

# TOWNSHIP OF BURLINGTON

## Application for Event Permit

Applications for Event Permits must be filed with the Township Clerk not less than thirty (30) days nor more than sixty (60) days before the date on which it is proposed to conduct the event.

At the time of the filling of the application a fee in the amount of two hundred dollars (\$200.00) shall accompany the application. Checks or money orders for this fee shall be made payable to the Township of Burlington.

Copy of Certificate of Insurance naming Burlington Township as co-insured required (\$2,000,000.00 minimum).

All information requested on this application must be supplied by the applicant unless not applicable. Failure to submit the required information may result in rejection of the application.

**Check type of Event:**

Carnival <input type="checkbox"/>	Demonstration <input type="checkbox"/>	Sporting Event <input type="checkbox"/>
Circus <input type="checkbox"/>	Parade <input type="checkbox"/>	Other <input type="checkbox"/>
Concert <input type="checkbox"/>	Rally <input type="checkbox"/>	

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*(If you check other give brief description of Event type)*

**Section 1 - Responsible Parties**

Name of Event Chairman: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

City & State: \_\_\_\_\_ Fax No. \_\_\_\_\_

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

**Section 2 - Responsible Organization (if applicable)**

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

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

City & State: \_\_\_\_\_ Fax No. \_\_\_\_\_

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

Name of Principal Officer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

City & State: \_\_\_\_\_ Fax No. \_\_\_\_\_

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

### **Section 3 - Event Details**

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Hours of Event: From \_\_\_\_\_ To \_\_\_\_\_

Any special requirements: Yes  No

Description: \_\_\_\_\_

### **Section 4 - Parade Route Information**

Formation Point: \_\_\_\_\_

Actual Route and Direction of Travel (Attach Detailed Diagram): \_\_\_\_\_

\_\_\_\_\_

Termination Point: \_\_\_\_\_

### **Section 5 - Other Information**

Approx. Number of Participants: \_\_\_\_\_

Approx. Number of Vehicles: \_\_\_\_\_

Description of Vehicles: \_\_\_\_\_

\_\_\_\_\_

Animals: Yes  No

Description of Animals: \_\_\_\_\_

\_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

### **Section 6 - Duties of Permittee**

- A) Permittee shall comply with all Permit directions and conditions and with all applicable laws and ordinances. The Event Chairman or other person heading or leading such activity shall carry the Event Permit upon their person during the conduct of the event.
- B) \*Permittee shall make arrangements to meet with the Director of Public Safety if it has been determined that Police protection or traffic control is required.
- C) \*Permittee shall make arrangements to meet with the Director of Licensing and Inspection if it has been determined that portable generators and/or temporary electrical service is required.
- D) \*Permittee shall make arrangements to meet with the Fire Prevention Official if it has been determined that charcoal, electric or gas grills and/or tents will be used.
- E) The Event Permit will not be used until these obligations have been met.

\*See Approval Process

**Township Code, Section 395-2 Paragraph L (Conduct, states that "No Person Shall Sell or Solicit for Sale any Goods or Merchandise in the Park, unless Affiliated with the Board of Recreation Commissioners"**

**Food/Refreshments:** If food or refreshments will be given away during the event, it is the applicant's responsibility to contact the Burlington County Health Department and insure that all County and State health requirements are met.

**Notice to Public:** Upon written notice of the approval of the Event Permit, the Event chairman or other person heading or leading the event shall be responsible within five (5) days of the date the event is to be conducted, to cause to be printed in the daily newspaper with primary circulation in the Township of Burlington, a proper notification to the general public specifying the time, date, assembly point, route and duration of the event for which the permit is granted.

If property other than personally owned property is involved, notarized written permission of property owner required.

