TOWN OF SECAUCUS
BUREAU OF FIRE PREVENTION
SPECIAL EVENT PERMIT APPLICATION

This Application must be completed in its entirety and submitted at least 30 days prior to the Special Event. All Questions must be fully answered or, if it does not apply to the Event, indicate "NA" for "Not Applicable." If more space is needed or other documentation is required, please attach to this Application at submission. There is no fee for this Application, however there is a $125.00 permit fee if the Application is approved

Please be advised that pursuant to § 73-34(C) of the Town Code, if it is determined by the Chief of Police, Bureau of Fire Prevention, or Superintendent of Public Works, or their respective designees, that it is necessary to have additional Town personnel made available, including, but not limited to police officers, firefighters, emergency medical services (EMS), office of emergency management (OEM), and public works, for the purpose of preserving the public safety and welfare for the Special Event, then the applicant shall be advised prior to issuing the permit. If additional expenses or costs are incurred for the purpose of providing such Town personnel, then the applicant shall be required to pay for same, in accordance with Chapter 73, Article V of the Town Code. The fees for services provided by the municipal departments are available at the Town Clerk's Office and attached to this Application.

For more information, please see Chapter 73, Article IV of the Town Code, titled "Permit Required for Special Events."

Date of Application: _____

Event Title: _____

Event Date(s) and Hours: _____, 20___, from _____am/pm to _____am/pm

_____, 20___, from _____am/pm to _____am/pm

_____, 20___, from _____am/pm to _____am/pm

_____, 20___, from _____am/pm to _____am/pm

Type of Event: _____

Location of Event[1]: _____

_____

Anticipated # of Persons at Peak of Event[2]: _____

Name(s) of Event Sponsor Or Responsible Party(s): _____

_____

Address: _____

_____

Telephone:

(home) _____

(cell) _____

Email: _____

Person(s) in Charge on Day of Event: _____ **Cell:**_____

[1] If the Event is being held at on private property, the Applicant, if not the owner of said location, shall submit a permission/authorization letter from the property owner and/or company, on company letterhead.
[2] This should include attendees, event staff, vendors, guests, spectators, performers, etc.

Identify any promoters, vendors, production companies or other entities involved in conducting this Event:

_____

_____

If vendors are involved, are they required to pay any participation fees? Y / N

Are you charging fees for advertising during the event? Y / N

If you are requesting any special assistance, personnel or equipment from the Town of Secaucus, please describe below:

_____

_____

_____

Will any of the following be present[3]:
Fireworks Display Y / N
Alcoholic beverages Y / N
Open flame or flame producing devices (inc. pyrotechnics, cooking equipment, etc.) Y / N
Tents/Temporary Structure Y/ N
Food Vendors/Trucks Y / N

Please detail or submit any plan or provisions in place, including any contractor or outside company involved, for the following:

Site Plan/Layout/Occupancy Plan (Please identify all entrances, exits, structures, seating, where alcoholic beverages will be served/consumed, seating plan, etc. on Plan):

_____

_____

Technical Setup or Structures to Be on Premises (i.e., stage, tents, temporary structures, etc.)

_____

_____

[3] If the answer is "yes" to any of the questions, additional permits will be needed.

Security Plan:

_____

_____

Fire Safety Plan:

_____

_____

Emergency Medical Services Plan:

_____

_____

Parking Plan:

_____

_____

Sanitation Plan:

_____

_____

Please read the following carefully.

I understand that it is the Applicant's responsibility to keep the Town informed of any changes between the time of the Application and the Special Event and to request approval for such.

I understand that I am bound by and shall abide by any applicable federal, state or local laws, regulations and ordinances.

I hereby agree to defend and indemnify the Town and hold it, its officials, officers, agents, representatives and employees, harmless from any and all losses, claims, liabilities or damages of any kind, including attorney's fees and costs, for personal injury or damage to property or other liabilities of any kind resulting from, or arising out of the Special Event, which are caused by the

Special Event participants or vendors invited or authorized by the Special Event organizer or applicant, including but not limited to, injury, sickness, death or damage to property.

I understand that I shall provide a Certificate of Insurance showing sufficient coverage, and naming the Town of Secaucus and its agents as an additional insured party prior to the issuance of an approval.

I understand that I may be required to deposit an amount of money, to be determined by the Chief of Police, Bureau of Fire Prevention, or Superintendent of Public Works, or their respective designees, with the Town of Secaucus to be held in escrow for the Town's use to pay for the cost of any Town services, personnel, equipment, or associated items for the special event. Any amount due and owing above the amount held in escrow shall be my responsibility as the person or entity responsible for the event.

I have read and completed the above Application and Chapter 73 of the Town Code and fully understand and agree to all the terms as set forth.

