

Borough of Wildwood Crest Special Events Application Form

Date(s) of Event: _____ Location of Event: _____

Time of Event: _____ to _____ Street Closing Requested? Yes No (Fees Required)

Rain Date: _____ If Yes, state exact location(s): _____

Type of Event (check one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Parade | <input type="checkbox"/> Festival | <input type="checkbox"/> Block Party |
| <input type="checkbox"/> Procession/Walkathon | <input type="checkbox"/> Foot/Bike/Swim Race | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Multi-Day Event | <input type="checkbox"/> Other: _____ | |

- The Wildwood Crest Municipal Code requires all organizations or persons planning to stage a parade or other event to file an official application with the Borough Clerk.
- The Borough Clerk has authority over the issuance of all parade or special event permits subject to appeal the Board of Commissioners.
- Please read Borough Code, Chapter 40. Article VI, which details the responsibilities of applicants and the Borough of Wildwood Crest, *before completing your application.*
- Any use of the words "Borough of Wildwood Crest" or logo in event literature/advertising must be approved by the Borough.
- **DISCLAIMER: All ordinances of the Borough of Wildwood Crest 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 a parade/event application, applicants may be required to attend a meeting with the appropriate Borough Officials 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.

NOTE: Complete only those sections pertaining to your event, e.g., a person conducting a parade will only have to fill out the parade section; a person conducting a festival should complete the festival section.

APPLICANT INFORMATION

- 1) Name of Individual/Organization: _____
- 2) Address of Individual/Organization: _____
Telephone No. _____ Cell Phone No. _____ E-Mail: _____
- 3) Purpose of Organization: _____
- 4) Purpose of Event: _____
- 5) Schedule of Activities Planned: (Attach separate sheet if necessary):

- 6) Is your organization tax exempt? _____ Tax ID#: _____
Is your organization non-profit? _____ N.J. Registered Charitable Organization No. _____
Is your organization for-profit? _____
- 7) How many members in your organization? _____
- 8) Information about person who will be the Parade/Event Chairman and who is responsible for its conduct (NOTE: This person, or designee, **MUST BE PRESENT** at the parade/event; may be required to wear a Borough-issued identification badge):

Name of Event Chairman	Title
Home Phone	Cell Phone
Fax	E-Mail

Additional Permit Terms and Conditions

1. Access to Property or Facility. The Permittee, its officers, employees, contractors, agents, activity participants including participating invitees and guests, shall enter and exit the facility as directed by the Borough. Permittee shall comply with all posted traffic and parking control signs, and directions by the Borough. The Permittee's use of the facility, including the necessary rights of ingress and egress, shall not be exercised in a manner which materially interferes with the Borough's use of the surrounding property. The Permittee agrees to abide by any restrictions upon ingress and egress to the facility and any restrictions upon movement within and around the facility as may be established by the Borough or its representative.

2. Alterations, Return of Facility. No alteration of existing premises or facilities, or construction of permanent type improvements shall be made without the prior written approval of the Borough.

3. Restoration of the Facility. The Permittee shall restore the Facility to the condition in which it was prior to the issuance of the Permit. The Permittee shall clean up and remove all trash and refuse generated by the Permittee's use of the Facility, and any equipment used by Permittee. If the Permittee fails to restore the Facility, including the removal of trash and, the Permittee shall pay any costs incurred by the Borough to restore the Facility.

4. Damage to Licensed Property. The Licensee shall be liable for any loss of, or damage to, the premises or facilities incurred as a result of its use and shall make such restoration or repair, or monetary compensation as may be directed by the Borough. All insurance required of the Permittee for the event shall be for the protection of the Borough and the Permittee against their respective risks and liabilities in connection with the event and Facility. Each such policy of insurance shall name the Borough, as an additional insured.

5. Hold Harmless, Indemnification, Insurance.

Hold Harmless, Indemnification. The **ORGANIZATION /USER/APPLICANT**, referred to as **USER** from this point forward shall indemnify, save harmless and defend the **Borough of Wildwood Crest**, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the **Borough of Wildwood Crest**, from and against any and all claims, losses, costs, attorney's fees, damages, or injury including death and/or property loss, expense claims or demands arising out of **USER's** use of the named Facilities, including all suits or actions of every kind or description brought against the **Borough of Wildwood Crest**, either individually or jointly with **USER** for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, any of the activities conducted by or caused to be conducted by **USER**, or through any negligence or alleged negligence in safeguarding the **FACILITY(IES)**, participants, or members of the public, or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER**. The above **USER** shall inspect the described Facilities/Equipment prior to the use of the Facilities/Equipment prior to the use of the Facilities/Equipment and report any defective, hazardous or dangerous conditions found at the Facilities/Equipment to an Appointed Recreation Supervisor and /or Public Works Supervisor at (609) 522-7446, and **USER** shall immediately cease the use of the Facilities/Equipment until such defective, hazardous or dangerous conditions are remedied. After the use Facilities/Equipment, **USER** shall immediately report to the **Borough of Wildwood Crest** any and all defects, hazards, damages or dangerous conditions upon or adjacent to the Facilities/Equipment.

