

TOWNSHIP OF GALLOWAY SPECIAL EVENTS APPLICATION

300 E. JIMMIE LEEDS ROAD GALLOWAY, NJ 08205
(609) 652-3700 EXT. 260 FAX: (609) 652-1967

- CHECKLIST -

- The Special Events Application must be completed and submitted to the Township Clerk at least 21 days prior to the event. However, if you are having fireworks at the event, all required documents must be submitted six weeks prior to the event.
- If the applicant is not the property owner, a written authorization from the property owner where the event will take place, specifically naming responsible parties and dates for the event, must be provided to the Township Clerk at the time the application is submitted.
- A scaled drawing of area noting square footage of space being utilized, all temporary structures, parking, etc. must be submitted with your application.
- An Insurance Certificate (\$1,000,000.00 General Liability) to be endorsed on the Certificate and must read - Additional Insured - The Township of Galloway, its elected officials, officers, agent, servants and employees”.
- If permission is being sought to close a county road in Galloway Township, an approval by the Atlantic County Board of Chosen Freeholders is required in addition to municipal approval. Detailed information can be obtained from the Freeholder's office at 609-645-5928. The Atlantic County approval must be submitted with this application.
- An indemnification & Hold Harmless Agreement (form attached) must be completed and returned fully executed by the applicant and each and every participating vendor.

- Additional Information -

1. If food will be served or sold at the event; you must verify food handling, preparation and distribution complies with the Atlantic County Division of Public Health, 201 S. Shore Road, Northfield, New Jersey 08225 (609) 645-5971, ext. 4367. Scheduled inspections may be needed.
2. The Township reserves the right to impose any other conditions which may be warranted due to the nature of the event.
3. The organization sponsoring the event will be responsible to see that the areas which are used are cleared of any trash, debris, etc.



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Applications for special events must be submitted at least twenty-one (21) days in advance of the event

Name of the Business/Organization _____
Federal Taxpayer ID Number _____
Street Address _____
City, State, Zip _____
Phone Number _____ Cell Number _____
Name of Person in Charge of event _____
Address of Person in Charge of Event _____
Telephone of Person in Charge of Event _____ Cell Number _____
E-mail address _____

Location of Event _____
Type & Purpose of Event _____
Anticipated Attendance at Event *(including staff, participants & spectators/attendees)* _____
Date of Event _____ Time of Event - Starting Time _____ Ending Time _____
Describe in detail the activities to be conducted at the event _____

- Will there be a fireworks display _____ YES _____ NO
- Will there be amusement rides _____ YES _____ NO
- Will there be a rock climbing wall _____ YES _____ NO
- Will there be a bouncy house _____ YES _____ NO
- Will food be served or sold* _____ YES _____ NO
- Will alcohol beverages be served or sold** _____ YES _____ NO

*Attach names, addresses & contact information for any food or other vendors who must be appropriately licensed

**Attach copy of applicable liquor license & approval to serve alcohol at the designated location

Name of Property Owner _____
Address of Property Owner _____
Phone number of Property Owner _____ E-mail Address _____

EVENT REPRESENTATIVE SIGNATURE _____
Date _____

FEE ATTACHED _____ Minor Event \$75 _____ Major Event \$150 _____ Mass Assembly Event \$450
**Multiple day events - 10% of base fee for each day beyond the initial day.*

NOTARY
Sworn and subscribed to before me this _____ day of _____, 2017

Notary Public _____

-----For Municipal Use Only-----

Application is _____ Approved _____ Denied _____ Date _____

Manager's Signature _____
Conditions _____



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INDEMNIFICATION & HOLD HARMLESS AGREEMENT

This Agreement made this ____ day of _____, 2017, by

Name of Person or Organization (hereinafter "Organization/Individual")

Business Address, City, State, Zip

Whereas Organization/Individual has applied for a Special Events Registration as follows:

