



**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: 2024 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):** \_\_\_\_\_

<input type="checkbox"/> Foot Race Only	<input type="checkbox"/> Triathlon	<input type="checkbox"/> Duathlon	<input type="checkbox"/> Water Activity
<input type="checkbox"/> Festival	<input type="checkbox"/> Parade	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Tournament
<input type="checkbox"/> Bicycle Race	<input type="checkbox"/> Concert	<input type="checkbox"/> Walk Activity	<input type="checkbox"/> Fishing Event
<input type="checkbox"/> Dance	<input type="checkbox"/> Art Activity	<input type="checkbox"/> 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).

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**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>
<input type="checkbox"/> 30 <sup>th</sup> Street Pavilion	<input type="checkbox"/> 29 <sup>th</sup> Street	<input type="checkbox"/> 8 <sup>th</sup> Street	<input type="checkbox"/> #1, 8 <sup>th</sup> Street
	<input type="checkbox"/> 30 <sup>th</sup> Street	<input type="checkbox"/> 39 <sup>th</sup> Street	<input type="checkbox"/> #2, 10 <sup>th</sup> Street
	<input type="checkbox"/> 31 <sup>st</sup> Street		<input type="checkbox"/> # 3, 12 <sup>th</sup> Street

39<sup>th</sup> 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)       39<sup>th</sup> 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**

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\*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.

*All sign arrangements are the responsibility of the event organizers.*

## **Rules for Avalon Blvd Signs**

Along Avalon Blvd, no signage, except for Department of Transportation and Borough owned signage is permitted. This includes and “Avalon, Cooler by a Mile” sign, two organizational event recognition signs; each capable of displaying two 4 foot by 8 foot event signs for Avalon related, non-profit organizations only and one portable electronic sign to be used during a Declared State of Emergency, or as deemed necessary by the Mayor and/or the Office of Emergency Management. This sign will be removed when not in use.

For the purpose of clarity, “Avalon-related non-profit organizations” is defined as any Avalon based organization with a 501 © 3 status or Federal tax number and one that benefits the Borough of Avalon.

The “Avalon, Cooler by a Mile” sign will include metal church signs and non-profit organizational signs and be fastened to a 4 foot by 8 foot board.

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1. The non-profit organization will present a sign request directly to the Department of Public Works and Utilities (DPWU), which receives all non-profit organizational requests for signs along Avalon Blvd. Approval by the DPWU for a sign may be requested as early as **30 days in advance of the planned event** using an Avalon Blvd Sign Request form (See attached).
  2. Upon approval, DPWU will install the sign based on the date of the event. Between May 1<sup>st</sup> and October 31<sup>st</sup>, signs will be installed 12 days prior to the event and removed within the 48 hours following the event. Between November 1<sup>st</sup> and April 30<sup>th</sup>, signs may be up for as long as 24 days. Only one sign per event or per charity at a time will be permitted.
  3. The standard frame for the event sign will be **8 foot by 8 foot** as built by Public Works and provide for 2 event signs with the dimensions of **4 foot vertical by 8 foot horizontal**. There will be two standard frames provided on Avalon Blvd that will accommodate a total of 4 event signs. These are the **ONLY** display boards allowed. Placement of the event signs will be at the discretion of the Borough of Avalon.
  4. No commercial, for-profit or political signs will be allowed on the Avalon’s two fixed structure promotional signs. Additionally, no temporary signs of any nature will be permissible on either side of the boulevard from Ingram’s Thorofare Bridge east to Avalon.
  5. Any signs not approved on the boulevard will be removed immediately by the DPWU. Fines may be instituted.
  6. The Borough of Avalon reserves the right to approve, modify or reject and phrase or design of the event sign.
  7. Public Works Department will be responsible for receiving, installing and removing organizational event signs associated with Avalon Boulevard.

**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: \_\_\_\_\_

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Date Submitted To Rec Dept: \_\_\_\_\_ Date Plan Approved/Disapproved: \_\_\_\_\_

Reason for Disapproval:

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

Public Works Director Signature: \_\_\_\_\_

\_\_\_\_\_