

CITY OF NEW BRUNSWICK PARK USE/STREET CLOSING REQUEST APPLICATION FORM

78 BAYARD STREET, ROOM 311
NEW BRUNSWICK, NJ 08901
PHONE: (732) 745-5007 FAX: (732) 435-0132
pmurray@cityofnewbrunswick.org

YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS AND UNTIL ALL INFORMATION AND DOCUMENTATION IS SUPPLIED AS REQUESTED HEREIN

ALL REQUESTS FOR USE OF CITY PROPERTY, PARKS AND/OR ACTIVITIES UTILIZING CITY OF NEW BRUNSWICK PROPERTY MUST BE SUBMITTED BY WAY OF THIS APPLICATION AT LEAST **THIRTY (30) DAYS** PRIOR TO THE REQUESTED DATE OF THE EVENT

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH EVENT

APPLICANT/ORGANIZATION: _____ ACTIVITY: _____
(Attach formation documentation for entity other than individual)

EMAIL ADDRESS: _____

ADDRESS: _____

PHONE: _____ PERSON IN CHARGE: _____

AGE GROUP: _____ EXPECTED NUMBER OF ATTENDEES: _____

INITIAL ACKNOWLEDGES RECEIPT OF RULES AND REGULATIONS: _____

<u>PARK REQUESTED</u>	<u>FIELD/FACILITY (if applicable)</u>	<u>DATES</u>	<u>TIMES</u>
_____	_____	_____	_____

<u>STREET(S) REQUESTED</u>	<u>DATES</u>	<u>TIMES</u>
_____	_____	_____

<u>SIDEWALK USE: AREA(S) REQUESTED</u>	<u>DATES</u>	<u>TIMES</u>
_____	_____	_____

RAIN DATE AND TIME: _____

DESCRIBE THE EVENT: _____

TODAY'S DATE

SIGNATURE

TITLE

1. List all pre-set materials for the event (i.e. tent dimension, platform, tables, booth, chairs, inflatables [name and address of inflatable company must be provided], etc.)
2. List all activities during the course of the event (i.e. games, sporting events, entertainment, etc.)
3. List the name(s) and address(es) and total number of catering services and/or vendors and the types of items to be sold by the specific vendor at the time of the application (30 days). All food and merchandise vendors shall be required to make application directly for the appropriate licenses with the City Clerk's Office at least ten (10) business days prior to the date of the event. No vendor shall be permitted to participate in the event unless and until it is properly licensed by the City Clerk's Office. The Middlesex County Department of Health may inspect the premises and/or the vendor's equipment.
4. Will there be live or pre-recorded music? _____ If live music, provide the name and address of the entertainment group/band/DJ. List all equipment to be utilized.
5. Will you need access to electrical power? _____ Lights: YES/NO. The City cannot guarantee the provision of electrical power.
6. If there is going to be a parade, attach two (2) travel routes with the first being your preference (i.e. Travel Route 1 – first choice, Travel Route 2 – second choice, indicating your starting and ending point) and also include the length of time of parade/march, number of expected participants and if vehicles involved, number and type of same.

RULES AND REGULATIONS

1. **Payment of park fee shall be paid at least ten (10) business days prior to the event. THERE WILL BE NO REFUNDS OF ANY FEES PAID IN ANY EVENT.**
2. **Alcoholic beverages are prohibited.**
3. **If your request is approved, you must obtain a Certificate of Liability Insurance, which cites the City of New Brunswick as the "Additional Insured". You must also obtain food and/or vendor permits (if it applies) from the City Clerk's Office at 78 Bayard Street. Both documents must be in the City Administrator's Office no later than ten (10) business days prior to the scheduled event.**
4. (A) **The City's standard insurance coverage amount for Park Requests and Street Closings is One Million Dollars (\$1,000,000.00), however same may be adjusted based on the event and/or activity.**

 (B) **For inflatables and mechanical amusements (i.e. games or rides that do not require electrical equipment) and/or rides (rides that require electrical equipment) an additional One Million Dollars (\$1,000,000.00) for any inflatable 18' high or less is required.**

(C) For inflatables and mechanical amusements (i.e. games or rides that do not require electrical equipment) and/or rides (rides that require electrical equipment) an additional Two Million Dollars (\$2,000,000.00) for any inflatable higher than 18' is required.