Date & Time of Event _____
Location of Event _____
Purpose of Event _____

Whereas a condition of said special events registration requires that Organization/Individual people provide the Township of Galloway with an Indemnification Agreement by which Organization/Individual is to defend, indemnify, and hold harmless the Township of Galloway for any claims, costs or liability which may arise as a result of the scheduled event or to be made by the Organization/Individual as well as any Township vehicle, for whatever purpose, including, but not limited to motor vehicle code enforcement by the police department, plus other such necessary services including employees, officers or agents during said events:

Now, therefore, in consideration of the covenants of the terms contained herein, Organization/Individual does hereby agree as follows:

1. The Organization/Individual contemplates the above-referenced event;
2. The Organization/Individual as pertaining to Township use and operations during the event herein set forth expressly agrees to defend, indemnify and hold harmless the Township of Galloway, including its elected and appointed officials, its agents, employees, professionals and volunteers and others working on behalf of the Township of Galloway, to the fullest extent permitted by law from and against any and all claims, losses, damage, injury, demands, causes of action/or lawsuits and liability however caused, resulting and arising out of or in any way connected or related to scheduled event by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof. The Organization/Individual further agrees to include the Township as a named insured on its liability insurance coverage (**minimum coverage to be \$1,000,000.00**) for the purposes set forth herein, and to provide a Certificate of Insurance or Certified Copy of the insurance declaration sheet.
3. In the event of ensuing litigation wherein the Township of Galloway is a named party, including any of the Township's agencies, boards, agents, servants, professionals and employees, or otherwise, Organization/Individual shall further cause to defend, indemnify and hold harmless the Township of Galloway including any of the Township's agencies, boards, agents, servants, professionals and employees, or otherwise, from any and all costs of litigation, including attorney's fees or other related costs incident to such litigation
4. This agreement shall insure to and be binding upon the heirs, the devisees, legatees, executors, administrators, successors and assigns of the parties hereto.
5. The preambles of the Agreement are incorporated herein as though set forth at length.

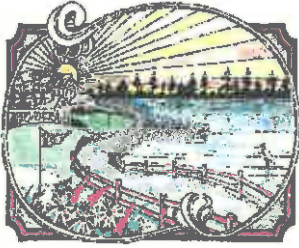
Subscribed and sworn to before me this

____ Day of _____, 2017

Organization/Individual (Print)

