



## **SPECIAL EVENT PERMIT**

Special Event Permits are required for shows, parades, exhibits, fairs, benefits, festivals, carnivals, public dancing, circus, and public amusement for persons numbering 50 or more in attendance. This shall not include events held on a homeowner's residential property.

### **INSTRUCTIONS**

- Submit application to: Municipal Clerk's Office  
2090 Greenwood Avenue, Room 210  
Hamilton, NJ 08609  
(609) 890-3620
- Deadline for Submission: 8 weeks prior to the event
- Additional Information  
or Permits: After review of the application, you will be contacted by individual Township departments should you need to provide further information/paperwork for other permits, (e.g. food handling, liquor, tent, raffle, fireworks, etc.)
- Fees: Fees may be required for additional permits, Police, Fire, or EMS. You will be contacted should you need to submit any fees.
- Exemptions: Churches and Schools are exempt from the Special Event Permit, but must still complete this paperwork, in order to assist them in obtaining permits that are required and informing the Township of the planned activities.
- Noise Ordinance: Excessive noise is prohibited. Please see Hamilton Township Code of Ordinances, Chapter 311, Noise.



**Hamilton Township Clerk's Office  
2090 Greenwood Ave., Room 210  
Hamilton, NJ 08609**

**Phone (609) 890-3620  
Fax (609) 631-8287**

**Permit Number** \_\_\_\_\_  
**Date Issued** \_\_\_\_\_

## **APPLICATION FOR SPECIAL EVENT PERMIT**

### **Contact Information:**

|  |                   |            |
|--|-------------------|------------|
| <b>Applicant Name</b>                      |                   |            |
| <b>Organization Name</b>                   |                   |            |
| <b>Street Address</b>                      |                   |            |
| <b>City</b>                                | <b>State</b>      | <b>Zip</b> |
| <b>Home Phone</b>                          | <b>Cell Phone</b> |            |
| <b>Email Address</b>                       |                   |            |
| <b>Alternate Person in Charge of Event</b> |                   |            |
| <b>Home Phone</b>                          | <b>Cell Phone</b> |            |

### **Event Information:**

|   |                    |
|---|--------------------|
| <b>Type of Event</b>  |                    |
| <b>Number of People Expected at Event:</b>  |                    |
| <b>Date(s)</b>  | <b>Rain Date</b>   |
| <b>Starting Time</b>  | <b>Ending Time</b> |
| <b>Setup Times/Dates</b>  |                    |
| <b>Location (attach diagram or map if necessary)</b>  |                    |
| <b>Where will attendees park?</b>   |                    |
| <b>Is this a private event or is it open to the public?</b>   |                    |
| <b>Has your organization held similar events in the past? If so, please list location of past events:</b> |                    |

## EVENT DETAILS

|   | YES | NO | Explanation |
|---|-----|----|-------------|
| Will food be sold or served? If yes, please indicate if food will be cooked at the event or if it is pre-packaged.  |     |    |             |
| Will food be provided by food truck? If yes, please indicate name and address of food truck company providing service.  |     |    |             |
| Will there be any open burning i.e. BBQ grills, fire pits, appliances used for cooking, et cetera?  |     |    |             |
| Do you have liability insurance coverage for this event? If so, list amount.  |     |    |             |
| Will alcoholic beverages be consumed, served or sold?   |     |    |             |
| Will tickets be sold for entrance to the event?   |     |    |             |
| Will you be conducting any games of chance i.e. raffle, duck race or 50/50?)  |     |    |             |
| Will there be any amusement or carnival games, rides or wheels?   |     |    |             |
| Will there be music with amplification or other loud noise?   |     |    |             |
| Will there be fireworks?  |     |    |             |
| Will any public roads be closed or affected?  |     |    |             |
| Will emergency personnel be required (Police/Fire/EMS)?   |     |    |             |
| Will tents be utilized?<br>If so, NJ Fire Code allows tents April 1 <sup>st</sup> to Nov 30 <sup>th</sup> . Dec 1 <sup>st</sup> to Mar 31 <sup>st</sup> a Building Permit is required. This is so that the snow load and correct anchoring is provided. |     |    |             |
| Will you be utilizing electricity?  |     |    |             |
| Will there be any signs, banners, or advertising?   |     |    |             |
| Have you provided notification to residents and businesses being affected by the event?   |     |    |             |
| Are you the property owner? If not, please attach the written consent of property owner for use of the property.  |     |    |             |

----For Office Use Only--

Name of Applicant: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Approvals required: \_\_\_\_\_ Admin. \_\_\_\_\_ Police \_\_\_\_\_ Health \_\_\_\_\_ Fire \_\_\_\_\_ Recreation  
\_\_\_\_\_ Legal \_\_\_\_\_ Construction \_\_\_\_\_ Zoning \_\_\_\_\_ Municipal Clerk

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Incomplete \_\_\_\_\_

Remarks/Conditions:

\_\_\_\_\_  
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Signature \_\_\_\_\_

Title \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Municipal Staff: Please return a copy of this form to both the Municipal Clerk and the Applicant for the Special Event Permit within 10 business days.