Insurance. Notwithstanding the indemnification and defense obligations of the **USER**, **USER** shall purchase and maintain such insurance described in the attached Insurance Requirement Schedule and as is appropriate for the type of use and hazards present and as will provide protection from any and all covered claims which may arise out of or caused or alleged to have been caused in any manner from **USER's** use of the **FACILITY(IES)**, whether it is to be used by the **USER**, its employees, agents, volunteers, subcontractors or others under the direction, control or under any contractual relationship with the **USER** or by anyone for whose acts any of them may be liable.

USER shall be required to name the **Borough of Wildwood Crest** as an "Additional Insured" on the **USER's** policy of commercial general liability insurance, and simultaneously with the delivery of the executed *Use of Facilities Agreement*, **USER** shall provide the **Borough of Wildwood Crest** with a Certificate of Insurance indicating that the insurance coverage as described in the attached schedule, and as is appropriate for the type of use and hazards present, has been obtained and that the **Borough of Wildwood Crest** has been designated as an "Additional Insured" where required. On or before the renewal date of said policy, **USER** shall be required to provide the **Borough of Wildwood Crest** with a

Certificate of Insurance indicating the continuation of insurance coverage and designating the **Borough of Wildwood Crest** as an “Additional Insured” for the duration of this agreement.

The schedule of insurance and the limits of liability for the insurance shall provide coverage for not less than the amounts listed in the attached schedule or greater where required by law.

Certificate of Insurance. Evidence of financial responsibility from event chairperson, organization and others with whom the Borough of Wildwood Crest 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 times 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 dates of the event.

COVID-19. USER verifies and asserts that all activities conducted at the **FACILITY(IES)** shall be in full compliance with the CDC, DOH Guidelines and the State of New Jersey Governor’s Executive Orders applicable to public pools, summer camps, sports leagues, and recreation programs and can be viewed at https://nj.gov/infoban/eo/056murphy/approved/eo_archive.html. **USER** shall be responsible for all participants or guests complying with any social distancing or masks/face covering requirements of the state or Federal government which are in effect.

6. Governing Law and Regulations. The Licensee, its officers, employees, contractors, agents, activity participants including participating invitees, and guests, while on the Borough owned property are subject to all applicable state laws, regulations, directives, municipal ordinances, and orders, including those issued by the Borough, its designated representative, and Wildwood Crest Police Department.

7. Notice of Potential Hazards. The Permittee is made aware of and shall make its officers, employees, contractors, agents, and invitees and guests aware of potholes, cracks, small debris and tripping hazards due to routine use may be on or about the Facility.

8. Notification. This Permittee shall notify all of its officers, employees, contractors, agents, activity participants including participating invitees, and guests, who will use the facility of the terms and conditions of this permit and that they are required to comply with all applicable terms and conditions of this permit if they enter or use the facility. Revocation. This permit is revocable at will by the Borough. Permits are revoked when in Borough’s opinion unsafe conditions exist or, the Permittee, its officers, employees, contractors, agents, activity participants including participating invitees, or guests have failed to comply with the terms and conditions of this permit. The revocation is effective upon receipt of written or oral notification to Permittee’s representative.

9. Waiver. The failure of the Borough at any time to insist upon a strict performance of any terms, conditions and covenants herein shall not be deemed a waiver of any subsequent breach or default in the terms, conditions and covenants herein contained.

10. Choice of Law. This permit and terms and conditions shall be construed according to the laws of the State of New Jersey. All legal actions commenced under this permit shall be brought within the State of New Jersey, Superior Court, Cape May County.

11. No Assignment. Permittee may not assign its rights or delegate its duties hereunder, except with Borough’s prior written consent

SIGNED AND AGREED TO BY:

**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 on the permit when so granted. *I further understand that acceptance of this application by the Borough of Wildwood Crest 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 _____.

