

**Borough of River Edge
Application For a Parade or Special Event**

DATE: _____ LOCATION REQUESTED: _____

Check which applies:

PRIVATE PROPERTY/SCHOOL GROUNDS: _____ PUBLIC PROPERTY: _____

Private Property or school grounds: Unless a street is requested to be closed in connection with this event, a permit is not required. Please complete this application for informational purposes. The Police Department will review and advise as to any special conditions that must be met.

Public Property (street, park, or other Borough-owned property): The completed application must be submitted at least 30 days prior to your event together with a permit fee in the amount of \$15.00, Certificate of Insurance complying with the requirements of Chapter 305 §5 of the Borough Code, and executed Hold Harmless Agreement.

ORGANIZATION OR GROUP NAME: _____

ORGANIZATION OR GROUP ADDRESS: _____

ORGANIZATION TELEPHONE NO.: _____ EMAIL: _____

CONTACT PERSON/EVENT COORDINATOR: _____

ADDRESS OF CONTACT PERSON: _____

CONTACT PERSON'S TELEPHONE #: _____ CELL: _____

DATE(S) REQUESTED: _____

TIME OF THE EVENT: FROM: _____ (AM) (PM) TO: _____ (AM)(PM)

MAXIMUM NUMBER OF PEOPLE ESTIMATED TO ATTEND: _____

WILL ADMISSION FEE BE CHARGED?: YES _____ NO _____

PURPOSE OF EVENT: _____

DESCRIBE PROPOSED PROGRAM OF EVENTS: _____

WILL ALCOHOL BE SERVED OR PERMITTED? YES _____ NO _____

WILL YOU PROVIDE PRIVATE SECURITY?: YES _____ NO _____

NAME OF PERSON SUPERVISING SECURITY: _____

ADDRESS OF SECURITY SUPERVISOR: _____

TELEPHONE # OF SECURITY SUPERVISOR: (WORK) _____ (CELL) _____

ARE ANY STREETS REQUESTED TO BE CLOSED?: YES _____ NO _____

IF YES, WHAT STREETS?: _____

WHAT IS THE REASON FOR CLOSURE REQUEST?: _____

WILL THERE BE A NEED FOR PARKING RESTRICTIONS?: YES _____ NO _____

LOCATION OF REQUESTED RESTRICTIONS: _____

WHAT IS THE REASON FOR RESTRICTIONS: _____

PRINT NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____

STREET ADDRESS: _____

APPLICANTS TELEPHONE #: HOME _____ CELL _____

THIS SECTION FOR POLICE USE ONLY

APPROVAL OF POLICE CHIEF: YES _____ NO _____

SIGNATURE OF POLICE CHIEF: _____ DATE : _____

THIS APPROVAL IS CONTINGENT UPON THE AGREEMENT THAT THE FOLLOWING SPECIAL
CONDITIONS BE MET:



HOLD HARMLESS AGREEMENT

BETWEEN THE BOROUGH OF RIVER EDGE AND

Name of Organization using the Facility

Address of the Organization (Not Post Office Box)

Telephone Number of the Organization

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

In consideration of the use of _____, on the following dates: _____ for the purpose of _____, the undersigned agrees to indemnify and hold the Borough of River Edge and its officers, agents, elected or appointed officials, employees, and volunteers harmless from any and all liability, 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 River Edge 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 Borough of River Edge, I agree to furnish a Certificate of Insurance, specifically naming the Borough of River Edge as additional insured providing general liability coverage including, bodily injury and property damage with minimum limits of liability not less than \$ _____.

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

- a. Alcoholic Beverages (will) or (will not) be served.
- b. Total number of person anticipated is _____.
- c. Live entertainment (will) or (will not) be provided.
- d. Other _____

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The Borough reserves the right to cancel or interrupt the event if the representation set forth therein are not adhered too or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20_____ as

the binding act in deed of _____
Name of Organization

Authorized Signature

WITNESS

Print Authorized Name & Title

Chapter 305. Parades and Special Events

[HISTORY: Adopted by the Mayor and Council of the Borough of River Edge 11-15-1999 by Ord. No. 1270. Amendments noted where applicable.]