_____

Print Name:
Title:
If applicable, entity acting on behalf of:
Dated:

SPECIAL EVENT APPLICATION CHECKLIST

- ☐ Application
- ☐ $125.00 Permit Fee, if Application is approved
- ☐ Town Personnel/Service fees, if applicable, pursuant to § 73-34(C) of the Town Code
- ☐ Certificate of Insurance, pursuant to § 73-35 of the Town Code
- ☐ Site Plan/Layout/Occupancy Plan, including the following:
  - ☐ Security Plan
  - ☐ Fire Safety Plan
  - ☐ Emergency Medical Services Plan
  - ☐ Parking Plan
  - ☐ Sanitation Plan
- ☐ Permits from municipal departments, if applicable, including, but not limited to:
  - ☐ Fire Prevention Bureau[4]
  - ☐ Recreation Department[5]
  - ☐ Health Department[6]
  - ☐ Town Clerk's Office/Alcohol Beverage Control[7]
  - ☐ Construction/Zoning/Engineering Department (including NJSEA approvals)
  - ☐ Department of Public Works
- ☐ Permission/Authorization letter from Property Owner/Company, if applicable[8]

[4] Including, but not limited to Mobile Food Vendor Permit(s),
[5] Including, but not limited to Facility Rental Agreement if said event is being held on Town property or in a Town facility.
[6] Including, but not limited to mobile and retail food licenses, including temporary licensure.
[7] Including, but not limited to, filming permit, Alcohol Beverage Control license(s).
[8] If said Event is being held at on private property, the Applicant, if not the owner of said location, shall submit a permission/authorization letter from the property owner and/or company, on company letterhead.

Fees for Special Event Services Provided by the Town of Secaucus

Pursuant to § 73-34(C) of the Town Code, if it is determined by the Chief of Police, Bureau of Fire Prevention, or Superintendent of Public Works, or their respective designees, that it is necessary to have additional Town personnel made available, including, but not limited to police officers, firefighters, emergency medical services (EMS), office of emergency management (OEM), and public works, for the purpose of preserving the public safety and welfare for the Special Event, then the applicant shall be advised prior to issuing the permit. If additional expenses or costs are incurred for the purpose of providing such Town personnel, then the applicant shall be required to pay for same, in accordance with Chapter 73, Article V of the Town Code. The fees for services provided by the municipal departments are to be kept on file at the Town Clerk's Office and are attached to the Special Event Permit Application.

Service	Fee Rate[1]
Firefighter	$25.00 per hour
Fire Truck or Apparatus at Location	$150.00 flat fee, per truck
Police Officer[2]	Reimbursement Rate Utilized by Department for Overtime; Officer Assigned by Rotation Schedule
Police Car at Location[3]	$250.00 per day
EMS/EMT	Determined by Outside Contractor
Department of Public Works	$300.00 for a minimum of three (3) hours, plus $100.00 per hour thereafter, per person

[1] All fees are subject to administrative service charge.
[2] See Extra Duty Traffic Control form attached.
[3] See Extra Duty Traffic Control form attached.

EXTRA DUTY TRAFFIC CONTROL

SECAUCUS POLICE DEPARTMENT
1203 PATERSON PLANK ROAD
SECAUCUS, NJ 07094
201-330-2060 F:201-330-2064
extraduty@secaucusnjpolice.gov

Case#_____

COMPANY NAME:	JOB LOCATION (be specific)
ADDRESS:	DATE (S): _____
CITY, STATE, ZIP:	TIMES: _____ TO _____
CONTACT REPRESENTATIVE:	PERMIT SUBMITTED YES_____ NO_____
	TRAFFIC CONTROL PLAN YES _____ NO_____
	PHONE NUMBER: _____
	EMAIL: _____

TYPE OF CONSTRUCTION

ROADWAY EXCAVATION ☐ (permit required)	OVERHEAD UTILITY ☐
PERMIT NUMBER_____	MANHOLE UTILITY ☐
OTHER: _____	

NUMBER OF OFFICERS REQUESTED:_____

You have asked the Secaucus Police Department to arrange to have off-duty members of its force perform traffic related services for you.

Under Chapter 125 of the Municipal Ordinance, all roadway construction must be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). **You must submit a copy of the traffic control plan with this request form.** Every officer will work in uniform and be assigned a marked police vehicle (if available).

The hourly rate will vary depending on the officer assigned. You will be billed on a monthly basis for all hours worked by our officer at your site. The rate will be one and ½ times the standard rate of pay of the assigned officer, with a minimum rate of $80.00 per hour. Each marked patrol unit will be billed at the rate of $250 per day and an administrative fee of $25 per hour, per officer assigned will also be billed as per Town Code 28-35.

The allowable times for roadway construction is 9am to 4pm, unless specifically approved by the Secaucus Police Department. Should an officer be released from the detail prior to completing 4 hours, you will be billed for a 4-hour minimum. If the officer is released after working 4 hours, you will be billed for a minimum of 8 hours. After 8 hours, you will be billed for the 8 hrs plus each quarter hour thereafter until released.

Cancellations within 8 hours of the scheduled starting time of the assignment will result in a 3-hour cancellation fee at the assigned officer's rate plus the administrative fee. Cancellations after the scheduled starting time of the assignment will result in a 4-hour cancellation fee at the assigned officer's rate plus the administrative fee. Release of the officer shall be approved by your on-site supervisor and a signature is required.

*Roadway excavation on NON-COUNTY roads require a permit, obtained by the Building Department (1203 Paterson Plank Rd Government Bldg 4th Floor). PERMITS MUST BE SUBMITTED WITH THIS REQUEST FORM PRIOR TO APPROVAL. County Road excavation requires a permit from the county engineer's office prior to the start of any project.

If these terms are acceptable to you, please sign below and return this document to the Secaucus Police Department, extraduty@secaucusnjpolice.gov (Fax: 201-330-2064) so that we can begin to fill your manpower needs.

****Please make all cancellation notifications to the Police Desk at 201-330-2060 ****

SIGNATURE:_____ DATE:_____

FOR OFFICE USE ONLY

OFFICER(S) ASSIGNED_____ ☐PERMIT RECEIVED

TRAFFIVC DIVISION APPROVAL _____ ☐TRAFFIC CONTROL PLAN

EXTRA-DUTY COORDINATOR _____