Notary Public

Individual Name/Organization: _____

Event Chairman: _____

NOTE: ALL APPLICANTS MUST COMPLETE THIS SECTION

PUBLIC WORKS/PUBLIC SAFETY

1) How do you plan to remove trash and garbage from the event site? _____

Name of private contractor: _____ Phone: _____

Are Borough trash receptacles and removal requested? _____

2) Will you need temporary stages or reviewing stands? _____ Locations: _____

3) Will you require overhead banners, signs, installed on Borough property? _____ Locations: _____

4) Will you need Borough electrical services (lighting, etc.): _____ Describe in detail: _____

5) Will you be using generators or compressors? _____ Location and type: _____

6) How many portable toilets will you be providing for this event? _____

Name of toilet company: _____ Phone: _____

NOTE: One toilet for every 500 people is requested for events lasting over 2 hours – an appropriate number of these toilets should be handicapped accessible.

7) Will Borough water be needed? _____ Describe in detail: _____

8) Will you require the construction of any temporary structures or fixtures? _____

Describe in detail: _____

9) Will you require or intend on putting up a fence, tent or other enclosure? _____ Explain (include size): _____

10) Describe how you plan to provide security for the event: _____

11) Rain date? _____

All enclosures need approval before being erected due to concerns about crowd egress.

Individual Name/Organization: _____

Event Chairman: _____

Copies sent to:

- | | |
|---|---|
| <input type="checkbox"/> Mayor | <input type="checkbox"/> Public Works |
| <input type="checkbox"/> Board of Commissioners | <input type="checkbox"/> Public Safety Department |
| <input type="checkbox"/> Borough Clerk | <input type="checkbox"/> Recreation Department |
| <input type="checkbox"/> Borough Administrator | <input type="checkbox"/> Beach Patrol |
| <input type="checkbox"/> Fire Official | <input type="checkbox"/> Risk Manager |
| <input type="checkbox"/> Chief of Police | <input type="checkbox"/> Construction Official |

Approval/Authorization

Chief of Police: _____ Dated: _____

Public Works Superintendent: _____ Dated: _____

Recreation Director: _____ Dated: _____

Beach Patrol Supervisor: _____ Dated: _____

Fire Inspector: _____ Dated: _____

Construction Official: _____ Dated: _____

Borough Clerk (insurance verification): _____ Dated: _____

Permit Number: _____ Date Permit Issued: _____

Applicable Borough Fees

Application Fee – non-refundable **\$ 50.00**

Additional Event Fees:

All Other and For-profit events:

Small (less than 100 participants)	@ \$ 50.00	_____.
Medium (100-500 participants)	@ \$ 150.00	_____.
Large (500+ participants)	@ \$ 250.00	_____.

Use of park, beach area, or other facility (day 2+) # days _____ @ \$ 100.00 per day _____.

Light vehicles (police) # vehicles _____ x # hrs _____ @ \$ 25.00 ea/per hr _____.

Heavy vehicles EMS/PW equip # vehicles _____ x # hrs _____ @ \$ 50.00 ea/per hr _____.

Beach Patrol Support # lifeguards _____ x # hrs _____ @ \$ 20.00 ea/per hr _____.

Public Works/Public Safety/EMT # personnel _____ x # hrs _____ @ \$ 40.00 ea/per hr _____.

Police Support # officers _____ x # hrs _____ @ \$ 60.00 ea/per hr _____.

Rec/Tourism Support # personnel _____ x # hrs _____ @ \$ 40.00 ea/per hr _____.

Other: # _____ x # _____ @ \$ _____.

TOTAL **\$ _____.**

Individual Name/Organization: _____

Event Chairman: _____

Dates of Event: _____

Rain Dates: _____

THIS SECTION FOR MULTIPLE DAY EVENTS ONLY

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: _____

2) Describe how you plan to provide security for the event: _____

a) Private security (name and address): _____

b) Request Police Security Detail (*certain police details may require reimbursement for services provided, e.g., overnight site security*): _____

3) Location of Parade/Event: _____

NOTE: Certain events will require a detailed site plan (see attached Addendum)

Name of Organization: _____

Event Chairman: _____

Telephone: _____ Cell Phone: _____ E-Mail: _____

BIKE/FOOT RACES/WALK-A-THON

1) Name of race: _____

2) Purpose of race: _____

3) Entrance fee charged? _____ Amount? _____ Beneficiary: _____

4) Distance: _____

5) Assembly area: _____

6) Route (describe here and supply a route site plan) (*list any street closings*): _____

