



## SPECIAL EVENT SPONSOR LICENSE APPLICATION

Date Application Submitted: \_\_\_\_\_

Special Event License Number: \_\_\_\_\_

Township Clerk Approval: \_\_\_\_\_ Resolution Number: \_\_\_\_\_

### Requirements and Conditions:

1. Any person wishing to sponsor a special event shall file an application along with all the necessary documents with the Long Hill Township Clerk **90** days prior to the date of the event.
2. The application shall comply with all township ordinances. To view Section 4-6 titled "Special Events" please visit [www.codedsystems.com/longhill.htm](http://www.codedsystems.com/longhill.htm).
3. Applicants must provide a Certificate of Liability listing the "Township of Long Hill, 915 Valley Road, Gillette, NJ 07933" as additional insured. Please note the description on the certificate must include specific dates, event and location.
4. Applicants must sign a "Hold Harmless Agreement" indemnifying the Township of Long Hill; please see attached.
5. Unless exempt, all sponsors of special events shall be responsible for the cost of the Township providing police coverage at a special event. If the Sponsor is not exempt pursuant to 4-65A [attached], it shall consult with the Chief of Police or his designee prior to the submission of the application, to ascertain the police coverage that will be required at the event and the estimated cost of providing such coverage. An estimate from the Police Department must be submitted with this application if necessary.
6. If you will be seeking a waiver for police coverage please be sure to review the requirements and that within 30 days after the conclusion of the special event, the sponsor of the special event shall provide the Township Administrator and Township Clerk with an accounting of the event specifying the gross amount to be received, the administrative costs, and the amounts donated to qualified Township organizations.

Sponsor Name: \_\_\_\_\_

Name of Individual Responsible for Event: \_\_\_\_\_

Event Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

Date(s) of Special Event: \_\_\_\_\_ Hours of Special Event: \_\_\_\_\_

Approximate Number of People Attending Event: \_\_\_\_\_

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

Detailed Description of Special Event: \_\_\_\_\_

General Description of Types of Merchandise, Food & Beverages that will be offered for Sale: \_\_\_\_\_

What is your plan for clean up from this event? \_\_\_\_\_

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| 1. Are you seeking a waiver from the requirement to pay for the cost of police coverage for the special event pursuant to Subsection 4-6.5A? (If no, please skip to question number 5).  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you a nonprofit entity which has been granted 501c3 or 501c6 status by the IRS? If yes, please attach a copy of your organizations 5013c3 exemption to this application.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Will all the proceed of the special event, less reasonable administrative costs, be donated to a Long Hill Township civic, charitable and service organization? If yes, please attach a list of the organizations you will be donating to and the percentage which will be donated to each organization.<br>[be advised that within 30 days after the conclusion of the special event, the sponsor of the special event shall provide the Township Administrator and Township Clerk with an accounting of the event specifying the gross amount to be received, the administrative costs, and the amounts donated to qualified Township organizations]. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will administrative costs be retained? If yes, please attach a statement with the amount and list of the anticipated administrative costs.  | <input type="checkbox"/> | <input type="checkbox"/> |

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| 5. Will Food and Beverages be sold at this Event?<br>[If yes, please notify the Township Health Officer]           | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Will Alcohol be provided at this Event?<br>[If yes, please also complete a<br>Social Affair Permit Application] | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are you requesting Road Closure(s)?<br>[If yes, please notify the Police Department]                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Do you require Barricades?<br>[If yes, please notify the Department of Public Works]                            | <input type="checkbox"/> | <input type="checkbox"/> |

**INSURANCE REQUIREMENTS**

Certificate of Insurance showing that the sponsor has blanket coverage of \$1,000,000 (one million dollars) for liability for bodily injury and/or property damage is required to be submitted with the application. Also required is a properly executed hold harmless agreement, by which the sponsor agrees to hold the Township of Long Hill harmless and indemnify the Township against any claims brought or actions filed against the Township as the result of the special event whether such claims or actions are rightfully or wrongfully brought or filed.

**AFFIDAVIT OF APPLICANT**

Everything that I have stated on this application is correct to the best of my knowledge, I have read, understand and agreed to abide by the policies and rules and regulations of the Township of Long Hill and the State of New Jersey.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

*Do not write below this line – for internal use only*

	<u>YES</u>	<u>NO</u>
Proof of Insurance and Hold Harmless Agreement Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
If Sponsor is Requesting a Police Coverage Fee Waiver are the Necessary Documents Enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
Is an Escrow Deposit Required by Subsection 4-5A? [If required, the Police Departments estimate of cost shall be attached to this application]:	<input type="checkbox"/>	<input type="checkbox"/>
Escrow Provided \$ _____		
Check Number: _____ Date Provided: _____		
cc: Department of Public Work; Fire Official; Health Inspector; Office of Emergency Mgmt.; Police; Recreation		

**HOLD HARMLESS AGREEMENT**

BETWEEN THE The Township of Long Hill

AND

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Address (Not Post Office Box)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Organization Type (Individual, Partnership, Non-Profit Corporation,  
Corporation, Public Entity)

In consideration of the use of \_\_\_\_\_, on the following dates: \_\_\_\_\_ for the purpose of \_\_\_\_\_, the undersigned agrees to indemnify and hold the **Township of Long Hill** and its officers, agents and employees harmless from any and all liability, claims, costs and Attorney's Fees arising out of the use of the property referred to above.