GENERAL REFERENCES

Police Department — See Ch. 71.

Board of Recreation Commissioners — See Ch. 79.

Parks and public lands — See Ch. 308.

Streets and sidewalks — See Ch. 362.

Vehicles and traffic — See Ch. 400.

§ 305-1. Definitions.

For the purpose of this chapter, the following definitions shall apply:

BLOCK PARTY

A social gathering located on Borough streets and consisting of River Edge residents and their guests. Where a social gathering is located on Howland Avenue, Continental Avenue, Fifth Avenue, Elm Avenue and Midland Avenue, Bogert Road and Kinderkamack Road from Route 4 to Continental Avenue, the social gathering will be subject to the chapter requirements for special events.

BOROUGH ENTITIES

Departments, committees, commissions and other duly appointed organizations which operate within the Borough of River Edge.

GOVERNMENTAL ENTITY

Any duly organized federal, state, county or local political body, their agencies or departments.

PARADE

Any parade, march, ceremony, show, exhibition, pageant, procession of any kind or any similar display in or upon any street, park or other public place or property in the Borough of River Edge.

PRIVATE SECURITY

Security engaged by the applicant which does not consist of Borough police or agents.

SPECIAL EVENTS

Any parade or other event, such as a television or movie filming, organized marathon run, walkathon, bikeathon, foot race, bicycle race, jogging group (50 or more participants), block party, large social event (any gathering at which there will be more than 150 in attendance) or other event generating a parking or traffic flow situation that could interfere with the movement of normal traffic and/or emergency vehicles or other organized groups having a similar common purpose or goal proceeding in or upon any street, park or other public place in the Borough of River Edge.

§ 305-2. Permit required; exemptions.

No parade or special event shall be held in the Borough of River Edge unless a permit has been obtained as set forth herein, except that the following shall be exempted from complying with the requirements set forth in this chapter:

- A. Funeral and wedding processions.
- B. A governmental entity acting within the scope of its function or authority.
- C. Students participating in education activities under the authorization of the proper school authorities of the Borough.
- D. Block parties under 150 people.

§ 305-3. Application procedure; fees and issuance.

A. Special events application procedure.

- (1) An application for a permit must be submitted to the Borough Clerk explaining the nature of the planned event. The application must include date, time, place, attendance projection and purpose. With the exception of a Borough entity, applicants must submit a certificate of insurance. The application must be submitted at least 30 days prior to the event, unless approved by the Police Chief. Exempted from the special events application procedure are funeral and wedding processions, a governmental entity acting within the scope of its function or authority and students participating in educational activities under the authorization of duly appointed school authorities of the Borough.
- (2) The Borough Clerk will forward properly submitted applications to the Borough Police Chief for a public safety assessment.
- (3) Police Department public safety review and assessment; issuance of permit. The Borough Police Chief or his or her designee will review the application and make a public safety assessment. The Borough Police Chief shall authorize issuance of the parade/special events permit upon finding the following:
 - (a) The conduct of the parade/special event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its routes.
 - (b) The conduct of the parade/special event will not require the diversion of so great a number of police officers to properly police the line of movement and the area contiguous thereto as to prevent normal police protection for the Borough of River Edge.
 - (c) The conduct of such parade/special event will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the Borough of River Edge other than that to be occupied by the proposed line of march or special event areas contiguous to such assembly areas.
 - (d) The concentration of persons, animals and equipment at assembly points of the parade/special event will not unduly interfere with the proper fire and police protection or ambulance service to areas contiguous to such assembly areas.
 - (e) The conduct of such parade/special event will not interfere with the movement of any emergency service vehicles.
 - (f) The parade/special event is scheduled to move from its point of origin and to its point of termination expeditiously and without unreasonable delays enroute.
 - (g) The parade/special event is not to be held for the sole purpose of advertising any products, goods or event and is not designed to be held purely for private profit.
 - (h) The parade/special event will not tend to unreasonably interfere with the public use of the streets and sidewalks and private properties and can be conducted in a safe manner.
- (4) The Borough Police Chief or his or her designee will provide the applicant representative of what safety precautions will be necessary including the services the Police Department may provide, such as the auxiliary police or "no parking signs," private security or a police officer for traffic control. Applicants shall be responsible for all costs and expenses for private security or municipal services.