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

\_\_\_\_\_  
*Date of Application*

**Do Not Write Below This Line**

**Administration Department:**

Approved  Denied  \_\_\_\_\_ (Signed)

**Engineering Department:**

Approved  Denied  \_\_\_\_\_ (Signed)

**Fire Department:**

**\* Charcoal, electric or gas grills and/or tents will be used for this Event:** Yes  No

Approved  Denied  \_\_\_\_\_ (Signed)

**Licenses & Inspections Department:**

**\* Portable generators and/or temporary electric service is required for this Event:** Yes  No

Approved  Denied  \_\_\_\_\_ (Signed)

**Public Safety Department:**

Approved  Denied  \_\_\_\_\_ (Signed)

**\* Police protection is required for this Event:** Yes  No

**Public Works Department:**

Approved  Denied  \_\_\_\_\_ (Signed)

**Recreation Department:**

Approved  Denied  \_\_\_\_\_ (Signed)

**Township Clerk:**

Approved  Denied  \_\_\_\_\_ (Signed)



# BURLINGTON TOWNSHIP CLERK'S OFFICE

851 Old York Road, Burlington Twp., NJ 08016

(609) 239-5815

**TO:** Event Permit Applicants  
**FROM:** Mary E. Field, Municipal Clerk  
**SUBJECT:** Event Permit Certificate of Liability Insurance

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Please be advised that a copy of a Certificate of Liability Insurance naming Burlington Township as co-insured is required (\$2,000,000.00 minimum).

The Certificate of Liability Insurance under DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS should state the following:

RE: List Your Event

Burlington Township is included as additional insured under the general liability policy in regards to List Your Event

## CERTIFICATE HOLDER

Burlington Township  
851 Old York Road  
Burlington, New Jersey 08016

If you should have any questions, please feel free to contact me at (609)239-5815 or email at: [mfield@twp.burlington.nj.us](mailto:mfield@twp.burlington.nj.us).

TOWNSHIP OF BURLINGTON

ORDINANCE  
09-OR-015 ,

**ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF  
BURLINGTON, COUNTY OF BURLINGTON, STATE OF NEW JERSEY  
AND SPECIFICALLY CHAPTER 243 (EVENT PERMIT)  
AND DELETING CHAPTER 168 IN ITS ENTIRETY (CIRCUSES,  
CARNIVALS AND SKATING RINKS)**

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE  
TOWNSHIP OF BURLINGTON, COUNTY OF BURLINGTON AND STATE  
OF NEW JERSEY AS FOLLOWS:

Section 1. Chapter 243 of the Code of the Township of Burlington,  
County of Burlington, State of New Jersey is hereby amended and shall read as  
set forth below.

REGULATION OF EVENTS.

243-1 APPLICATION REQUIREMENTS. Any person, organization,  
firm, or other entity that desires to hold an Event in Burlington Township must  
file an application with the Township Clerk. The Events requiring such an  
application shall include, but not be limited to, a parade, rally, demonstration,  
concert, carnival, circus or similar activity. Applications for Event Permits must  
be filed with the Township Clerk not less than 30 days nor more than 60 days  
before the date on which it is proposed to conduct the event. The application shall  
be accompanied by a copy of a Certificate of Insurance naming Burlington  
Township as a co-insured in the minimum amount of \$2,000,000.00. In addition,  
if the Event will be held on property not owned by the sponsoring person,  
organization or group written permission of the property owner shall be required.  
All information required in the application process must be supplied. The failure  
to submit the required information may result in rejection of the application.

243-2 APPLICATION FEE. At the time of the filing the application, a  
non-refundable fee in the amount of \$200.00 shall accompany the application,  
checks or money orders for this fee shall be payable to the Township of  
Burlington.

243-3 DUTIES OF APPLICANT. It shall be the obligation of the  
applicant to comply with all Event Permit directions and conditions and with all  
applicable laws and Ordinances. The event Chairman or other person in charge of

the Event activity shall carry the Event Permit upon their person during the conduct of the Event.

243-4 ORDERLY CONDUCT. In order that the said Event shall be run in an orderly manner, it shall be the duty of the Burlington Township Police Department to assign as many police officers as they may deem necessary to monitor the Event. The fees for said police protection will be paid for in advance by the Sponsor of the Event at the prevailing rates set forth in the Township Code. Any unused funds for police protection will be returned to the Event Sponsor.

243-5 REVIEW AND APPROVAL OF APPLICATION. All applications for Event Permits shall be subject to the review and approval of the following departments in Burlington Township: Administration Department, Engineering Department, Fire Department, Licenses & Inspections Department, Public Safety Department, Public Works Department, Recreation Department and Township Clerk. Upon approval of the required Department Directors the request for an Event Permit will be placed on a Township Agenda for approval by the Governing Body.

