

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

A CERTIFICATE OF INSURANCE, PER CHAPTER 305 SECTION 5 (ATTACHED) OF THE CODE OF THE BOROUGH OF RIVER EDGE, MUST BE ENCLOSED WITH THE APPLICATION AND FILED WITH THE BOROUGH CLERK 30 DAYS PRIOR TO THE EVENT

FEE: \$15.00 DATE OF APPLICATION \_\_\_\_\_

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)

LOCATION REQUESTED (FIELD, PARK, ETC.): \_\_\_\_\_

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\_\_\_\_\_

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**THIS SECTION FOR POLICE USE ONLY**

APPROVAL OF POLICE CHIEF: YES\_\_\_\_\_ NO\_\_\_\_\_

SIGNATURE OF POLICE CHIEF:\_\_\_\_\_

DATE OF APPROVAL:\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_