



TOWNSHIP OF HANOVER  
1000 Route 10  
Whippany, New Jersey 07981  
973-428-2466

## **SPECIAL EVENTS APPLICATION INFORMATION/INSTRUCTIONS**

**NOTE: PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS. THE ATTACHED SPECIAL EVENTS APPLICATION AND THE PERMIT FEE MUST BE COMPLETED IN FULL AND RETURNED TO THE OFFICE OF THE BUSINESS ADMINISTRATOR/TOWNSHIP CLERK. INCOMPLETE APPLICATIONS WILL BE REJECTED.**

Special Events include but are not limited to: 5K runs or other similar race events, street fairs, business grand openings, craft shows, business employee parties, and other special events which occur on any Township of Hanover street, sidewalk, alley or other public right of way, or other property owned or controlled by the Township or any event so as to impede, obstruct, impair, delay, or interfere with the usual, normal and free pedestrian or vehicular use, or which requires, in the judgement of the Chief of Police, the deployment of police officers for crowd control.

1. The attached application must be submitted to the Township Clerk's Office as follows:

a) If it is a 5-K run or other similar race event, street fair, parade, the application must be submitted not less than thirty (30) business days nor more than sixty (60) business days prior to the date on which the event will occur;

b) All other application shall be submitted not less than thirty (30) business days before the event date.

2. A non-refundable permit fee of \$100.00 must be submitted with the application. Make check payable to the Township of Hanover.

3. The applicant/sponsor of an event must possess or obtain public liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury and property damage arising from the event. Such insurance shall name on the policy or be endorsement as additional insured the Township of Hanover, its officers, employees, and agents. Insurance coverage must be maintained for the duration of the event.

Coverage shall be as follows:

a) Commercial General Liability: \$1 million per occurrence combined single limit for bodily injury and property damage with at least \$2 million general aggregate. Contractual liability must be included;

- b) Automobile Liability: \$1 million per occurrence combined single limit for bodily injury and property damage with no aggregate;
- c) Worker's Compensation: minimum limit of \$500,000.00 including employer's liability coverage; and
- e) Umbrella Liability: \$1 million to \$2 million.

4. A copy of the policy or a Certificate of Insurance, along with all necessary endorsements, must be filed with the Township Clerk no less than ten (10) calendar days before the date of the event unless the Township Clerk for good cause waives the filing deadline.

5. Additional information required for parades, races, and other events occurring along a route:

- a) The assembly point for the event, the time at which units of the parade or other event will begin to assemble.
- b) The route map to be traveled must be submitted.
- c) Whether the parade or other event will occupy all or only a portion of the street proposed to be traversed.
- d) The number, types, and sizes of floats (for parade use only).
- e) Will the placement of temporary signage or banners be required?
- f) The Township Clerk, Deputy Township Clerk and/or their designees, may ask for additional information from the applicant/sponsor for any event being held in the Township of Hanover.

6. If alcoholic beverages will be served and/or sold, the sponsor of the event, depending on the location of the event, may be required to complete a Social Affairs Permit Application and pay the required fee to the New Jersey Division of Alcoholic Beverage Control. In addition, if alcoholic beverages will be served and/or sold on any public street, sidewalk, parking lot or shopping plaza which is open to the public at large, whether publicly or privately owned, roadways, pathways, playgrounds, parks, or outdoor facilities owned or operated by the Township of Hanover, the Hanover Township School District or the Hanover Park Regional School District, at any hour of the day or night, a permit must first be issued by the Township Committee and/or the appropriate School District.



**2020**  
**TOWNSHIP OF HANOVER**  
**SPECIAL EVENTS APPLICATION**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Is the Organization Non-Profit? Yes [ ] No [ ] If yes, State IRS Designation: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Head of Organization: \_\_\_\_\_

Name of Person Coordinating Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: (Start & Finish) \_\_\_\_\_

Purpose of Event:  
\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Is Event 5K? \_\_\_\_\_ USATF-Course Certification Number: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Will Sound/Amplification equipment be used: Yes [ ] No [ ]

Will food be served and/or sold at the event? Yes [ ]\* No [ ]

\*Health Department Food Permit Required

Will non-alcoholic beverages be served and/or sold at the event? Yes [ ] No [ ]

Will alcohol be served or sold at event? Yes [ ]\* No [ ]

\*Additional Permit will be required if yes.

Will monitors or private security be employed at this event? Yes [ ] No [ ]

Will off duty police officers be employed for security and/or traffic control services? Yes [ ] No [ ]

Describe parking requirements for event: \_\_\_\_\_

\_\_\_\_\_

Will tents be used? Yes [ ]\* No [ ] If yes, what size? \_\_\_\_\_

\*Fire Department Permit Required

Will signs be posted prior to the event? Yes [ ]\* No [ ]

If so, state size, location & number: \_\_\_\_\_

\*The Township reserves the right to determine where signage will be located.

Signage posted dates: From \_\_\_\_\_ To \_\_\_\_\_

\*Your organization will be responsible in removing all signage.

Date Submitted: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name of Applicant

**FOR DEPARTMENTAL USE ONLY**

The following to be completed and signed by the issuing Department Head with all necessary paperwork attached.

- |    |   |         |        |
|----|---|---------|--------|
| 1. | Recreation Department Permit?               | Yes [ ] | No [ ] |
|    | Fee Field Use/Park Use \$ _____ Paid?       | Yes [ ] | No [ ] |
| 2. | Required Certificate of Insurance Attached? | Yes [ ] | No [ ] |
| 3. | Traffic Control Required?                   | Yes [ ] | No [ ] |
|    | Fee Amount: \$ _____ Paid?                  | Yes [ ] | No [ ] |
| 4. | Is Security Required?                       | Yes [ ] | No [ ] |
| 5. | Barricades/Cones Required?                  | Yes [ ] | No [ ] |
| 6. | Cleanup Deposit Required?                   | Yes [ ] | No [ ] |
|    | Fee Amount: \$ _____ Paid?                  | Yes [ ] | No [ ] |
| 7. | Health Department Permit?                   | Yes [ ] | No [ ] |
|    | Fee Amount: \$ _____ Paid?                  | Yes [ ] | No [ ] |
| 8. | Fire Department Permit?                     | Yes [ ] | No [ ] |
|    | Fee Amount: \$ _____ Paid?                  | Yes [ ] | No [ ] |
| 9. | Building/Zoning Dept. Permits?              | Yes [ ] | No [ ] |
|    | Fee Amount: \$ _____ Paid?                  | Yes [ ] | No [ ] |

**THE FOLLOWING SIGNATURES MUST BE OBTAINED BEFORE A PERMIT CAN BE ISSUED. PLEASE RETURN COMPLETED FORM TO THE TOWNSHIP CLERK FOR FINAL APPROVAL.**

1. DPW Superintendent: \_\_\_\_\_
2. Police Chief: \_\_\_\_\_
3. CKFD Chief \_\_\_\_\_ Whippany FD Chief \_\_\_\_\_
4. Recreation Department Superintendent: \_\_\_\_\_
5. Health Officer: \_\_\_\_\_
6. Zoning Official: \_\_\_\_\_
7. CMFO Certification: \_\_\_\_\_

Dated: \_\_\_\_\_

Approved By: \_\_\_\_\_  
Joseph A. Giorgio, R.M.C.  
Business Administrator/Township Clerk

Permit No. To Be Issued: \_\_\_\_\_