

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:

	Fees.
- 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 Memorial Day and after Labor Day 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



BOROUGH OF STONE HARBOR
APPLICATION FOR SIGN/BANNER ON PUBLIC PROPERTY

Applicant's Name _____

Address _____

Phone # _____

Location of Signs/Banner _____

Dates requested for Sign/Banner to be up _____
(Time Limited to two (2) weeks)

Wording on Sign (exactly) _____

FOR BANNERS OVER 96TH STREET, 36 INCHES HIGH, UP TO AND NO MORE THAN 30 FEET WIDE, GROMETS TOP AND BOTTOM APPROXIMATELY 18 INCHES APART, WIND HOLES IF POSSIBLE.

SIGNS ARE TO BE REMOVED THE DAY AFTER THE EVENT ENDS

Approval date _____

Denied _____ Reason _____

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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: _____

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: _____

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: _____

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: _____

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: _____



BOROUGH OF STONE HARBOR
9508 SECOND AVENUE
STONE HARBOR, NEW JERSEY 08247

REQUEST FOR USE OF BOROUGH'S GOVERNMENT CHANNEL 2

APPLICANT/ORGANIZATION NAME: _____
CONTACT PERSON: _____
CONTACT DAYTIME PHONE & E-MAIL: _____

NOTE: When composing a message, the writer should be brief and use standard abbreviations whenever possible. Each message shall be submitted on a separate form and shall contain a headline. The headline shall briefly convey the main idea of the message. It should attract attention and encourage the viewer to read the message. **For Example:**

STONE HARBOR CHAMBER OF COMMERCE
FREE CONCERT
Sun. June 17 2:30 – 3:30
Stone Harbor Recreational Field
Info call 609-368-6101

MESSAGE REQUESTED: _____

If you wish to use photographs, they must be in digital format. **Please note**, photographs will not be returned. Number of photographs attached:

_____ If your request is to run a video, it must be on a DVD and include the exact amount of run time:
_____ Minutes _____ Seconds.

Please note, DVDs will not be returned.

Date requested for message to run:

Beginning: _____ Ending: _____

All requests shall be submitted to the Borough Clerk's Office **NOT LESS** than seven (7) days, but **NOT MORE** than fifteen (15) days before the requested display date.

I, the undersigned, hereby request use of the Borough of Stone Harbor's Public Access Channel 2, acknowledge that I have read the attached guidelines for use, and that I am authorized to submit this message on behalf of the organization listed above.

Signature Date: _____

Tourism Director Approval Date: _____



BOROUGH OF STONE HARBOR
9508 SECOND AVENUE
STONE HARBOR, NEW JERSEY 08247

GUIDELINES

INFORMATION THAT IS TRANSMITTED SHALL BE LIMITED TO INFORMATION THAT IS LOCALLY ORIENTED AND OF INTEREST AND BENEFIT TO THE GENERAL PUBLIC, I.E., COMMUNITY OR CULTURAL EVENTS AND ANNOUNMENTS.

1. The following guidelines shall apply for use of the Borough channel:
 - A. All announcements shall have some relationship to those residing and/or working in the Borough.
 - B. Announcements of events shall indicate whether they are free or if there is an admission/registration charge and the amount.
 - C. Emergency information shall be given priority transmission rights at the direction of the Emergency Management Coordinator, or appointed designee, and may displace all other information.
 - D. The Borough intends to maximize the use of the channel 2 by all parties. First-time users shall have priority over regular users. If there is not adequate room on the channel for placement of all messages requested, the Borough reserves the right to determine what messages will be placed on the channel, to edit messages as necessary to conserve cablecast capacity and to determine what message will be moved to a different start or finish date, or eliminated entirely.
 - E. The following categories of information **SHALL NOT BE** transmitted:
 - a. Advertising material designed to promote the sale of commercial products or services; provided, that this shall not prohibit fund raising promotions by non-profit organizations and community service groups.
 - b. Advertising that promotes either a candidate for political office or a political issue.
 - c. Advertising of events which will produce profits benefiting a private enterprise or individual.
 - d. Notices setting forth any regular meetings, or schedule of regular activities, of any non-public profit or non-profit organization. This provision is not intended to prohibit transmission of a notice of special event of community interest, being held within the Borough and open to the general public by any non-profit organization.
 - e. Lottery or raffle information.
 - f. Any message which is defamatory, misleading, fraudulent, obscene, or indecent.
2. The Borough reserves the right to refuse to transmit all or any portion of a message which promotes any activity which is unlawful under Borough, State, or Federal law or constitute a violation of these procedures and guidelines.
3. **Administrative Decisions – Appeals – Failure to Exhaust Administrative Remedies.** Disputes regarding the use of channel 2 shall be referred by the Borough Clerk to the Borough Administrator for resolution. The decision of the Borough Administrator shall be deemed final.