I understand that this Hold Harmless also requires that the **Township of Long Hill** is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing by the **Township of Long Hill**, I agree to furnish a

Certificate of Insurance specifically naming the Township of Long Hill as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000. In order to induce the Township of Long Hill to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of persons anticipated is \_\_\_\_\_.
- c. Live entertainment (will) or (will not) be provided.
- d. Other \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ as  
the binding act in deed of \_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS PRINTED NAME

**TOWNSHIP OF LONG HILL  
ORDINANCE 248-09**

**AN ORDINANCE CONCERNING POLICE COVERAGE AT SPECIAL EVENTS AND  
SUPPLEMENTING AND AMENDING CHAPTER IV OF THE TOWNSHIP CODE  
ENTITLED "GENERAL LICENSING"**

***STATEMENT OF PURPOSE:** To make sponsors of special events liable for the cost of police coverage unless the proceeds are being donated to Township organizations.*

**BE IT ORDAINED** by the Township Committee of the Township of Long Hill in the County of Morris, New Jersey, that Chapter IV of the Township Code entitled "General Licensing" is hereby supplemented and amended as follows:

**Section 1.** Section 4-6 entitled "Special Events" is supplemented and amended by adding a new Subsection 4-6.5A entitled "Police Coverage at Special Events" which reads as follows:

**4-6.5A Police Coverage at Special Events**

- a. Except as provided below, all sponsors of special events shall be responsible for the cost of the Township's providing police coverage at the special event. If the Sponsor is not exempt pursuant to this section, it shall consult with the Chief of Police, or his designee, prior to the submission of its application for a special event license, to ascertain the police coverage that will be required at the event and the estimated cost of providing such coverage. For purposes of this ordinance, "police coverage" shall include traffic regulation and crowd control necessitated by the event. If the Sponsor is not exempt, it must deposit with the Township Clerk an escrow deposit equal to 120% of the police department's estimate. No permit will be issued until either the Sponsor has deposited the required escrow or been deemed exempt pursuant to paragraph "b" below. At the conclusion of the event, the Township will draw down against that escrow deposit to pay for police coverage at the event. Any excess deposit will be returned to the sponsor without interest. If the amount deposited was not sufficient to cover the amount of police coverage at the special event, the sponsor shall reimburse the Township for that additional cost.
- b. The sponsor shall not be responsible for the cost of providing police coverage at its special event if all of the following requirements are met:
  - i. The sponsor is a nonprofit entity, which has been granted 501c3 or 501c6 status by the IRS.
  - ii. All of the proceeds of the special event, less reasonable

administrative costs, which shall be approved in advance by the Township Committee and set forth in the resolution approving the special event, are donated to Long Hill Township civic, charitable and service organizations, such as:

- Long Hill Township First Aid Squad.
- Stirling Fire Company.
- Millington Fire Company.
- FORCE.
- Chamber of Commerce.
- Long Hill Senior Center/Senior Club
- Long Hill Township and Watchung Hills Regional Boards of Education and affiliated groups.
- Friends of Long Hill Twp. Citizen Corps Programs
- Stirling American Legion Post
- Any Boy Scout, Girl Scout, Cub Scout, Brownie, Camp Fire Girl, or similar organization based in Long Hill Township.
- Any youth recreation league based in Long Hill Township including but not limited to the Long Hill Township Little League, Long Hill Lacrosse, Watchung Hills Soccer Association, and Long Hill Township Softball Association.
- Long Hill Township Public Library.
- Long Hill Township Historical Society.

**Section 2.** Subsection 4-6.4 entitled "Application for Licenses" is supplemented and amended to add new subparagraphs 5 and 6 in paragraph "a", which read as follows:

- a. *Special Event License.* Application for special event license herein under shall be filed in writing on a form to be provided by the Township and shall be filed with the Township Clerk along with all required fees and escrow deposits.

The application shall specify:

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1. The amount of the escrow deposit required by Subsection 4-5A below. The Police Department's estimate of the cost of providing police coverage for the event below shall be attached to the application.
2. If the sponsor is seeking a waiver from the requirement that it pay for the cost of police coverage for the special event pursuant to Subsection 4-6.5A below, the application shall also include the following:
  - A copy of the organization's 501c3 exemption.
  - A list of the organizations to whom the proceeds of the

event will be donated and the percentage that will be donated to each of the organizations.

- An estimated amount and list of the anticipated administrative costs.
- Within 30 days after the conclusion of the special event, the sponsor of the special event shall provide the Township Administrator with an accounting of the event specifying, the gross amount received, the administrative costs, and the amounts donated to qualified Township organizations.

**Section 3.** Any and all other ordinances or parts thereof in conflict or inconsistent with any of the terms hereof are hereby repealed to such extent as they are so in conflict or inconsistent.

**Section 4.** In case any article, section or provision of this ordinance shall be held invalid in any court of competent jurisdiction, the same shall not affect any other article, section or provision of this ordinance except insofar as the article, section or provision so declared invalid shall be inseparable from the remainder or any portion thereof.

**Section 5.** This ordinance shall take effect immediately upon final passage and publication as required by law.