



TO: Facility User/Event Coordinator

FROM: Borough of Avalon
Business Administration
Recreation Department
Public Works Department
Construction and Licensing Department
Police Department
Fire, Safety and Rescue Departments

SUBJECT: Borough of Avalon Facility Use/Special Event Application

DATE: 2023 Season

PART A: Please find enclosed, three copies of the Facility Use/Special Event Application. Each needs to have an original signature before returning them to the Recreation Department. No copied signatures will be accepted for this application.

PART B: There is a list of requirements that need to be provided by the event organizer/coordinator in order for this application to be approved; and the event to take place on the requested date(s). Please pay close attention to all appropriate requirements. All events will not require all stated necessities.

PART C: The application for an Avalon Boulevard sign is enclosed and needs to be returned with events application to the Recreation Department.

Return completed applications, certificates and information 90 days prior to requested event to:

Charles McDonnell
Avalon Recreation Department
3001 Dune Drive
Avalon, NJ 08202

Borough of Avalon Facility Use/Special Event Application Form

EVENT: _____ **EVENT DATE (S):** _____
Event Category: _____ **RAIN DATE (S):** _____
___ Foot Race Only ___ Triathlon ___ Duathlon ___ Water Activity
___ Festival ___ Parade ___ Fundraiser ___ Tournament
___ Bicycle Race ___ Concert ___ Walk Activity ___ Fishing Event
___ Dance ___ Art Activity ___ Other

Organization Name: _____
Contact:
Last: _____ First: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Primary Phone: _____ Cell Phone: _____

EVENT DESCRIPTION: (Please be specific and include locations, times, event activities and who will be involved with your group).

Attendance Anticipated: _____ Audience: Children: _____ Teens: _____ Adults: _____
Volunteers: _____ CPR: _____ First Aid: _____ Safety Vests: _____

Location: Borough Fire Code sets Occupancy Limits.

<u>Beach</u>	<u>Parking Lots</u>	<u>Tennis Courts</u>	<u>Baseball Field</u>
___ 30 th Street Pavilion	___ 29 th Street	___ 8 th Street	___ #1, 8 th Street
	___ 30 th Street	___ 39 th Street	___ #2, 10 th Street
	___ 31 st Street		___ # 3, 12 th Street

___ 39th St Tennis Conf Rm (Standing 128/Chairs 91/T/C 42) ___ Senior Center (Chairs 130-Table/Chairs 60)
___ Comm Hall (Standing 1060/Chairs 860/ T/C 402) ___ 39th St Tennis Mtg Rm (Stand 128/Chairs 91/T/C 42)
___ Firehouse Meeting Rm (50) (Requires Vol Fire Dept Approval) ___ Veterans Plaza
___ Borough Hall Mtg Room (146)

Borough Resources Requested:

___ chairs # ___ tables # ___ barricades # ___ cones
___ stage # ___ trash cans # ___ public address system # ___ podium

SUPPORT PERSONNEL: ___ recreation ___ lifeguards ___ police ___ public works ___ EMS ___ other

ADDITIONAL REQUIRED INFORMATION AND CERTIFICATES

This application needs the following attachments to each of three (3) copies with applicant's original signature.

1. **Charities registration certificate from New Jersey's Attorney General's Office. Your organization will have this document.**

2. **Non-Profit Organization Certificate - 501 (C) (3) or 501(C) (4) issued by your non-profit organization from the IRS.**

3. **Liability Insurances Certificates (REQUIRED)**

Applicants must obtain *comprehensive general liability insurance* covering the event with appropriate hazard level coverage.

This statement **MUST BE INCLUDED** on the liability insurance certificate listed under **"Additional Insured"**.

"The Borough of Avalon, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers".

Commercial General Liability - 1,000,000

Auto Liability - 1,000,000

Workers Compensation - Statutory

HOLD HARMLESS AGREEMENT (attached) MUST ALSO BE SIGNED. THIS IS IN ADDITION TO THE INSURANCE REQUIREMENTS.

