

**LICENSE APPLICATION CHECK LIST  
FOR  
SPECIAL EVENTS ON PUBLIC LANDS**

**NAME OF EVENT / SPONSOR:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING  
BEFORE SUBMITTING:**

- \_\_\_ \$100.00 For permit
- \_\_\_ \$100.00 Per day for each day that the Special Event is Authorized.
- \_\_\_ Copy of Check Payment
- \_\_\_ Copy of Driver's License/or Legal ID
- \_\_\_ Certificate of Insurance naming the City of Millville as Certificate Holder and/or Additional Insured
- \_\_\_ Hold Harmless Agreement, notarized
- \_\_\_ Incident Action Plan / Aerial Map
- \_\_\_ A mark-out required if erecting a structure such as a tent which requires to be penetrated. \*Affix to application for approval of City Engineer.

**FOR OFFICE USE ONLY**

- \_\_\_ If food vendors are involved, email application to the Cumberland County Health Department at:  
[food@ccdohnj.gov](mailto:food@ccdohnj.gov)
- \_\_\_ Approval to Insurance Agency
- \_\_\_ Approval of Department of Parks and Public Property
- \_\_\_ Approval of Traffic Safety Bureau
- \_\_\_ Approval of Chief of Police
- \_\_\_ Approval of Fire Chief
- \_\_\_ Approval of City Clerk
- \_\_\_ Highway Permit (if needed)

FD:  Police Chief,  Traffic Safety,  Parks Dept,  Insurance,  Fire Chief Date:

## SPECIAL EVENTS ON PUBLIC LANDS

(No Person shall conduct a special event on public lands owned or leased by the City of Millville unless licensed to do so by the City Clerk pursuant to Chapter 43 Article VII of the City of Millville Municipal Code.)

### LICENSE APPLICATION (Chapter 43 Article VII)

**\$100.00 For the Permit Plus \$100.00 Per Day for Each Day That The Special Event Is Authorized  
All Permit Fees Shall Be Paid To City Clerk When Application Is Filed  
Application Must Be Filed At Least 30 Days Before The Date Set For The Special Event  
Attach Certificate of Insurance Naming the City of Millville as Certificate Holder and/or Add'l Insured**

DATE OF APPLICATION: \_\_\_\_\_ FEE PAID: \$ \_\_\_\_\_  
Must be filed 30 Days Before the Date of Even

EMAIL ADDRESS \_\_\_\_\_

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

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

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

The Permittee May Charge A Reasonable Admission Fee For The Attendance Of The Public At The Special Event, Provided That The Fee Has Been Approved By The City Clerk.

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

SPONSOR'S DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ SPONSOR'S DL#: \_\_\_\_\_  
Month Day Year Attach Copy of DL and/or Legal Id

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

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

#### Section 43-38. Exemptions and Waivers.

- A. Special Events sponsored solely by the City of Millville are exempt from the payment of the fee for a special event permit. A special event sponsored or co-sponsored by a local nonprofit organization held for the benefit of the Millville residents at large which is open to the public free of charge, and where no beverages, food, goods or services are sold by vendors sponsored by the local nonprofit organization, is exempt from the payment of the fee for a special event permit. Examples include the following special events:
1. An art exhibit sponsored by the Millville Development Corporation.
  2. A baby contest held by the Department of Parks and Public Property.
  3. A Christmas parade sponsored by the Millville Chamber of Commerce.
  4. A spirit parade and rally sponsored by the Millville Board of Education.
  5. Youth Week sponsored by the Millville Elks.
- B. When the local nonprofit organization desires to sponsor vendors for beverages, food, goods or services for the special event the vendors' permit fees required by Chapter 33 of the Municipal Code may be waived by the governing body. However, the local nonprofit organization must pay the special event permit fees to the City Clerk in lieu of the vendors' permit fees.
- C. When the local nonprofit organization desires the exclusive use of the public lands for the special event for the time period designated in the special event permit, the governing body may authorize this use in the resolution approving the special event. When this occurs, the City Clerk shall not issue licenses or permits pursuant to Chapter 33 of the Municipal Code

which allows non-sponsored vendors to sell beverages, food, goods or services on the public lands covered by the special event permit.

**PLEASE LIST ALL VENDORS (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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ALL VENDORS MUST OBTAIN A TEMPORARY BUSINESS LICENSE FROM THE CITY CLERK'S OFFICE REGARDLESS IF THEY ARE EXEMPT FROM THE LICENSING FEE PURSUANT TO SECTION 43-38 PARAGRAPH B. (Please note the approval of their license may take up to 6-8 weeks due to the fingerprinting process required)**

**PLEASE LIST ANY SPECIAL REQUESTS YOU WOULD NEED FOR YOUR EVENT. Example: Standard Electric, 240 Electric, Bathrooms, etc. (Please note, Corson Park is the only park with restrooms, and the city does not provide portable restrooms):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 43-40 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 City Clerk.
- C. No alcoholic beverages shall be sold or distributed on the public lands pursuant to this article until a municipal alcoholic beverage vendor's permit has been issued by the City Clerk.
- D. The applicant for a special events permit shall provide liability insurance in the amount of \$5,000,000.00, which covers the special event and the sale or distribution of alcoholic beverages if applicable. The City of Millville shall be named as an additional insured under the policy of insurance. Proof of said insurance shall be filed with the City Clerk before the permits are issued. The governing body may lower or waive the insurance requirement in the 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 City of Millville which agrees to indemnify and save the City harmless from all liability related to the special event and the sale or distribution of alcoholic beverages if applicable. The form of agreement must be approved by the City Clerk and City Attorney.
- F. The permittee may charge a reasonable admission fee for the attendance of the public at the special event, provided that the fee has been approved by the City Clerk.
- G. The hours for sale or distribution of alcoholic beverages must comply with the regulations contained in Chapter 5 of the Municipal Code.
- H. The permittee shall comply with these regulations, all conditions imposed, and all applicable state and local laws and regulations.
- I. Persons shall not consume or remove alcoholic beverages from the area designated for consumption.
- J. Except as otherwise provided herein, all persons shall comply with all applicable ordinances regulating the use of public lands including those regulations contained in Section 43-23 of this Chapter.
- K. A mark-out is required if erecting a structure which requires the ground to be penetrated.