7) Disbanding area: _____

8) Number of participants: _____

9) Location of Start Line: _____

Location of Finish Line: _____

10) Location(s) of water stations, etc.: _____

11) How many volunteers will staff the event: _____

12) Special Guests (i.e., Governor, etc.): _____

13) Describe how you plan to provide security for the event: _____

14) Rain Date: _____

Name of Organization: _____

Event Chairman: _____

Telephone: _____ Cell Phone: _____ E-Mail: _____

BLOCK PARTY

STOP! Before completing application, applicants are REQUIRED to obtain WRITTEN approval of EVERY PROPERTY OWNER ON THE BLOCK (form attached)

1) Location (*list any street closings-fees required*): _____

2) Purpose: _____

3) Date(s): _____

4) Hours (*limited to the hours between 2PM and 8PM*): _____

5) Number of persons attending: _____

6) Type of music or entertainment: _____

Name of DJ or entertainer: _____

DJ or entertainer contact information: _____

Name(s) of band(s): _____

7) Describe how you plan to provide security for the event: _____

8) Rain date: _____

NOTE: The issuance of a BLOCK PARTY permit DOES NOT waive the local noise ordinance.

DISCHARGE OF FIREWORKS IS PROHIBITED. CONSUMPTION OR OPEN DISPLAY OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY IS PROHIBITED. VEHICLES ARE PROHIBITED FROM TRAVERSING OR PARKING ON STREET.

Name of Organization: _____

Event Chairman: _____

Telephone: _____ Cell Phone: _____ Email: _____

PARADES

1) Parade route: _____

2) Starting location: _____

3) Ending location: _____

4) Assembly area: _____

5) Disbanding area: _____

6) Location of reviewing stand: _____

7) Location of judging stand (if different): _____

8) Number of participants: _____

9) Number of bands/musical units: _____

10) Number of floats: _____

(NOTE: Certain height restrictions may apply due to overhead wires)

11) Number of animals: _____

Name of Organization: _____

Event Chairman: _____

Telephone: _____ Cell Phone: _____ Email: _____

12) Number of cars/trucks: _____

13) Number of buses: _____

Will you require off-site bus parking? _____

14) All parades must have at least one designated Parade Marshall on location, during assembly, operation and disbanding.

Name of Parade Marshall	Title
Address	City/State/Zip
Home Phone	Work/Cell Phone or Page (identify which)

Name of Parade Marshall	Title
Address	City/State/Zip
Home Phone	Work/Cell Phone or Page (identify which)

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Address	City/State/Zip
Home Phone	Work/Cell Phone or Page (identify which)

15) Rain date or delayed starting time: _____

16) Special Guests (i.e., Governor, etc.): _____

17) Describe how you plan to provide security for the event: _____

Name of Organization: _____

Event Chairman: _____

Telephone: _____ Cell Phone: _____ Email: _____

FESTIVALS

1) Event name: _____

2) Location (**list any street closings – fees required**): _____

3) Number of vendors: _____

4) Number of food vendors: _____

Attach a list of vendors and contact numbers – must be turned in one week prior to event

(NOTE: Food vendors must meet the requirements of the Cape May County Board of Health)

5) Location of stages/performance areas: _____

6) Type of entertainment/music: _____

(Attach copy of program schedule – may submit draft version – final version must be turned in one week prior to event)

7) Are vendor fees charged? _____ Amount? _____

Purpose of the fees and beneficiary: _____

8) Is the applicant solely responsible for the operation of the event, or is an event management company hired to oversee the event? _____ If so, indicate name, address, and contact information and what portion of the event is the company responsible for, i.e., entertainment, etc.: _____

9) Is a copy of your site plan attached? _____ You must submit a copy of your site plan along with updates when changes are made. Site plan must reflect current information.

10) Special Guests (i.e., Governor, etc.): _____

11) Describe how you plan to provide security for the event: _____

INSURANCE REQUIREMENT SCHEDULE

I. INDIVIDUALS

A. General Liability Limit \$1,000,000

Evidence that the individual has comprehensive personal liability insurance in force is required to use any Borough of Wildwood Crest 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 Events Application as evidence of coverage.

II. NON-PROFIT / CHARITABLE GROUPS

A. General Liability Limit \$1,000,000

B. Borough of Wildwood Crest, NJ named as "**Additional Insured**" with Endorsement page(s).

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

III. COMMERCIAL RENTAL

A. Commercial General Liability Limit \$1,000,000

Combine Single Limit of Liability for Bodily Injury and Property Damage.

B. Borough of Wildwood Crest, NJ named as "**Additional Insured**" with Endorsement page(s).

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