

Rockaway Township Special Event Permit Application



Special Event Permit Instructions

The cost of the permit application is \$50.00. All applications must be signed by property owner and event applicant, if different individuals. Please attach a layout depicting the event's major components, and specifically note street or traffic closures. Please include any other information which you feel will illuminate the township's understanding of the event (e.g. Advertisements, Contracts with Vendors, etc.). Your permit is not approved until you receive a letter stating so from the Office of the Business administrator. Your permit will be emailed once approved.

Name of Responsible Person or Party: _____
Mailing Address: _____
Telephone Number: (_____) _____--_____
E-mail: _____
Address of event: _____
Date: _____ Rain Date (optional): _____
Start Time: _____ Duration: _____
Name of Property owner for event: _____

Description of Activity (include further layouts, description as necessary):

Anticipated number of people at event: _____

Notes: _____

Terms and Conditions:

1. The Township of Rockaway retains the authority to revoke a permit and/or stop a use in progress upon reasonable notification and the opportunity to cure a violation of the conditions or standards for issuance as set forth in Rockaway Township Ordinance Chapter 30, Special Events Permit and as set forth below.
2. The permittee shall agree to defend (including providing the costs of a defense, which includes but is not limited to payment of attorneys' fees and professional fees), indemnify, and save harmless the Township, its officers, agents, servants, and employees for any and all claims made by any person or entity for personal injury or bodily injury of any nature or for property damage, which injury or damage is alleged to have occurred as a result of the special event. This shall include but not limited to the existence of any physical condition resulting from the holding of the event. It shall also include the permittee's overall operation of the event and/or any and all acts undertaken by the permittee or any vendor, attendee, or other person who may be allowed by the permittee to participate, in any way, in the special event, or who may be in any other way connected to the special event. This indemnification shall extend to the Township even to the extent of the Township's sole negligence.
3. Applications require the permittee to furnish the Township with proof of commercial general liability insurance in the amount of one million dollars per occurrence, and an endorsement naming the Township of Rockaway, its employees, agents and or representatives as an additional insured must be provided. Such additional insured coverage shall be primary and non-contributory. Certificates of Insurance along with a copy of the insurance policy with all endorsements shall be submitted to the Township for approval with this application.
Acceptability of insurance is subject to approval by the Township's legal counsel.
4. Permittee shall not transfer, assign, sell or grant use of any or all of the days or all or any portion of the permit granted to permittee under this permit.
5. Permittee shall comply with all state and federal laws, including laws prohibiting discrimination against persons with disabilities, Township Ordinances, rules and regulations of the Division of Recreation applicable to activities in township parks; permittees to whom such permits are issued shall be bound by such laws, ordinances, rules and regulations as though the same were incorporated in such permits.
6. Except for public assemblies, permittee shall be liable for loss, damage or injury to persons or property resulting from permittee's use of the park and/or recreation facility under such permit, as well as any breach of Rockaway Township

regulations or ordinances, to the person or persons suffering such loss, damage, or injury, and to the Rockaway Township in the event the Rockaway Township and/or its employees shall become liable for such loss, damage or injury. Any and all damage to the park and/or recreation facilities must be fully and completely restored within 7 days after the end of the permitted event.

7. Cancellation or changes in schedules must be promptly reported to the Township of Rockaway, Business Administrator.
8. Charging admission or the sales of goods and services on township owned facilities is prohibited, unless prior written permission has been obtained from the Division of Parks or Recreation.
9. Noise exceeding the standards set forth in Rockaway Township Ordinance Chapter XXVII Chapter 28-1.2 is prohibited.

Permittee understands that non-compliance may result in revocation of this permit. If Permittee is an organization, the undersigned certifies that he/she is authorized to sign on behalf of Permittee.

Signature of Applicant: _____ Date: _____

Fee Amount: \$50.00 Check No.: _____ Insurance Policy Number: _____

Signature of Property Owner _____ Date: _____

Site Visit / Event Location _____ Date: _____

Site Visit / Event Location Signature of Applicant: _____ Date: _____

Site Visit / Event Location Signature of Property Owner _____ Date: _____

For Official Use Only			
Department	Comments, Anticipated Permit Requirements, Dates	Date	+/-
Community Services			
Finance			
Fire			
Police			
Administration			
Engineering			
Health			
Public Works			
Construction			
Zoning			
Clerk			

Business Administrator Approval:
