

# BOROUGH OF STONE HARBOR

## SPECIAL EVENTS ON PUBLIC LANDS

(No Person shall conduct a special event on public lands owned or leased by the Borough of Stone Harbor unless authorized to do so by the Borough Council pursuant to Chapter 275 of the Borough of Stone Harbor Municipal Code.)

### LICENSE APPLICATION (Chapter 275)

**\$60.00 For the Permit Application Fee.**

**All Permit Fees Shall Be Paid To Borough Clerk When Application Is Filed.  
Application Should Be Filed At Least 60 Days Before The Date Set For The Special Event.  
Attach Certificate of Insurance Naming the Borough of Stone Harbor as Certificate Holder  
and/or Additional Insured.**

DATE OF APPLICATION: \_\_\_\_\_ FEE PAID: \$ \_\_\_\_\_  
Should be filed 60 Days Before the Date of Event

TYPE OF EVENT: \_\_\_\_\_  
Please Describe

DATE(S)/TIME(S) OF EVENT: \_\_\_\_\_  
Please Describe

LOCATION OF EVENT: \_\_\_\_\_ ADMISSION FEE (If Any): \$ \_\_\_\_\_

REGISTRATION FEE TO PARTICIPATE IN EVENT (If Any): \$ \_\_\_\_\_

Applications must be complete, including contact information, in order to be considered filed.

SPONSOR'S NAME: \_\_\_\_\_ PHONE#: \_\_\_\_\_  
Please Print Name of Person, Association, Corporation, Firm, etc.

SPONSOR'S ADDRESS: \_\_\_\_\_  
Street Address PO Box No. City State Zip Code

CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON'S PHONE #: \_\_\_\_\_

ESTIMATE OF DAILY CROWD EXPECTED: \_\_\_\_\_

SECURITY MEASURES TO BE INSTITUTED BY SPONSOR FOR CROWD AND TRAFFIC CONTROL:

\_\_\_\_\_  
\_\_\_\_\_

	<b>Fees.</b>
- Application Filing Fee	\$60.00 per event
- Seasonal Use by Local Schools	\$1,500.00 per season
	\$750.00 per season for second sport
- Charity Organizations	\$60.00 Application Fee (No other fees to be assessed)
- Use of Fields	\$500.00 per day (first two days) \$250.00 per day each additional day
- Use of Fields	\$250.00 per day if before <b>Memorial Day</b> and after <b>Labor Day</b> and if the event is hosted by an Organization headquartered in Cape May County with at least five members from Stone Harbor.
- Chamber of Commerce	\$60.00 application fee for all Events

#### **Section 275-4. Exceptions.**

A. Special Events sponsored solely by the Borough of Stone Harbor are exempt from the payment of the fee for a special event permit. Such special events shall be governed by applicable Borough policies. Additionally, Borough Council retains the discretion to waive any provision of this chapter where deemed appropriate in the sole discretion of the Borough Council.

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**PLEASE LIST ALL VENDOR’S (FOOD, NOVELTY, CONCESSION, ETC.) THAT WILL BE PROVIDING SERVICES AT THE EVENT:**

<u>NAME OF OPERATOR</u>	<u>OPERATOR’S ADDRESS/PHONE NUMBER</u>	<u>PROPOSED ACTIVITY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Food Festival Events – Cape May County Department of Health**

All food vendors are subject to regulation in Chapter XII N.J.A.C. 8:24-8 and 9 in order to operate. The filing fee for a Food Festival Event is \$25.00 and must be filed with the County Health Department at least fourteen (14) days before the event involving five (5) or fewer booths and thirty (30) days prior to an event involving more than five (5) booths. Applications are on file in the Borough Clerk’s Office.

**Open Flame – Barbeque – Permit Fees**

The Uniform Fire Code States: Permits shall be required and obtained from the local enforcing agency for activities pursuant to N.J.A.C. 5:70-2.7(a). Applications for a permit are on file in the Borough Clerk’s Office.

**PLEASE LIST ANY SPECIAL REQUEST YOU WOULD NEED FOR YOUR EVENT (Example: Police, Rescue Squad, Use of Standard Electric, Bathrooms, etc.):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 275-2 Regulations**

- A. No special event shall be held on public lands pursuant to this article without the approval of the governing body.
- B. No special event shall be held on public lands pursuant to this article until a special events permit has been issued by the Borough Clerk.
- C. No alcoholic beverages shall be sold or distributed on the public lands pursuant to this article.
- D. The applicant for a special events permit shall provide liability insurance in the amount of \$1,000,000.00, which covers the special event. The Borough of Stone Harbor shall be named as an additional insured under the policy of insurance. Proof of said insurance shall be filed with the Borough Clerk before the permits are issued. The governing body may lower or waive the insurance requirement by resolution approving the special event when the liability risks are minimal for the type of special event approved.
- E. The applicant must execute an indemnification agreement with the Borough of Stone Harbor which agrees to indemnify and save the Borough harmless from all liability related to the special event. The form of agreement is attached to this Application.
- F. The permittee shall comply with these regulations, all conditions imposed, and all applicable state and local laws and regulations.
- I. Except as otherwise provided herein, all persons shall comply with all applicable ordinances regulating the use of public lands including those regulations contained in Chapter 275 of the Code of the Borough of Stone Harbor.

**NOTICE TO APPLICANT'S SPONSORING**  
**SPECIAL EVENTS ON PUBLIC LANDS**

**The completed Special Event Permit on Public Lands Application Must be received by the Borough Clerk's Office 60 days Prior to the Special Event.**

**Application will not be approved unless the following documentation is attached:**

**An Appropriate Certificate of Liability Insurance naming the Borough of Stone Harbor as Additionally Insured must be submitted from the Sponsor of the Special Event as follows in the amount as indicated below:**

**Non-Alcohol Events**

**\$ 1,000,000.00**

**The vendor application must include all the required documentation attached (written consent from Sponsor, State of New Jersey Tax Sale Certificate, Board of Health Certificate, copy of driver's license, copy of vehicle registration, etc.). In addition, each vendor must provide a Certificate of Liability Insurance naming the Borough of Stone Harbor as Additionally Insured in the amount as indicated above.**

**INDEMNITY CLAUSE**  
**(Hold Harmless Agreement)**

To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend,  
(Name of Facility User)

pay on behalf of, indemnify, and hold harmless the Borough of Stone Harbor, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Stone Harbor against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Borough of Stone Harbor, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Stone Harbor, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with the use of

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_  
Signature Date

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**DEPARTMENT OF PUBLIC WORKS**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON: \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Director of Public Works: \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**SAFETY OFFICER:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Safety Officer: \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**CHIEF OF POLICE:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON: \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Police Chief: \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**ROGER STANFORD, FIRE OFFICIAL:**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON: \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Fire Official: \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**BOROUGH CLERK**

\*APPLICATION WAS RECEIVED BY MY OFFICE ON: \_\_\_\_\_  
Date Received By

APPROVED:  DENIED:  Borough Clerk: \_\_\_\_\_  
Signature Date

A brief explanation, if license was denied: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_