

BOROUGH OF FRANKLIN LAKES SPECIAL EVENT APPLICATION



1. A Special Event is defined as an organized group using public streets or public right-of-way.
2. No permit shall be issued for a special event unless:
 - a. application has been made not less than 30 days in advance of the date on which said special event is sought to be held, or
 - b. approval has been given by the Borough Administrator.
3. No event shall commence earlier than 8:00 AM nor continue beyond 8:00 PM.
4. All directional signs for the special event must be removed within 24 hours.
5. Please complete the attached application, sign where indicated, and return to the Borough Clerk's Office at 480 DeKorte Drive, Franklin Lakes, NJ 07417.
6. Any questions should be directed to the Borough Clerk at 201-891-4000, ext. 1202 or via email at grulli@franklinlakes.org.

Name of person filing the application: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Name of Event Sponsor: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Person responsible for special event: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Number of monitors: _____

Purpose of Event: _____

Type of Event (walk-a-thon, 5k, grand opening etc): _____

Estimated number of participants: _____

Number and types of vehicles (if none, mark N/A): _____

Estimated number of attendees: _____

Notification to participants of the Terms & Conditions of the Event (e.g. flyers, newspapers, etc):

Date of Special Event: _____

Start time: _____ End time: _____

Assembly Location: _____

Dispersal Location: _____

Route to be taken (specific public streets or public right-of-way and plan for assembly and dispersal, if any): _____

Will live music be provided? _____ Yes _____ No

Will recorded music be provided? _____ Yes _____ No

Will loudspeakers or amplifiers be used? _____ Yes _____ No

If yes, how many will be used: _____ Location(s): _____

Will food and/or drinks be served? _____ Yes _____ No

If yes, please contact the Franklin Lakes Board of Health at 201-891-4000, extension 1209.

Hold Harmless Agreement attached: _____ Yes _____ No

Print Name: _____

Signature: _____ Date: _____

For Office Use Only: (If food/drinks are being served, forward approval to Board of Health)

RECOMMENDATIONS:	Police Department Date	Community Director Date	Other: _____ Date
Approval			
Denial			

(If denied, provide reasons on reverse side)

_____ Approved

_____ Denied

Borough Clerk

Date



HOLD HARMLESS AGREEMENT

Between the Borough of Franklin Lakes and

Organization Name

Address (not a Post Office Box)

Organization Type
(Individual, Partnership, Non-Profit Corporation, Public Entity)

Telephone Number _____
Unlisted (Y/N)
(If unlisted, phone number is exempt from public disclosure under the Open Public Records Act.)

Fax Number

E-Mail Address

In consideration of the use of _____ on the following date(s):

_____ for the purpose of _____,

the undersigned agrees to indemnify and hold the Borough of Franklin Lakes, its officers, agents and Employees harmless from any and all liabilities, claims, costs, and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Borough of Franklin Lakes is indemnified from any losses or damages resulting from the acts or omissions

from any guest, participant, visitor, or other person attending the event herein referred to.

Unless waived in writing by the Borough of Franklin Lakes, I agree to furnish a Certificate of Insurance specifically naming the Borough of Franklin Lakes as an additional insured providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 combined single limit. Said certificate shall state that the issuing company shall mail 30 days' written notice to the certificate holder named, certified mail return receipt. It shall also contain a statement acknowledging this Hold Harmless Agreement. No exceptions or limitations will be accepted.

The facilities being utilized will be cleaned following its use by the organization, so that it is at least as clean as it was prior to its use by the organization.

In order to induce the Borough of Franklin Lakes to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

Alcoholic beverages (will) or (will not) be served.

Total number of persons anticipated is _____.

Live entertainment (will) or (will not) be provided.

Other: _____.

Signed this _____ day of _____, 20____, as the binding act and deed of:

Name of Individual/Organization

Witness

Authorized Signature

Print Name

Print Name

Note: The Certificate of Insurance shall be in original form. No photocopies or fax copies shall be accepted. The authorized person shall also sign it in ink.