Notary Public

Organization/Individual Signature

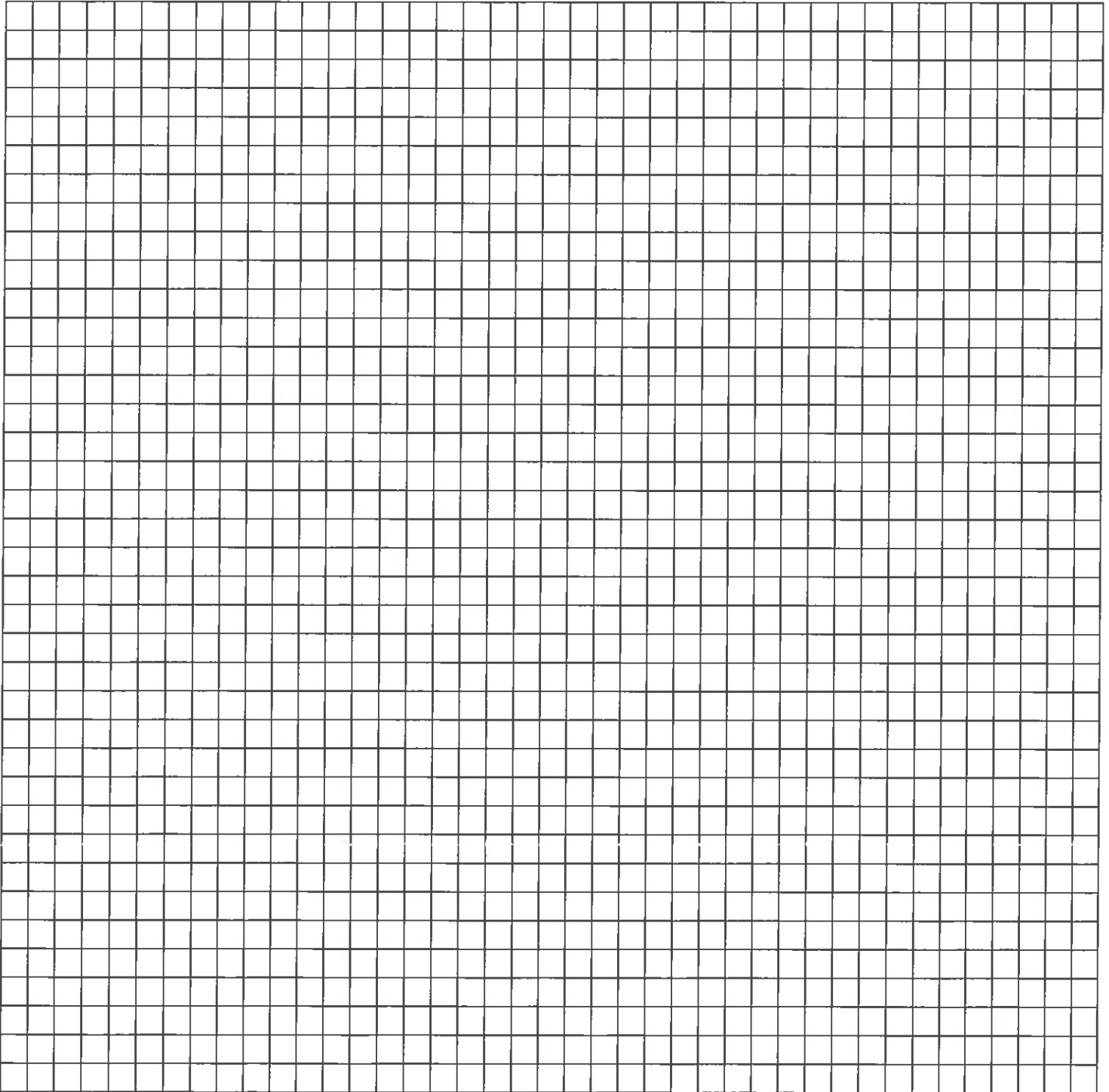


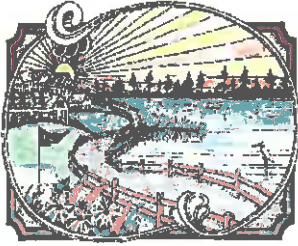
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SCALED DRAWING

Note: Please include key written information with this drawing. Attach additional pages if necessary.



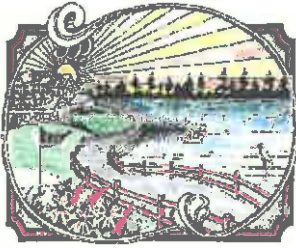


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If applicable, please include the following information with your application:

- a) Proposed location, including a plan adequately identifying electrical service, water service if applicable, parking, tents, structures and other areas to be used, including location of barricades and traffic control devices, lighting, and, if proposed, any perimeter or security fencing and gate/access design and locations;
- b) If the Special Event takes place to any extent during hours of darkness, a lighting plan designed to provide sufficient illumination for this special event and not inappropriately extend beyond the site;
- c) Estimated numbers of event staff, participants and spectators;
- d) Fencing or other method to control the number of participants and to ensure that the permitted maximum number of participants is not exceeded;
- e) Environmental and health plans, including provisions for emergency medical availability and access, freshwater supplies, solid waste containers, collection and disposal of solid waste and availability of toilet facilities or the provision of portable toilet facilities;
- f) With respect to Mass Assembly Events, the availability of on-site emergency medical care may be required;
- g) Names, addresses and contact information for any food or other vendors, who must be appropriately licensed;
- h) If the serving of alcohol is proposed, a copy of the applicable liquor license and approval to serve alcohol at the designated location;
- i) Electrical, plumbing and other permits, if required;
- j) Fire prevention plan;
- k) Severe weather plan;
- l) Security plan, including security personnel and, if necessary, plan for Police Department assistance;
- m) Detailed plans for use of amplified sound equipment, including the number, location and power of amplifiers and speakers;
- n) Included must be details of measures to be taken to make sure that the sound of the special event will not carry unreasonably beyond the boundaries of this special event;



