

Application Fee: \$100.00

**SPECIAL EVENT APPLICATION**

As per Ordinance 282-2, each applicant will be limited to a maximum of 2 weeks per event and there shall be no more than 2 such events per year. Any requests to exceed this condition must be presented to the Borough of Eatontown Zoning Board of Adjustment as a variance application.

\_\_\_\_\_ Auction \_\_\_\_\_ Carnival / Fair  
\_\_\_\_\_ Tent Sale \_\_\_\_\_ Bazaar  
\_\_\_\_\_ BBQ / Outing \_\_\_\_\_ Sidewalk Sale  
\_\_\_\_\_ Other (specify below)  
\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Cell #: \_\_\_\_\_

Proposed location of event: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Date of Event requested: (from) \_\_\_\_\_ (to) \_\_\_\_\_  
Hours of operation: \_\_\_\_\_

Type of surface on which activity will occur:  
\_\_\_\_\_ Hardtop (concrete or blacktop)  
\_\_\_\_\_ Grass  
\_\_\_\_\_ Dirt

**The following items are to be considered a part of this application:**  
(include tents, signs, streamers, banners, balloons, generators, lighting/electric etc.)  
  
Any items not appearing in this section will not be allowed.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A sketch, drawing or copy of a site plan for the area the event is being held must be submitted with the application. The sketch, application and the fee will be filed with the Zoning Office. Copies will then be distributed to Police Department, Fire Prevention Bureau, Construction Department and Borough Administrator for approval prior to the event.

**If the application includes a tent, a sign or any kind of structure, a Zoning, Construction and/or Fire Prevention permit may be required in addition to this application.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

*(Applicant, please complete Sections 1 and 2 prior to submission)*

**SECTION 1.** If a Special Event Permit is granted, applicant agrees by signing below that all conditions set forth in said Permit, all rules and regulations pertaining thereto and all ordinances and/or resolutions of the Borough of Eatontown will be complied with, subject to any prescribed penalties for violations.

I HEREBY CERTIFY THAT DURING THIS CALENDAR YEAR, THE APPLICANT/ORGANIZATION/BUSINESS HAS NOT EXCEEDED ITS LIMIT OF 2 SPECIAL EVENTS LASTING NO MORE THAN 2 WEEKS EACH AND OCCURRING NOT CLOSER THAN 30 DAYS FROM THE END OF THE LAST PERMITTED ACTIVITY.

\_\_\_\_\_  
(Signature of Applicant and Title)

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Date)

Date of Special Event Applied for Herein: \_\_\_\_\_

\*\*\*\*\*  
**SECTION 2.** The following consent is to be signed by the person so authorized of the premises where the Special Event is to be held.

I HEREBY CERTIFY THAT I AM THE PERSON IN CHARGE OF THE PREMISES UPON WHICH THE HEREIN SPECIAL EVENT WILL BE HELD, THAT I AM FULLY AUTHORIZED TO AND DO HEREBY CERTIFY THAT THERE ARE NO OBJECTIONS TO THIS SPECIAL EVENT AS APPLIED FOR HEREIN. I HEREBY CERTIFY THAT THIS PREMISE HAS NOT EXCEEDED ITS LIMIT OF 2 SPECIAL EVENTS LASTING NO MORE THAN 2 WEEKS EACH AND OCCURRING NOT CLOSER THAN 30 DAYS FROM THE END OF THE LAST PERMITTED ACTIVITY.

\_\_\_\_\_  
(Signature of Authorized Person In Charge of Premises and Title)

\_\_\_\_\_  
(Date)

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**SECTION 3.** For review and approval for pedestrian and traffic safety by the Eatontown Police Department.

I HEREBY CERTIFY THAT THERE IS NO OBJECTION TO THE GRANTING OF A SPECIAL EVENT PERMIT TO THE ABOVE APPLICANT AS HEREIN APPLIED FOR, SUBJECT TO, HOWEVER, THE FOLLOWING SPECIAL CONDITIONS: (PLEASE LIST; IF NONE, PLEASE INDICATE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Chief of Police)

\_\_\_\_\_  
(Date)

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**SECTION 4.** For review and approval for fire safety by the Fire Official of the Eatontown Fire Prevention Bureau.

I HEREBY CERTIFY THAT I HAVE NO OBJECTION TO THE GRANTING OF A SPECIAL EVENT PERMIT TO THE ABOVE APPLICANT AS HEREIN APPLIED FOR, SUBJECT TO, HOWEVER, THE FOLLOWING SPECIAL CONDITIONS: (PLEASE LIST; IF NONE, PLEASE INDICATE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Fire Official)

\_\_\_\_\_  
(Date)

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**SECTION 5.** For review and approval by the Construction Official of the Eatontown Construction Department.

I HEREBY CERTIFY THAT I HAVE NO OBJECTION TO THE GRANTING OF A SPECIAL EVENT PERMIT TO THE ABOVE APPLICANT AS HEREIN APPLIED FOR, SUBJECT TO, HOWEVER, THE FOLLOWING SPECIAL CONDITIONS: (PLEASE LIST; IF NONE, PLEASE INDICATE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Construction Official)

\_\_\_\_\_  
(Date)

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**SECTION 6.** For review and approval by the Eatontown Zoning Officer as per Borough Ordinance #06-2008 adopted on April 9, 2008.

I HEREBY CERTIFY THAT I HAVE NO OBJECTION TO THE GRANTING OF A SPECIAL EVENT PERMIT TO THE ABOVE APPLICANT AS HEREIN APPLIED FOR, SUBJECT TO, HOWEVER, THE FOLLOWING SPECIAL CONDITIONS: (PLEASE LIST; IF NONE, PLEASE INDICATE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Zoning Officer)

\_\_\_\_\_  
(Date)

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**SECTION 7.** THE BOROUGH OF EATONTOWN HEREBY GIVES FINAL APPROVAL FOR A SPECIAL EVENT PERMIT AS HEREIN APPLIED.

\_\_\_\_\_  
(Signature of Borough Administrator)

\_\_\_\_\_  
(Date)

**AFTER ALL SIGNATURES ARE OBTAINED, THIS FORM WILL BECOME YOUR OFFICIAL PERMIT;  
PLEASE PRODUCE UPON REQUEST DURING SPECIAL EVENT**