

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 will be informed if your event requires any additional approvals/permits. Submit the completed application to : Township Clerk, 475 DeMott Lane, Somerset, NJ 08873.
APPLICATION MUST BE SUBMITTED 60 DAYS PRIOR TO THE START OF THE EVENT

TOWNSHIP USE ONLY: STAMP DATE RECEIVED

Please Print Clearly or Type

Name of Organization:	
Address:	
Federal Tax Exempt Number (if applicable):	
NJ Non-Profit Registration Number (if applicable):	
Contact Person:	
Address:	
Day Phone:	Cell Phone:
Fax:	Email:
Location of the Event:	
Date(s):	
Time(s):	
Description of the Event:	

SPECIFICS OF THE PROPOSED EVENT	
1.	Is the event open to the public?
2.	Is there an admission fee?
3.	What is the peak attendance number?
4.	Where will vehicles be parked?
5.	How much parking space is available on-site?
6.	How much parking space is available off-site?

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

28.	Are amusements proposed? If so, specify.
29.	Are rides proposed? If so, specify.
30.	Will animals be utilized? If so, specify.
31.	Will show mobiles be used? If so, specify.
32.	Will signs be utilized?
33.	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

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FOR TOWNSHIP USE ONLY:

DEPARTMENTAL REVIEW AND RESPONSE		
Department	Comments	Initials & Date
Construction		
Fire Prevention		
Health		
Parks and Recreation		
Police		
Zoning		

The Special Events Committee 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.

CLERK'S OFFICE	
ITEM	DATE RECEIVED
Permit Fee (\$125.00)	
Maintenance Escrow (\$300.00)	
Insurance Coverage/Township	
Police Protection Escrow	
Affidavit of Service	
Outside Agency Approvals	
Ride Vendor's Permit to Operate	
Maintenance Escrow Received by Finance	
Late Fee (\$25.00)	

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