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APPLICATION FOR STREET CLOSING PERMIT

Permission is hereby requested to close the municipal street described herein subject to the requirements of the Galloway Township Code, _____

Applicant _____

Contact Person _____

Applicant/Contact Address _____

Emergency Telephone Number _____

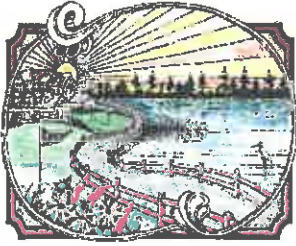
Street Closure Date(s) _____

Street Closure Time _____ Street Reopen Time _____

Street Name _____

Closing Between _____ and _____

Description and purpose of street closing _____



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For Municipal Use Only

Event Name _____

Township Clerk's Office	Chief of Police
<p>Comments</p> <p>Special Conditions Processed by Approval Date Township Clerk's Signature:</p>	<p>Comments</p> <p>Special Conditions Processed by Approval Date Chief of Police Signature:</p>
Construction Official	Emergency Management Official
<p>Comments</p> <p>Special Conditions Processed by Approval Date Construction Official Signature:</p>	<p>Comments</p> <p>Special Conditions Processed by Approval Date Emergency Management Signature:</p>
Fire Inspector	Director of Public Works
<p>Comments</p> <p>Special Conditions Processed by Approval Date Fire Chief Signature:</p>	<p>Comments</p> <p>Special Conditions Processed by Approval Date Director of Public Works Signature:</p>
Township Planner	Township Manager
<p>Comments</p> <p>Special Conditions Processed by Approval Date Twp Planner's Signature:</p>	<p>Comments</p> <p>Special Conditions Processed by Approval Date Manager's Signature:</p>

ORDINANCE # 1965-2017

**AN ORDINANCE AMENDING CHAPTER 193 FESTIVALS AND MASS ASSEMBLIES
TO BE TITLED SPECIAL EVENTS**

WHEREAS, special events, if not appropriately regulated, can have adverse effects on the public health, safety and welfare due to noise, traffic, safety and health hazard impacts; and

WHEREAS, Chapter 193 Festivals and Mass Assemblies is limited to assemblies of 1,000 or more people and reasonable regulations are necessary for other special events within the Township in order to minimize the potential adverse effects from such special events.

NOW, THEREFORE, BE IT ORDAINED by the Municipal Council for the Township of Galloway, County of Atlantic and State of New Jersey that:

Chapter 193 Festivals and Mass Assemblies is hereby amended to read as follows:

Chapter 193 Special Events.

Section 193-1 Permit Required to Hold Special Events. No person shall permit, maintain, promote, conduct, advertise, act as entrepreneur, undertake, organize, manage, sell or give tickets to an actual or reasonably anticipated special event as defined herein unless a permit to hold such special event has first been issued by the Township, an application for which must be made at least Twenty-One (21) days in advance of the special event.

Section 193-2 Definitions. As used in this chapter, the following terms shall have the meanings indicated:

EVENT PROMOTER - Any person who conducts, manages, promotes, organizes, aids or solicits attendance at a Special Event.

MAJOR EVENT - An assembly in which the maximum number of people which will be assembled or admitted may exceed Five Hundred (500), but must be less than One Thousand (1,000).

MANAGER - Township Manager of Galloway Township or authorized designee.

MASS ASSEMBLY EVENT - An assembly in which the maximum number of people which will be assembled or admitted may exceed One Thousand (1,000).

MINOR EVENT - An assembly in which the maximum number of people which will be assembled or admitted may not exceed Five Hundred (500).

PERSON - Any individual, natural human being, partnership, corporation, firm, company, association, society or group.

POLICE CHIEF - The Chief of Police of Galloway Township or authorized designee.

SPECIAL EVENT - Any organized assembly consisting of 100 or more persons gathered for a common purpose. Examples include, but are not limited to, concerts, parades, fairs, festivals, block parties, community events, fireworks, and mass participation sports events such as marathons, running events, bicycle races and tours.

