

City Clerk's Office
500 London Avenue
Egg Harbor City, NJ 08215
Phone: (609) 965-0081
Fax (609) 965-0715



City of Egg Harbor Special Events & Use of Facilities Application

Please read, complete and submit the application below to request a special event permit. Applications are required to be submitted (90) days in advance. Please plan accordingly. This form is not a permit. The completion of the application(s) does not constitute an automatic approval. A Police Detail Request Form may also be required. If you have any questions please contact the City Clerk's office at (609) 965-0081.

Please note a rental fee of \$350 per day plus a \$150 deposit for cleaning will be charged for use of Lincoln Park. All deposit money will be refunded if area is cleaned up after use.

You are encouraged **NOT** to make any additional arrangements for your event until you have received an approval (permit) for your event.

Event Information:

Name of Event: _____

Description of Event: _____

Specific Location Requested: _____

Date(s) of Event: _____ Set-Up Date/Time: _____ Breakdown Date/Time: _____

Hours of Event, If Athletic Event, Please Include Step off Time: _____

Alternate Date(s) and Location(s): _____

Estimated Attendance (Crowd Size): _____

Will juveniles be present? Yes ___ No ___ if yes, what ages? ___

If juveniles will be present, the Applicant must submit the names, addresses, and telephone numbers of chaperones prior to event.

Will alcoholic beverages be served? Yes ___ No ___ If yes, who will be serving the alcohol? _____

If yes, attach a copy of the liquor license and the liquor liability policy of insurance.

___ Attached

Name of Individual or Organization: _____

Non-Profit – If Yes, Please Verify Status: No Yes If Yes, Tax ID# _____

Event Coordinator: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Fax Number: _____

E-Mail Address: _____

On site Contact on Event Day: _____ Cell Number: _____

***NOTE: APPLICANT IS SOLELY RESPONSIBLE FOR COSTS INCURRED FOR SERVICES RENDERED IN CONNECTION WITH THE EVENT.**

City of Egg Harbor

Special Events Application

A certificate of insurance, addressed to the City of Egg Harbor, City Clerk's Office, 500 London Avenue, Egg Harbor City, NJ 08215 is required. The certificate must evidence General Liability Insurance, with a \$1,000,000.00 limit of liability, naming the City of Egg Harbor, its officers, agents, and employees as additional insured, while specifically referencing the scheduled event. Each vendor and/or contractor must provide proof of insurance.

The City is unable to provide certain amenities such as port-a-johns/portable washrooms, tables, chairs, trash boxes, and tents/canopies. The applicant is required to secure port-a-johns/portable washrooms, chairs, trash boxes, and tents/canopies for the event at the applicant's expense. Failure to adequately provide such amenities could result in the event applicant(s) or coordinator(s) inability to hold future events in the City of Egg Harbor.

Special Events cancellations or cancellation of requested services must be made in writing (10) days prior to the event. In the event of inclement weather, cancellations or requests to reschedule must be made in writing at least (48) hours prior to the event. Failure to provide written verification may result in the sponsor(s) being required to reimburse the City of Egg Harbor for the agreed upon services.

By signing and submitting this Special Events Application, the sponsoring organization agrees to indemnify, defend and hold harmless the City of Egg Harbor and its officers, employees, and agents from and against any and all losses, costs (including but not limited to, litigation and settlement costs and counsel fees), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Event sponsor's act or omission or negligence or fault or the act or omission or negligence or fault of Event sponsor's agents, subcontractors, suppliers, employees or servants in connection with the Permit.

Legal Name of Organization: _____

Authorized Signer: (print name) and Title: _____

Signature: _____ Date: _____

For City Use Only:

1. Will Police Detail be required? Yes ___ No ___ If Yes, have organization complete Police Detail Request Form

Police Department Signature _____

Form Received and Approved? Yes ___ No ___

2. Application approved by Council? Yes ___ No ___ N/A _____

If Yes, date _____

City Clerk Signature

3. Lincoln Park Rental Fee Payment: N/A: _____ Cash _____ Check _____ Date Paid: _____

Note: Municipality has the right, in its sole discretion, to deny, limit, or revoke the use of requested facility(ies) when in the opinion of the Municipality the use presents a risk of unreasonable injury to persons or damage to property of the Municipality or others.