify which)	

### EVENT INFORMATION

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

Purpose of Event: \_\_\_\_\_

Specific Location of Event: \_\_\_\_\_

(Name/Address, Park or Facility)

Will alcohol be served or sold by event organizers or ☐ others?

(ABC Permit may be required. Glass bottles and cans are prohibited at event sites.)

If yes, describe in detail (e.g. merchant sales/vendor sales/organization sales).

Describe Event Activities (Include copy of program schedules): \_\_\_\_\_

Dates and time of Event: (use additional paper if necessary)

#### Dates and Times Events

Set-up/Assembly:	Date:	Hours:
	Date:	Hours:
	Date:	Hours:

Event Operation:	Date:	Start:	Finish:
	Date:	Start:	Finish:
	Date:	Start:	Finish:

Dismantling/Disbanding:	Date:	Hours:
	Date:	Hours:
	Date:	Hours:

Rain Dates:

I hereby confirm that I will notify all persons requiring a permit in connection with this Special Event request of the fee structure detailed in the section entitled "Fire & Housing Bureau."

Signature of Applicant

Date

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**THIS SECTION FOR MULTIPLE DAY EVENTS**

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

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- 2) If the site is to remain in place overnight, how do you plan to secure it?  

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**Note: Events will require a detailed site plan.**

FOR BLOCK PARTIES ONLY

APPLICANTS MUST PROVIDE A LIST OF ALL IMPACTED RESIDENTS WITH THEIR SIGNATURE OF "NO OBJECTION" TO THE EVENT TAKING PLACE:

THE UNDERSIGNED DO HEREBY ACKNOWLEDGE THAT THE DO NOT OBJECT TO A BLOCK PARTY TAKING PLACE ON (date)\_\_\_\_\_, EVEN THOUGH THE OCCURRENCE COULD HAVE AN IMPACT ON THEIR HOUSEHOLD.

HOUSE #

SIGNATURE

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
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18. _____	_____

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| 31. | _____ | _____ |
| 32. | _____ | _____ |
| 33. | _____ | _____ |
| 34. | _____ | _____ |
| 35. | _____ | _____ |

INSURANCE REQUIREMENTS  
*ATTACH COPY OF CERTIFICATE OF INSURANCE*

Name of Insured: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Limits of Liability: \_\_\_\_\_

**As specified in Ordinance**

Applicant certifies that they have or will obtain and maintain liability insurance and property damage insurance and, further, to list the Borough of Brielle as an additional insured under said policy, arising out of this special event. Said insurance coverage shall be primary and any coverage of the Borough shall be excess. Proof of such insurance shall be delivered to the Borough Clerk no less than twenty (20) days prior to the day of the special event.

APPLICANT SIGNATURE  
(MUST BE NOTARIZED)

I, \_\_\_\_\_ the undersigned, state that I am the duly authorized representative of the \_\_\_\_\_ and the information provided in this application is correct to the best of my knowledge. I understand that some of the information is preliminary in nature and I will provide updated information as it becomes available. I further agree to abide by changes made to the proposed event as indicated when so granted. *I further understand that acceptance of this application by the Borough of Brielle does not constitute authorization to conduct this Special Event.*

\_\_\_\_\_  
Signature of Individual Applicant

\_\_\_\_\_  
Authorized Signature on behalf of Organization

Sworn and subscribed to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20



REQUEST TO USE BOROUGH OF BRIELLE  
FACILITIES & EQUIPMENT  
HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, \_\_\_\_\_  
(Name of Individual/Organization)

agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Brielle, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Brielle 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 Brielle, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Brielle, 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

\_\_\_\_\_  
(Name of Individual/Organization)

Use of \_\_\_\_\_

(Name of Borough Facility)

on \_\_\_\_\_

(Date of Event)

For the following purpose and no other (Name/Description of Events/Activities)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Under no circumstances shall the individual or organization named herein allow another individual or organization to utilize said facility or equipment without the expressed written consent of the Mayor and Council. A special licensing agreement may be required for large events like tournaments. By:

\_\_\_\_\_  
(For Individual/Group/Organization)

\_\_\_\_\_  
(For Borough of Brielle)

\_\_\_\_\_  
(Notary)

\_\_\_\_\_  
(Notary)

**Alcohol, Drugs And Pets Are Strictly Prohibited In All Borough of Brielle Parks And  
Recreation Facilities.**

**Parking Is Allowed In Designated Areas Only.**

**Violators Will Be Prosecuted To The Fullest Extent Of The Law!**



## CERTIFICATE OF INSURANCE

Evidence of financial responsibility from event chairperson, organization, and others with whom the Brielle of Brielle does business is required. Evidence should be in the form of a document that is issued by an insurance company or their authorized representative, which spells out the insurance coverage in force at the dates and time the Special Event will occur. It does not serve as a binder and does not confer rights upon the holder; the policy must be current and not expire before or on the date(s) of the event.

The Mayor and Council may refuse to grant the use of permission to execute the Special Event whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

**Individuals** - Block Parties or any other oriented parties.

**Non-Profit/Charitable Groups** - Civic Groups, Social Groups, Support Groups or any other group that does not gain profit.

**Commercial Rental** - Any organization that is for profit (i.e., Associations, Corporations, etc.)

I) INDIVIDUALS:

- a. General Liability Limit \$100,000.00

Evidence that the individual has personal liability insurance in force is required to use any Borough of Brielle property or facility. This would be in the form of Homeowners, Condo or Tenant's policy where the personal liability coverage is included along with other coverage for the individual. A copy of the policy needs to be kept on file with the Special Event Application as evidence of coverage.

2) NON-PROFIT/CHARITABLE GROUPS:

- a. General Liability Limit \$300,000.00

- b. Borough of Brielle named as "**Additional Insured**"

c. Executed Hold Harmless Agreement required with Special Event Applications. The Special Event shall not be allowed to occur or use the Borough of Brielle until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to doing business in the State of New Jersey and acceptable to the Borough of Brielle. If the organization or individual contracts with a vendor, evidence of adequate insurance coverage also need to be secured from them.

3) COMMERCIAL (FOR PROFIT) GROUPS

- a. Commercial General Liability Limit \$1,000,000.00

Combined Single Limit of Liability for Bodily Injury and Property Damage

- b. Borough of Brielle named as "**Additional Insured**"

c. Executed Hold Harmless Agreement required with Special Event Applications. The Special Event shall not be allowed to occur or use the borough of Brielle until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to doing business in the State of New Jersey and acceptable to the Borough of Brielle. If the organization or individual contracts with a vendor, evidence of adequate insurance coverage also needs to be secured from them.