In the event the Governing Body rejects the request the Township Clerk shall not issue the Event Permit and the application fee returned.

243-6 PERMIT. After favorably considering said application, the Township Council shall instruct the Clerk to issue a permit for the Event. Once the application is approved and the permit is issued the fees are non-refundable.

243-7 NOTICE TO PUBLIC. Upon written notice of the approval of the Event Permit, the event Chairman or other person in charge of the Event shall be responsible to cause to be printed in the daily newspaper with primary circulation in the Township of Burlington a proper notification to the general public specifying the time, date, location and duration of the Event for which the permit is granted. If the event is a Parade the assembly point, parade route and termination point must be advertised also. This notice shall be printed no later than five days prior to the date that the Event is to be conducted and a copy shall be provided to the Township Clerk.

243-8 APPEALS. Any appeals from the denial of an Event Permit application shall be made to the Township Council of the Township of Burlington.

243-9 REVOCATION. In case the said Event is not run in an orderly and proper manner, the Township Council reserves the right to cancel the permit given therefore and the fees paid shall be retained by said Township Council.


243-10 EXEMPTIONS. The following entities/organization from this shall be exempt from the application fee, insurance requirements and notice requirements of this Ordinance: The Township of Burlington and it's appointed Boards and Commissions, Burlington Township Board of Education, Burlington Township Fire Department. However, the aforementioned departments are subject to the filing review and approval process.

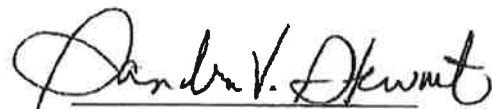
Section 2. All Ordinances or parts of Ordinances inconsistent with the provisions hereof are hereby repealed insofar as said inconsistency exists.

Section 3. This Ordinance shall take effect immediately upon final passage and publication required by law.

This ordinance was introduced at a meeting of the Township Council of the Township of Burlington held on July 14, 2009 and will be considered for final passage after a public hearing at a regular meeting of the Township Council to be held on July 28, 2009 at the Township Municipal Building, Burlington Township, New Jersey at 7:00 p.m.

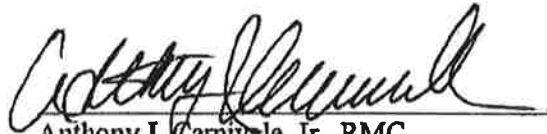
This will certify that the foregoing Ordinance was passed by a majority of the Burlington Township Council on July 28, 2009.

  
ANTHONY J. CARNIVALE, JR., RMC  
Municipal Clerk

  
SANDRA V. STEWART  
President of Council

**CERTIFICATION**

I, Anthony J. Carnivale, Jr., RMC, Municipal Clerk, do hereby certify that the attached is a true and exact copy of an ordinance adopted by the Township Council at the meeting held on July 28, 2009 which is being submitted this 28th day of July, to the Honorable Stephen M. George, Mayor of the Township of Burlington, for his action in conformity to the requirements of N.J.S.A. 40:69A-41.



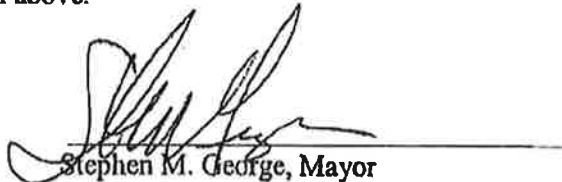
Anthony J. Carnivale, Jr., RMC  
Municipal Clerk

**APPROVAL**

I, Stephen M. George, Mayor of the Township of Burlington, acknowledge receipt of Ordinance # 09-OR-015 entitled:

**ORDINANCE TO AMEND TH CODE OF THE TOWNSHIP OF BURLINGTON,  
COUNTY OF BURLINGTON, STATE OF NEW JERSEY AND SPECIFICALLY  
CHAPTER 243 (EVENT PERMIT) AND DELETING CHAPTER 168 IN ITS  
ENTIRETY (CIRCUSES, CARNIVALS AND SKATING RINKS)**

on July 28, 2009 with my responsibilities under the Charter, I on this 28th day of July 2009, do approve the Ordinance entitled above.