SPECIAL EVENT PERMIT - The permit required by this Chapter.

Section 193-3 Duration of Permit. A permit may be issued for a single day, multiple continuous days or multiple separate days, within the same calendar year.

Section 193-4 Fee. The fee for a Minor Event is Seventy-Five Dollars (\$75), the fee for a Major Event is One Hundred Fifty Dollars (\$150) and the fee for a Mass Assembly Event is Four Hundred Fifty Dollars (\$450). With respect to events extending over multiple days, whether continuous or not continuous, an additional fee shall be paid in the amount of Ten Percent (10%) of the base fee for each day beyond the initial day.

Section 193-5 Permit Required. No person may conduct a Special Event as defined in this Chapter without having first obtained a Special Event Permit from the Township. A Special Event Permit shall not be required for an event held on or within a permitted facility specifically designed and approved for the proposed activity. A permit is not required for a Special Event organized by the Township itself or held on Township property.

Section 193-6 Additional Fees. Additional fees or reimbursements may be charged by the Township for any required special services, equipment or facilities provided by the Township, including but not limited to police services.

Section 193-8 Application. The applicant seeking a Special Event Permit shall complete and submit the Special Event Permit application provided by the Township, together with the required fee. The application shall include, if applicable to the particular application, the following information:

- a) Type and description of event;
- b) Name and signature of property owner, contact person, applicant, address, telephone number and e-mail address;
- c) Name of the promoting entity, contact person, address, telephone number and e-mail address;
- d) Proposed date or dates of the Special Event, together with beginning and ending times for each date or multiple separate days within the same calendar year. Only one permit is required for multiple days, even if the Special Events have different purposes, provided that the Special Events are organized and managed in a similar fashion;
- e) Proposed location, including a plan adequately identifying electrical service, water service if applicable, parking, tents, structures and other areas to be used, including location of barricades and traffic control devices,

- lighting, and, if proposed, any perimeter or security fencing and gate/access design and locations;
- f) If the Special Event takes place to any extent during hours of darkness, a lighting plan designed to provide sufficient illumination for this special event and not inappropriately extend beyond the site;
 - g) Estimated numbers of event staff, participants and spectators;
 - h) Fencing or other method to control the number of participants and to ensure that the permitted maximum number of participants is not exceeded;
 - i) Environmental and health plans, including provisions for emergency medical availability and access, freshwater supplies, solid waste containers, collection and disposal of solid waste and availability of toilet facilities or the provision of portable toilet facilities;
 - j) With respect to Mass Assembly Events, the availability of on-site emergency medical care may be required;
 - k) Names, addresses and contact information for any food or other vendors, who must be appropriately licensed;
 - l) If the serving of alcohol is proposed, a copy of the applicable liquor license and approval to serve alcohol at the designated location;
 - m) Electrical, plumbing and other permits, if required;
 - n) Fire prevention plan;
 - o) Severe weather plan;
 - p) Security plan, including security personnel and, if necessary, plan for Police Department assistance;
 - q) Detailed plans for use of amplified sound equipment, including the number, location and power of amplifiers and speakers;
 - r) Included must be details of measures to be taken to make sure that the sound of the special event will not carry unreasonably beyond the boundaries of this special event;
 - s) A Certificate of Insurance with coverage of at least One Million Dollars (\$1,000,000) of general liability coverage listing the Township of Galloway as an additional insured;
 - t) The completed and appropriately executed Hold Harmless and Indemnification Agreement, which is included in the application;
 - u) The required fee.

The Township Manager may waive the submitting of any of the above information if deemed unnecessary to evaluate the application and may also request additional information if deemed necessary to evaluate the application.

Section 193-9. Review of Application.

