



# PERMIT APPLICATION FOR OUTSIDE ACTIVITY

ADVANCED PAYMENT REQUIRED.  
PLEASE PRINT ALL INFORMATION

**Borough of Roselle  
Municipal Clerk's Office  
210 Chestnut Street  
Roselle, New Jersey 07203  
(908) 259 - 3010**

**Note: ALL APPLICATIONS ARE DUE IN THE BOROUGH CLERK'S OFFICE AT LEAST TWO WEEKS BEFORE THE SCHEDULED EVENT**

Date of Application: \_\_\_\_\_ Received at Clerk's Office: \_\_\_\_\_

**Application For:**

- Block Party (\$25 per Block)
- Can Shake (No Fee)
- Fair (\$100)
- Festival (\$100)
- Flea Market (\$50)
- Borough Owned Lots (Please Specify Location) \_\_\_\_\_
- Other (Please Specify) \_\_\_\_\_

& See Attached Activities Outdoor license Fee Chart.

**Borough Owned Fields**

- Sylvester land Field - For Profit (\$125.00 per hour) Non-profits (No Fee) – Must show proof of non-profit status
- Pine Street
- Cristiani Skate Park
- Grove Street Park

**Applicants Name:** \_\_\_\_\_

**Telephone Number(s): Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**BOROUGH CLERK'S OFFICE USE ONLY**

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FEE OF \$** \_\_\_\_\_ **CASH** \_\_\_\_\_ **CHECK#** \_\_\_\_\_ **MO#** \_\_\_\_\_



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Proposed Date(s) of Event: \_\_\_\_\_, 20\_\_\_\_ thru \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_

Proposed Rain Date: \_\_\_\_\_, 20\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(No Outside Activity shall begin before 8:00 A.M., nor last later than 10:00 P.M.)

Location of Event: \_\_\_\_\_

On Street: \_\_\_\_\_ Off Street: \_\_\_\_\_

Private Property: \_\_\_\_\_ Public Property: \_\_\_\_\_

Non-Profit Property: \_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_ (if not applicable, please mark  
"N/A")

Organization Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number(s): \_\_\_\_\_  
Home Work Cell

Contact Person for Day of Event (if different from above): \_\_\_\_\_

Phone number(s): \_\_\_\_\_  
Home Work Cell

*The Contact Person MUST be reachable the Day of the Event for Any Emergency that may arise.*

Insurance Information: \_\_\_\_\_ Policy #: \_\_\_\_\_  
Company and/or Agent



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*Check applicable condition(s) & attach applicable permit application(s) and information.*  
Checked off below are the requirements to be met for use of city owned property.

( ) Liability Insurance in the amount of \$1,000,000.00 (Purchased from an insurance company of your choice.

( ) A check payable to the Borough of Roselle in the amount of \$\_\_\_\_\_.

Related Conditions:	Yes	No
Certification of Insurance Submitted		
Event to take place on Borough Property		
Hold Harmless Agreement Submitted		
No outside operating agreements exist		
Police Security/Traffic Control Required		
Sanitation Facilities Plan Attached (if required)		
Third Party Operating Agreements Attached (if applicable)		
Street Closing required		
Fire Inspection Required		

Do you plan to **serve/sell food**? YES [ ] NO [ ] **(If YES, a Health Permit is REQUIRED)**

Do you need **barricades**? YES [ ] NO [ ] **(If YES, specify location to be delivered)**

I certify that the information herein is true and accurate to the best of my knowledge:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

\_\_\_\_\_ hereby agrees to indemnify and hold harmless the Borough, its officers, agents, servants, and employees, from any and all liability claims, suits or actions of any type whatsoever including costs, expenses and reasonable attorney fees which may arise against the Borough of Roselle, and that the event sponsor will also hold harmless the Borough from any loss, injury or damage with respect to COVID-19 and that said event sponsor will be responsible, not the Borough as a result of a \_\_\_\_\_ [Street Fair / Block Party / Sidewalk Sale, Gathering] To be held on \_\_\_\_\_. [A certificate of Insurance in the amount of One Million (\$1,000,000.00) Dollars is required noting the Borough of Roselle as additional insured for this event if the Borough requires insurance]

By:

\_\_\_\_\_  
Sponsor's Name:

\_\_\_\_\_  
Witness Name:

Title:

Date: \_\_\_\_\_

**Note:** \*If the Borough requires insurance should reflect the amount.

This Area is for Municipal Clerk's Office Use Only

Received by Municipal Clerk \_\_\_\_\_ Date: \_\_\_\_\_



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### **BLOCK PARTY**

FOR A BLOCK PARTY. PLEASE READ THE FOLLOWING REGULATIONS AND COMPLETE THE MUTUAL CONSENT PETITION ON THE NEXT PAGE:

### **REGULATIONS**

It is required that one-half of the street be kept open for emergency vehicles. The entire road may be closed to regular traffic however, it is required that tables and chairs or other obstructions be kept on one side of the street.

If emergency services are required, we must have IMMEDIATE access to the area. The hydrant side of the street shall be the accessible side.

Any changes in original plans such as the date or time shall be cleared with both police and fire departments.

In addition to conforming to all legal requirements of the Borough of Roselle, anyone wishing to hold a block party must have the consent of at least one half (1/2) of the residents of said block. Failure to provide such a petition will lead to a denial of a permit for such an event.





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## BOROUGH USE ONLY

The following department Heads have conditionally approved your application for the above function.

<u>Approved</u>	<u>Denied</u>		
[ ]	[ ]	_____ Signature Police Chief	_____ Date
[ ]	[ ]	_____ Signature Borough Administrator	_____ Date
[ ]	[ ]	_____ Signature Recreation Leader	_____ Date
[ ]	[ ]	_____ Signature DPW Superintendent	_____ Date
[ ]	[ ]	_____ Signature Borough Clerk	_____ Date

The following Borough Officials must sign if food or propane tanks will be used.

[ ]	[ ]	_____ Signature Fire Chief	_____ Date
[ ]	[ ]	_____ Signature Health Official	_____ Date

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_