

CITY OF MILLVILLE

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 Event

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

SPONSOR'S SOCIAL SECURITY#: _____

ESTIMATE OF DAILY CROWD EXPECTED: _____

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.

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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>
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE LIST ANY SPECIAL REQUEST YOU WOULD NEED FOR YOUR EVENT (Example: Standard Electric, 240 Electric, Bathrooms, etc.):

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.

SIGNATURE OF APPLICANT: _____

Signature

Date

DEPARTMENT OF PARKS AND PUBLIC PROPERTY

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

APPROVED: DENIED: Parks Superintendent: _____
Signature Date

A brief explanation, if license was denied: _____

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: _____

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: _____

CITY CLERK/ADMINISTRATOR:

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

APPROVED: DENIED: City Clerk/Adm: _____
Signature Date

A brief explanation, if license was denied: _____