- a) The Township Manager shall provide copies of the application to the Police Chief, Fire Inspector, Emergency Management Department, Township Engineer, Township Planner and Construction Department for review and comment.
- b) In reviewing the application, the Township Manager shall consider their comments and recommendations regarding the following:

1. The impact of the Special Event on the safety, security, health and safety of the public and the plans of the applicant to address such impacts including, but not limited to, vehicle ingress and egress, traffic, parking, separation of vehicles and pedestrians, toilet facilities, perimeter fencing or barricades, adequate services for pedestrian circulation, portable water, layout of public address system and speakers, off-site noise impacts, and proposed hours for the Special Event.
 2. Restrictions on hours of operation for the Special Event may be appropriate, especially if it is in or adjacent to a residential area. Also, setbacks from other adjacent properties may be appropriate.
 3. The Township Manager may impose additional requirements or conditions deemed necessary or appropriate to protect the participants and the general public, especially with respect to adequate traffic management, security, noise and health and safety.
- c) The Township Manager shall, within Twenty-One (21) days of the submission of a complete application, either approve the application, approve the application with conditions, or deny the application. If the Township Manager does not act on a Special Event application within such Twenty-One (21) days, the application shall be deemed denied. Any applicant has the right to appeal the denial of a Special Event Permit to the Township Council by filing a written notice with the Township Clerk and the Township Council will consider the appeal and may either affirm the denial or issue the permit. The Township Council shall have the right to issue the permit with conditions.

Section 193-10. Revocation of Permit.

- a) Any permit once issued may nevertheless be revoked by the Township Manager, within his reasonable discretion, at any time if any of the conditions required for the issuance of or contained in the permit are not complied with or if any condition previously met ceases to be complied with or it reasonably appears that the conditions are likely not to be complied with.
- b) In addition, the Police Chief may revoke a Special Event Permit if a public emergency arises in which the Police Chief reasonably believes that the Special Event is or would have an adverse effect upon the public health, safety and welfare. The Police Chief specifically has the authority to revoke a Special Event Permit, even while the Special Event is being held if there is a present or imminent significant risk to the public health, safety or welfare.
- c) Written notice of a revocation of a Special Event Permit setting forth the reasons therefore shall be immediately provided to the applicant at the address provided in the application or such other location as the applicant may be present. In the event of an emergency revocation, notice may be given to the e-mail address provided in the application, by telephone through the number provided in the application or to the applicant or any representative of the applicant present at the Special Event.

Section 193-11. Enforcement; Violations and Penalties.

- a) The provisions of this Chapter may be enforced by injunction in any court of competent jurisdiction.
- b) The holding of any outdoor assembly in violation of any provision or condition contained in this Chapter shall constitute a public nuisance and may be abated as such.
- c) Any violation of this Chapter shall be subject to a fine not exceeding Two Thousand Dollars (\$2,000) or a period of community service not exceeding Ninety (90) days. Each day of violation shall be considered as a separate offense.

BE IT FURTHER ORDAINED, that if any sections, paragraph subsection, clause or provision of this Ordinance shall be adjudged by the courts to be invalid, such adjudication shall apply only to the section paragraph, subsection, clause or provision so adjudicated, and the remainder of the Ordinance shall be deemed valid and effective; and

BE IT FURTHER ORDAINED, that any Ordinance or parts thereof in conflict with the provisions of this Ordinance are repealed to the extent of such conflict; and

BE IT FURTHER ORDAINED, that the Ordinance shall take effect follow adoption and approval in the time and manner prescribed by law.

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced in and passed the first reading at a meeting of the Township Council of the Township of Galloway, County of Atlantic and State of New Jersey, held on April 11, 2017, and said Ordinance will be further considered for final passage and adoption at a public hearing to be held at the Municipal Complex located at 300 East Jimmie Leeds Road, Galloway, New Jersey 08205, on May 9, 2017, at 6:30 PM or as soon thereafter as the matter may be reached.

TOWNSHIP OF GALLOWAY

Kelli Danieli, RMC /s/
 Kelli Danieli, RMC
 Township Clerk

Recorded Vote:	MOTIONS	AYE	NAY	ABSTAIN	ABSENT
Clute	1	X			
Coppola				X	
DiPietro	2	X			
Gargione		X			
Maldonado		X			
Meadows		X			
Purdy		X			