Stephen M. George, Mayor



Reference Burlington Township Code Ordinances updated, Chapter 407, Peddling and Soliciting, Section 407-19, Location in proximity to public or commercial buildings and parks. "No person shall sell any merchandise under the provisions of this section of the Chapter within a distance of 500 feet of the nearest public building, within 500 feet of a commercial establishment which offers for sale the same Merchandise as being offered by the applicant or within any park or recreation site."

TOWNSHIP OF BURLINGTON

ORDINANCE NO.

05-OR-033

ORDINANCE TO AMEND THE GENERAL ORDINANCES OF THE TOWNSHIP OF BURLINGTON, COUNTY OF BURLINGTON, STATE OF NEW JERSEY AND SPECIFICALLY SECTION 12:5 (Prohibiting Vehicles Selling Merchandise from Parking in Parks or Recreation Sites)

BE IT ORDAINED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF BURLINGTON, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY AS FOLLOWS:

Section 1. Section 12:5-10.9 is amended in its entirety to provide as follows:

No person shall sell any merchandise under the provisions of this section of the Ordinance within a distance of 500 feet of the nearest public building, within 500 feet of a commercial establishment which offers for sale the same merchandise as being offered by the applicant or within any park or recreation site.

Section 2. Section 12:5-10.10 is hereby amended in its entirety or provide as follows: No vehicle shall be parked upon any public street or within any park or recreation site at a fixed location for the purpose of displaying or selling merchandise.

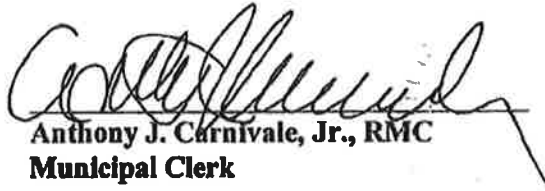
Section 3. All Ordinances or parts of Ordinances inconsistent with the provisions hereof are hereby repealed insofar as said inconsistency exists

**Section 4. This Ordinance shall take effect immediately upon final passage and publication required by law.**

**BRNETH S. DOMZALSK  
ATTORNEY AT LAW  
230 High Street  
Post Office Box 429  
08, NJ 08016**

**CERTIFICATION**

I, Anthony J. Carnivale, Jr., Municipal Clerk, do hereby certify that the attached is a true and exact copy of an Ordinance adopted by the Township Council at the meeting held on October 11, 2005 which is being submitted this 11<sup>th</sup> day of October 2005, to the Honorable Joseph D. Foy, Sr., Mayor of the Township of Burlington, for his action in conformity to the requirements of N.J.S.A. 40:69A-41.

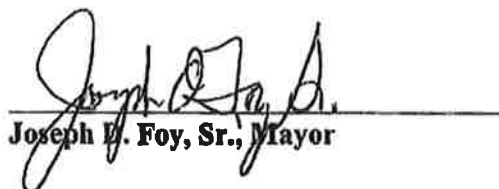
  
Anthony J. Carnivale, Jr., RMC  
Municipal Clerk

**APPROVAL**

I, Joseph D. Foy, Sr., Mayor of the Township of Burlington, acknowledge receipt of Ordinance # 05-OR-033 entitled:

**ORDINANCE TO AMEND THE GENERAL ORDINANCES  
OF THE TOWNSHIP OF BURLINGTON, COUNTY OF BURLINGTON,  
STATE OF NEW JERSEY AND SPECIFICALLY SECTION 12:5  
(PROHIBITING VEHICLES SELLING MERCHANDISE FROM  
PARKING IN PARKS OR RECREATION SITES)**

on October 11, 2005, which was passed by the Township Council on October 11, 2005. In accordance with my responsibilities under the Charter, I on this 11<sup>th</sup> day of October 2005, do approve the Ordinance entitled above.

  
Joseph D. Foy, Sr., Mayor

This Ordinance was introduced at a meeting of the Township Council in the Township of Burlington held on September 27, 2005 and will be considered for final passage after a public hearing at a regular meeting of the Township Council to be held on October 11, 2005 at the Township Municipal Building, Burlington Township, New Jersey at 7:00 P.M.

This will certify that the foregoing Ordinance was passed by a majority of the Burlington Township Council on October 11, 2005.

  
ANTHONY J. CARNIVALE, JR., RMC  
Municipal Clerk

  
SANDRA V. STEWART  
President of Council