- (5) Applicants granted permits with special conditions and terms must agree to said conditions, in writing, within five days of notice from the Borough Clerk or Borough Police Chief. The Borough Clerk will notify the Borough Police Chief of the applicant's response to the special conditions. No permits shall issue without acceptance of terms and recommendations of Borough Police Chief.
- B. Block parties. The applicant will submit an application to the Borough Clerk. The application must be submitted at least 30 days prior to the planned event. [Amended 2-5-2007 by Ord. No. 1557; 10-15-2007 by Ord. No. 1585]
- C. Park permits.
 - (1) The Recreation Commissioners Director or his or her designee will be responsible for authorizing use of a Borough park. Authorization will be consistent with Borough and Recreation Commission policies and rules. Applicants that qualify as special events, such as block parties of more than 150 people, shall be advised to comply with the special events application process in addition to the application for use of a Borough park.
 - (2) The Recreation Commissioners Director or his or her designee will notify the Borough Police Chief of any authorized permit to use the park.
- D. Fee schedule.
 - (1) A fee of \$15 shall accompany the application request and shall be used to reimburse the Borough for its administrative costs in issuing a permit.
 - (2) Exempted from the fee schedule herein are funeral and wedding processions, a governmental entity acting within the scope of its function and students participating in educational activities under the authorization of duly appointed school authorities of the Borough.

§ 305-4. Miscellaneous provisions; Police Department; Department of Public Works (DPW); extraordinary administrative costs.

- A. In situations where the Borough Police Chief deems it necessary to have additional police officers and any other security measures made available for the purpose of preserving the public safety and welfare during the course of the parade/special event, he or his designee shall so advise the applicant. If additional expenses or costs are incurred for the purpose of providing such police protection, then the holder of the permit shall be required to reimburse the Borough for such expenses or costs according to the existing policy of the Borough.
- B. For the purpose of public safety and welfare, the Chief of Police may order the temporary closing of streets during the parade/special event and shall direct the posting of warning or directional signs in connection there with.
- C. The Borough Clerk shall not process more than one parade/special event permit for any one twenty-four-hour period, unless approved by the Borough Police Chief. This twenty-four-hour period shall run from 12:01 a.m. to 12:00 midnight. Where there is more than one parade/special event application for the same date, the application received first in time will be granted the parade/special event permit, provided that all of the conditions of this chapter are complied with, unless approved by the Borough Police Chief.
- D. The Borough Clerk shall have the authority to issue one block party permit in any one twenty-four-hour period, unless the Borough Police Chief approves the issuance of additional permits.
- E. The Borough Police Chief or his or her designee has the authority to terminate a parade or special event where he or she determines such termination is in the interest of public safety and welfare or where the permit holder has violated the permit conditions.
- F. Any permit granted under this chapter shall require the applicant to clean the areas used for the special event as soon after the conclusion of the parade/special event as is reasonably possible, but not later than 24 hours after the event. The cleanup shall include removal of such items as refreshments, signage and any litter or debris generated from the parade/special event.
- G. If the permit holder does not clean the area under permit or inadequately cleans the area, the Borough Department of Public Works will provide the necessary services. The permit holder shall then be required to reimburse the Borough for such expenses or cost according to existing Borough policy.

§ 305-5. Indemnification.

The holder of a parade/special event permit shall agree in writing to indemnify and hold harmless the Borough, its servants, agents and employees from any claims caused by the activity covered in such permit. The holder of such permit shall present to the Borough Clerk a certificate of insurance in advance of the event, which will provide indemnification in a form and from a carrier acceptable to the Borough.

§ 305-6. Violations and penalties.

Any person, firm or corporation found guilty in the Municipal Court of the Borough of River Edge of a violation of the terms of this chapter shall be subject to a fine of not more than \$500 or imprisonment for a period not exceeding 90 days, or both, in the discretion of the Municipal Court Judge.