(D) For amusements/rides – submit two (2) separate insurance certificates, (i.e. the standard One Million Dollars (\$1,000,000.00) insurance for a Park Request and/or Street Closing event, and another One Million Dollars (\$1,000,000.00) or Two Million Dollars (\$2,000,000.00) insurance certificate from the Amusement Agency, which cites the City of New Brunswick as the “Additional Insured”.

5. You must also obtain at least ten (10) business days prior to the date of the event:

(A) Food and/or vendor permits (if applicable) shall be obtained from the City Clerk’s Office, 78 Bayard Street, Room 201. Food Handler permit is \$50.00, Special Event Vending license is \$15.00. New Brunswick Vendors Fee Waived;

(B) A permit (if it applies) from the New Brunswick Fire Department, Division of Fire Safety, 25 Kirkpatrick Street, 2nd Floor, shall be obtained for any event where cooking appliances will be utilized:

- i. Permits shall be obtained for the use of propane, butane and charcoal; and
- ii. Food trucks with cooking appliances shall have a completed kitchen hood suppression system and payment of the required fee of \$54.00

6. Conduct and cleanliness of the group, including hired services, is the responsibility of the person who signed the permit.

7. No vehicle, carts or trailers can park on the grass.

8. Parks open at sunrise and close one hour after sunset.

9. All animals must be leashed.

10. No open fires (charcoal, propane or wood) permitted in the parks.

11. No firearms or fireworks permitted in the parks.

12. No posting of signs and literature on poles and trees.

13. Pony rides are not permitted in the parks.

14. No mechanical or motorized rides permitted in the park.

15. No vending or soliciting in the park unless approved in your permit.

16. All garbage must be bagged and disposed of properly (failure to do so will result in future requests being denied).

17. Please remember to recycle.

THE FAILURE OF THE APPLICANT TO COMPLY WITH THE ABOVE RULES AND REGULATIONS, THE ORDINANCES OF THE CITY OF NEW BRUNSWICK AND/OR THE CONDITIONS OF APPROVAL SHALL RESULT IN THE REVOCATION OF ANY APPROVAL OF THE EVENT PRIOR TO OR DURING SAME.

NO REFUND POLICY/HOLD HARMLESS AGREEMENT

There will be **NO REFUNDS**. In consideration of the granting of permission by the City of New Brunswick – Department of Administration to the applicant for use of the facilities set forth above, the applicant hereby shall defend, indemnify and save harmless the City of New Brunswick and the Department of Administration against all claims arising from conduct of activities for which this application is made. Furthermore, the applicant is advised: **Alcoholic Beverages and Open Fires are forbidden in all City Parks.** The applicant has agreed by Ordinance #11-1, 2 & 3 "PARKS AND PLAYGROUNDS", a copy of which is attached.

CERTIFICATE OF INSURANCE

The City of New Brunswick carries insurance covering its legal liability. The City of New Brunswick assumes no liability with respect to bodily injury, property damage, illness or any other damages or losses, or with respect to any claims arising out of any activity of the permit. **The City of New Brunswick requires the applicant to produce and continue in force for the term identified on the permit comprehensive general liability insurance with the City's standard limits of coverage of One Million Dollars (\$1,000,000.00) combined single limit.** The policy must include contractual liability coverage and name the City of New Brunswick as additionally insured. The applicant shall provide the Department of Administration with the Certificate of Insurance no later than ten (10) days prior to the event. Please email (pmurray@cityofnewbrunswick.org), mail or fax it to: Department of Administration, 78 Bayard Street, Room 311, New Brunswick, NJ 08901 or fax (732) 435-0132.

APPLICANT SIGNATURE: _____ DATE: _____

DEPARTMENT OF ADMINISTRATION OFFICE USE ONLY

CERTIFICATE OF INSURANCE PROVIDED? YES _____ NO _____ RECEIPT #: _____

FEE PER HOUR: \$ _____ X # OF HOURS _____ = TOTAL FEE ASSESSED: \$ _____

FEE RECEIVED: \$ _____ PAID BY CHECK: _____ MONEY ORDER: _____

RECEIVED BY: _____ DATE RECEIVED: _____

DEPT. OF ADMINISTRATION APPROVAL: _____ DATE RECEIVED: _____

RECREATION/PARKS APPROVAL APPROVAL: _____ REJECT: _____

POLICE DEPARTMENT APPROVAL: _____ REJECT: _____

FIRE DEPARTMENT APPROVAL: _____ REJECT: _____

FIRE SAFETY APPROVAL: _____ REJECT: _____

CC: LAW DEPARTMENT _____ CITY CLERK'S OFFICE _____