



TOWNSHIP OF MEDFORD APPLICATION FOR SPECIAL EVENT PERMIT

DATE SUBMITTED: _____

(PLEASE PRINT OR TYPE)

NAME OF EVENT: _____

BRIEF DESCRIPTION OF EVENT: _____

DATE OF EVENT: _____ **RAINDATE:** _____

EVENT START TIME: _____ **END TIME:** _____

LOCATION OF EVENT: _____

ESTIMATED # OF PARTICIPANTS: _____ **OUTSIDE VENDORS? YES or NO**

NAME OF SPONSORING ORGANIZATION: _____

IS THIS ORGANIZATION REGISTERED WITH THE INTERNAL REVENUE SERVICE AND/OR NJ DEPT. OF LAW & PUBLIC SAFETY, DIVISION OF CONSUMER AFFAIRS AS A CHARITABLE ORGANIZATION? Yes/No _____

Name of Group Representative: _____

Mailing/Home Address: _____

Day Phone: (____) _____ Evening Phone: (____) _____

Cell Phone: (____) _____ Other Phone: (____) _____

Fax: (____) _____ E-Mail: _____

Name of Alternate Group Representative: _____

Day Phone: (____) _____ Evening Phone: (____) _____

Cell Phone: (____) _____ Other Phone: (____) _____

Fax: (____) _____ E-Mail: _____

TOWNSHIP SERVICES REQUESTED: *(Please Check All That Apply)*

_____ Police Department (Road closures/traffic and pedestrian safety)

_____ Fire Department (Fireworks, Fire Permits, Fire Police)

_____ Emergency Medical Services (EMS)

_____ Public Works (Trash receptacles/removal, street sweeping, barricades, park prep, electrical)

_____ Administration/Open Space (Park permits, park amenities—restrooms, electric, water, vendors)

_____ Township Council Participation (Remarks, Ribbon-cutting, etc.)

The undersigned representatives of the applicant understand and agree to the following:

1. Activity(ies) will begin and end within the approved time frame.
2. All debris resulting from the approved activity will be picked up and deposited at the designated disposal location(s). All recycling is Carry In/Carry Out and must be removed from the Township facility and properly disposed of.
3. Sufficient adults will be assigned the sole responsibility of providing security and deterring vandalism.
4. Medford Township may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators.
5. Noise must be kept to a minimum so as not to disturb others utilizing the facility and residents within the area.
6. Parking is allowed in designated vehicle parking areas only. Please be considerate of residents who live adjacent to event staging areas; as parking is strictly prohibited on their private property and will result in fines levied by the Police Department as allowable by local laws and ordinances.
7. A separate permit must be secured from the Fire Marshall's Office for any open fires, use of propane, vending trucks, etc. within Medford Township. Please refer to Fire Permit application available at www.medfordfire.org.
8. All problems encountered with any Township facility will be made known to the designated Medford Township Representative within 24 hours of the conclusion of the activity.
9. **ALCOHOLIC BEVERAGES ARE NOT TO BE DISPENSED AND/OR CONSUMED WITHIN ANY MEDFORD TOWNSHIP FACILITY WITHOUT PRIOR CONSENT AND APPROVAL.**
10. Medford Township will require the applicant to provide remuneration to the Township for damages to the facility and/or repairs/replacement of damaged equipment. Violations of any of the above may result in the denial of future requests, and fines as established by Chapter 109-Section 5 of the Medford Township Administrative Code.
11. Medford Township retains the right to rescind this permit at any time and/or to terminate permits early to conduct emergency maintenance/repair projects.
12. **Any raffle, Chinese auction, etc. requires a Games of Chance Permit, obtained from the Clerk's Office.*

RELEASE FORM

This applicant listed below has applied to the Township of Medford for the purpose of securing a Special Event Permit at the designated Medford Township facility.

In accepting this permit, the applicants (for itself, its members, and invitees) accepts and assumes the risk of all conditions existing in the area covered by this permit and the approaches thereto and agrees to hold harmless the Township of Medford and its employees from all risks, liability, injury, damage, and loss to all persons and property arising out of or resulting from any use of or presence within the areas covered by this permit; and also agrees to waive and relinquish all claims and causes of action of every kind; and agrees to indemnify Medford Township for the defense of any such claims or action-whether the liability, loss, or damage is caused by, or arises out of the negligence of the Township of Medford or any of the agents, employees or otherwise. We further agree to reimburse the Township Medford for any and all expenses, attorney fees or other costs incurred in the enforcement of this waiver and indemnification.

On behalf of this applicant, we understand all procedures associated with this request and accept the legal and financial responsibilities involved in the sponsoring of a special event within Medford Township facilities.

Signature – Authorized Applicant Representative _____
Date

Signature – Authorized Applicant Alternate Representative _____
Date

FOR MEDFORD TOWNSHIP OFFICIAL USE ONLY:

Approved by: _____ **Date:** _____

Fee Paid - \$25 Date: _____ Check #: _____ Name on Check: _____

**No refunds will be issued due to cancellation(s) caused by an act of God unless the Township of Medford is given sufficient notice of intent to cancel or facilities have been closed by decision of the Municipality.*

Insurance Certificate Provided-Submit Proof of one million dollars (\$1,000,000) general liability insurance with the Township of Medford as the Additional Insured Certificate Holder

cc: Police _____ Fire Department _____ EMS _____ Public Works _____ Administration _____ Council _____