4. **Workers Compensation Required. Applicants who believe they are exempt are required to sign a certification which must be signed by all officers and directors of a corporation, the managing director and other directors and all principals of an LLC; and the sole proprietor.**

5. **Alcohol Events: An alcohol permit is REQUIRED 4 weeks prior to event, and can be picked up at the Borough Clerk's office.**

a. Obtain a **one day liquor license for "sale of alcohol" OR "distribution of alcohol"**

b. There is an **additional general or host liquor liability policy necessary with coverage of \$2,000,000.00 for serving or distribution of alcoholic beverages.**

Special Hazard: Rock concerts, professional sports, rodeos, vehicle races, fireworks, crowds over 25,000 and **ALL FUNCTIONS WHERE ALCOHOL IS SERVED OR DISTRIBUTED WILL HAVE SPECIAL INSURANCE REQUIREMENTS IN ADDITION TO THE GENERAL LIMITS OF COVERAGE.**

6. **Cooking Events:** Tents, cooking events utilizing open flame for cooking and/or entertainment may require additional permit(s) with application from Avalon Bureau of Fire Prevention (609-967-5918). Bureau of Fire Prevention permitting and payment of required fees are the responsibility of the event coordinators and not the Borough of Avalon. Penalties may be assessed for noncompliance. Fire Prevention Bureau fees are separate from fees assessed under the ordinance as outlined below.

7. **Event Layout:** Provide a complete layout and/or map of the event area.

8. **Scheduled Safety Review:** Must be completed with Borough of Avalon Safety Coordinator prior to the event. Event cancellation may occur for any safety concern including weather.

Fee: Ordinance 564-2006: "The fee for processing of such application shall be as established after review of the event, shall minimize as much as possible the cost to the taxpayers of the Borough of Avalon and shall be non-refundable and payable in advances." **Fee Amount:** _____ **Date paid:** _____

Event Implementation: Your organization is responsible for set-up, tear down, and clean-up of the event. Additional clean-up and damages attributed to the event will be billed to the applicant at the actual municipal costs.

Signatures

Date: _____ Signed on behalf of entity _____

Date: _____ Director Rec Department _____

Date: _____ Business Administrator _____

BOROUGH OF AVALON
RECREATION DEPARTMENT

HOLD HARMLESS AGREEMENT
SPECIAL EVENTS APPLICATION

To the fullest extent permitted by law, [Name goes here] agrees to defend, pay on behalf of, indemnify, and hold harmless the Borough of Avalon, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of the Borough of Avalon 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 Borough of Avalon , its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Borough of Avalon by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is any way connected or associated with this contract.

DATED: _____

Name of Applicant applying for Permit for Special Event

ATTEST:

Name & Title

Authorized Signature & Title

Print Name & Title: _____

This Hold Harmless Agreement must be signed by an authorized officer of the applicant seeking a Permit to hold a Special Event. It is an additional requirement to the Certificate of Insurance naming as additional insured: The Borough of Avalon, including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees, and volunteers.

CERTIFICATION OF UNINCORPORATED NON-PROFIT ORGANIZATION

_____ [Name] hereby certifies as follows:

1. I am a Principal Officer of _____ [name organization] which is organized under the laws of the State of _____ and is an unincorporated, non-profit organization which is organized for civic and fraternal purposes and supportive of local charitable, recreational, educational, beautification, environmental, and aesthetic goals for the enjoyment and betterment of our individual members and community.

2. The names and addresses of all officers and their terms of office are attached hereto on a separate paper and each has signed this certification.

3. This Organization does not carry workers' compensation insurance because it has no employees who perform services for the Organization for prior, current or anticipated financial consideration as that term is defined below.

4. The undersigned hereby certify that the foregoing statements are true. The undersigned are aware that if any of the statements contained herein are willfully false that I/WE are subject to punishment.

DATED: _____

Print Name and title:

Signature

*Financial consideration means any remuneration for services and includes cash or other remuneration in lieu of cash such as products, services, shares of or options to buy corporate stock, meals or lodging, etc.

BOROUGH OF AVALON APPLICATION

FOR AVALON BLVD. SIGNS

SUBMIT TO Department of Recreation 30 DAYS PRIOR TO EVENT

Resolution #124-2011

Date: _____

Name/Organization: _____

Non-profit Federal Tax Number: _____

Address: _____

Contact Name: _____ Phone: _____

Email Address: _____

Event Date: _____

Event Description _____

Date Sign will be delivered to Public Works: _____

Where is your sign currently being stored: _____

Do you want to keep sign for future use: Yes _____ No _____

Will sign be picked up: Yes _____ No _____

Will sign be stored at Public Works: Yes _____ No _____

I hereby certify that all the information herein contained is true and that I, and the organization I represent, will abide by all applicable Avalon Ordinances.

Applicant Signature: _____

Date Submitted To Rec Dept: _____ Date Plan Approved/Disapproved: _____

Reason for Disapproval:

Public Works Director Signature: _____