NOTICE TO APPLICANT'S SPONSORING

SPECIAL EVENTS ON PUBLIC LANDS

The completed Special Event Permit on Public Lands Application Must be received by the City Clerk's Office 30 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 City of Millville 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

All Events With Alcohol

\$5,000,000.00

Food/Novelty Vendors

\$1,000,000.00

Each Food/Novelty Vendor that will be participating in the Special Event must complete the appropriate City of Millville Street Vendor and/or Temporary Application and submit the completed application to the City Clerk's Office.

*(Please note the vendor application may be subject to a criminal background investigation by the Millville Police Department and it is strongly recommended that if the Vendor has never been fingerprinted by the Millville Police Department that they submit their application at least 6 to 8 weeks prior to the event.)*

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 City of Millville as Additionally Insured in the amount as indicated above.

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

**CITY OF MILLVILLE  
INDEMNITY CLAUSE  
(HOLD HARMLESS AGREEMENT)**

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*“To the fullest extent permitted by law, ( \_\_\_\_\_ )  
Name of Contractor/Vendor/Facility User*

*agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Millville, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the City of Millville 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 City of Millville, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the City of Millville by reason of personal injury, including loss of the use thereof, which arises out of or is in any way connected to or associated with this \_\_\_\_\_.”*  
Type of Event

**By:** \_\_\_\_\_  
Contractor/Vendor/Facility User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

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**City of Millville  
Incident Action Plan**

**Description of Event:** \_\_\_\_\_

**Date/Time of Event:** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_

**Roads Impacting the Event** (Street Names, County or State Route Numbers): \_\_\_\_\_

**Road Closures:** \_\_\_\_\_

**Posted Detours** (If any road is closed proper signage must be posted or use of Message Boards):

Location

Message

_____	_____
_____	_____
_____	_____

**Emergency Evacuation Plan:** \_\_\_\_\_

**Emergency Equipment Routes to and from Event:** \_\_\_\_\_

**Agency Coordination Contacts:** \_\_\_\_\_

**Contact Number of Event Staff:** \_\_\_\_\_

**Name of Coordinator developing the plan:** \_\_\_\_\_

**City of Millville  
Incident Action Plan**

**Aerial Map of Effected Area:**

**Signature of Event Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## USE OF MUNICIPAL FACILITIES

Individuals- Weddings, wedding receptions, graduation parties, etc.

Non-Profit/Charitable Groups- Civic groups, service clubs, churches, etc.

Commercial Rental- Flea markets, business displays/seminars, parties, receptions.

### REQUIREMENTS

#### I. INDIVIDUALS

A. General Liability- \$100,000.00

Evidence that the individual has personal liability insurance in force is usually sufficient. This will normally take the form of a "Homeowners, Condo, or Tenants" policy where the personal liability coverage is included along with other coverages for the individual. A copy of the policy should be kept with rental agreement as evidence of coverage.

#### II. NON-PROFIT/CHARITABLE GROUPS

A. General Liability- \$300,000.00

B. Municipality named as "Additional Insured"

C. Hold Harmless Agreement required in "Use of Facilities" agreement

#### III. COMMERCIAL (FOR PROFIT) GROUPS

A. General Liability- \$1,000,000.00

B. Municipality named as "Additional Insured"

C. Hold Harmless Agreement required in "Use of Facilities" agreement

#### NOTE:

You may wish to include the following language in your "Use of Facilities" agreement: "The Facility User shall not be allowed access to the facility until it has obtained the insurance required under this contract. All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality."

See Special Events Section on Liquor Liability if applicable.

If the "Facility User" contracts with a caterer, adequate insurance coverage should be secured from them as well.

NOTE: Your ultimate weapon is to not allow use of facilities, commencement of work, and/or to withhold payment under contract until proper Certificates are received.

**PLEASE DO NOT HANDWRITE:** “All coverage shall be with insurance carriers licensed and admitted to do business in the State of New Jersey and acceptable to the municipality”.



**OFFICE USE ONLY**

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**DEPARTMENT OF PARKS AND PUBLIC PROPERTY**

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

APPROVED:  DENIED:  Park's Superintendent: \_\_\_\_\_  
Signature Date

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

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**TRAFFIC SAFETY BUREAU:**

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

APPROVED:  DENIED:  Traffic 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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**INSURANCE AGENCY:**

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

APPROVED:  DENIED:  Insurance Agent: \_\_\_\_\_  
Signature Date

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

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**FIRE CHIEF:**

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

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

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

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**CITY CLERK:**

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

APPROVED:  DENIED:  City Clerk/Adm: \_\_\_\_\_  
Signature Date

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

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**CITY ENGINEER: (IF MARKOUT REQUIRED)**

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

APPROVED:  DENIED:  City Engineer: \_\_\_\_\_  
Signature Date

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