

# **Franklin Township Special Event Permit Application**

## **INSTRUCTIONS**

This form must be filled out completely. If an item does not apply to your application, mark it "N/A." You must also attach a site plan that shows the location of the event, all permanent and/or temporary structures being utilized, parking, access/egress lanes, etc. **If any question is left blank or if a site plan is not attached, the application will be returned as "incomplete."** You should also include any supporting documentation that will help us in making a determination. You can never give us too much information. Please be aware that your event may require additional approvals/permits from various Township Departments including but not limited to: Construction, Fire Prevention, Health, Parks & Recreation, Police Department, and/or Zoning. If this is the case, as part of the Special Event Permit approval process, you will be informed as to which additional approvals/permits are required.

TOWNSHIP USE ONLY: STAMP DATE RECEIVED
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**THIS APPLICATION MUST BE SUBMITTED 90 DAYS PRIOR TO EVENT.**

**Please Print Clearly or Type**

<b>Name of Organization:</b>	
<b>Address:</b>	
<b>Federal Tax Exempt Number (if applicable):</b>	
<b>NJ Registration Number (if non-profit):</b>	
<b>Contact Person:</b>	
<b>Address:</b>	
<b>Day Phone:</b>	<b>Cell Phone:</b>
<b>Fax:</b>	<b>Email:</b>
<b>Location of the Event:</b>	
<b>Date(s):</b>	
<b>Time(s):</b>	
<b>Description of the Event:</b>	

## **SPECIFICS OF THE PROPOSED EVENT**

<b>1.</b>	<b>Is the event open to the public?</b>
<b>2.</b>	<b>Is there an admission fee?</b>
<b>3.</b>	<b>What is the peak attendance number?</b>
<b>4.</b>	<b>Where will vehicles be parked?</b>

5.	Will the event take place on public property or roadways? If so, specify.
6.	Will alcoholic beverages be served?
7.	If so, does the venue possess a liquor license? If so, indicate the number.
9.	Are tents (with sides) proposed? If so, how many?
10.	Are canopies (without sides) proposed? If so, how many?
11.	Will food be served?
12.	If yes, indicate the name and address of each food service provider:
13.	Will food be prepared on site?
14.	Will food be cooked on site? If so, how?
15.	Will food be warmed on site?
16.	Will food be free or sold?
17.	Other than cooking fires (see 14 & 15 above) will there be any open flames? If so, specify.
18.	Are fireworks or any other pyrotechnics proposed? If so, specify.
19.	Will electricity be needed? If so, specify for what uses.
20.	If so, will it be obtained by tapping into the grid?
20.	If so, will any portable power devices be used?
21.	Will sound amplification devices be used? If so, indicate the decibel level of the sound amplification equipment.
22.	Are raffles or games of chance proposed? If so, specify.
23.	Are permanent restroom facilities available? If so, how many?
24.	Will portable restroom facilities be utilized? If so, how many?

25.	Are amusements proposed? If so, specify.
26.	Are rides proposed? If so, specify.
27.	Will animals be utilized? If so, specify.
28.	Will show mobiles be used? If so, specify.
29.	Will signs be utilized?
30.	If so, for what purpose(s) – direction, information, advertising, etc.?

Note: Violation of the Township Sign Ordinance may result in the revocation of your permit.

**ADDITIONAL INFORMATION**

**FOR TOWNSHIP USE ONLY:**

<b>DEPARTMENTAL (TRC) REVIEW AND RESPONSE</b>		
<b>Department</b>	<b>Comments</b>	<b>Initialed &amp; Date</b>
<b>Construction</b>		
<b>Fire Prevention</b>		
<b>Health</b>		
<b>Parks and Recreation</b>		
<b>Police</b>		
<b>Zoning</b>		

The TRC recommends that the Township Council:

- Approve the application as long as any conditions noted above are met.
- Deny the application for the reasons noted above.

<b>CLERK'S OFFICE</b>	
<b>ITEM</b>	<b>DATE RECEIVED</b>
<b>Permit Fee (\$125.00)</b>	
<b>Maintenance Escrow (\$300.00)</b>	
<b>Insurance Coverage/Township</b>	
<b>Police Protection Escrow</b>	
<b>Affidavit of Service</b>	
<b>Outside Agency Approvals</b>	
<b>Ride Vendor's Permit to Operate</b>	
<b>Maintenance Escrow Received by Finance</b>	

<b>TOWNSHIP COUNCIL ACTION</b>		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	<input type="checkbox"/> NO SPECIAL EVENT PERMIT REQUIRED
PERMIT #: _____		
ANN MARIE MCCARTHY - TOWNSHIP CLERK		DATE