

**BOROUGH OF MANASQUAN
201 EAST MAIN STREET
MANASQUAN, NJ 08736**

***APPLICATION TO USE BOROUGH PROPERTY FOR EVENT(S)
& SPECIAL ACTIVITIES***

All questions on this application must be fully answered. If a question does not apply, write "Does Not Apply" in the space. If there is not enough room in the space for your answer, use a separate sheet of paper and note on the application form that question is answered on a separate sheet. Attach any such extra "pages" to this application before submitting same. Type or carefully print all answers to questions on this form. Application should be submitted at least thirty (30) days prior to the date of the event being requested. Any misrepresentation from the finally agreed upon application described herein could result in the immediate revocation of permission to conduct the event and/or special activity.

To avoid mis-understandings, please familiarize yourself with applicable Borough Rules & Regulations that may apply to your request. A few are listed below:

BOROUGH ORDINANCE

****3-2.1 - NO ALCOHOLIC BEVERAGES PERMITTED ON BOROUGH PROPERTY**

****3-28.2 & 3-28-3 – unusual loud noise is prohibited**

****4-6 et seq. – regulates Hawkers and Peddlers in parts of the borough**

****3-4 etc. – regulates Littering & distribution of Handbills. **LITTERING IS PROHIBITED****

****N.J.S.A. 8:24-8.12 Food vending requirements – will be provided on an as needed basis**

ALL FACILITY USE MUST COMPLY WITH STATE AND LOCAL FIRE, HEALTH, SAFETY AND POLICE REGULATIONS.

Signature of Applicant _____ Date _____

Printed Name _____

Application to be submitted to:
Manasquan Borough Clerk
201 East Main Street
Manasquan, New Jersey 08736

APPLICANT: _____ PHONE #: _____

ADDRESS: _____ ZIP _____

CONTACT: _____ PHONE #: _____

ADDRESS: _____ ZIP: _____

E-MAIL ADDRESS: _____

TYPE OF EVENT: _____

LOCATION OF EVENT: _____

THEME OR PURPOSE OF EVENT: _____

DATE(S): _____ DAY(S): _____

STARTING TIME: _____ ESTIMATED FINISH TIME: _____

DATE & TIME ALL EVENT RELATED ITEMS WILL BE OFF BOROUGH PROPERTY

DATE: _____ TIME: _____

RAIN OR CANCELLATION DATE(S) REQUESTED: _____

HAVE ARRANGEMENTS BEEN MADE FOR
MEDICAL ASSISTANCE IF NEEDED? _____

IF YES, WHAT TYPE OF ARRANGEMENTS, NAME OF PERSON CONTACTED: _____

WILL POLICE ASSISTANCE BE REQUESTED FOR SECURITY, ESCORTS, CROWD AND/OR TRAFFIC CONTROL? IF YES, FULLY EXPLAIN AND DESCRIBE THE NEEDS AND REQUESTS: (NOTE: If it is established by the Chief of Police that Police manpower will be needed as a result of this event/activity, cost will be the expense of applicant at the rate(s) established by the Borough of Manasquan)

ARE YOU REQUESTING ANY SPECIAL NEEDS, REQUESTS AND/OR EQUIPMENT FROM THE BOROUGH OF MANASQUAN? IF YES, FULLY EXPLAIN AND DESCRIBE:

PICK UP: _____ RETURN: _____

If permission is granted to conduct event/activity, applicant shall provide the Borough Clerk with a Certification of Insurance naming the Borough of Manasquan as additional insured prior to approval of Mayor and Council. If not provided, event cannot take place.

FIREWORKS PERMIT

In accordance with Borough Ordinance 3-13.4 the Mayor and Council must render a decision to grant a permit for fireworks display within 45 days. This Use of Borough Property must be completed and an Insurance Certificate must be filed with the Borough Clerk's Office prior to approval. Permission is also required from a Manasquan Fire Official prior to Mayor and Council approval.

FLEA MARKETS/CRAFT & ART SHOWS

You must secure permission from the Superintendent of Public Works for use of electricity, barricades, traffic cones and litter baskets for Flea Markets. Barricades and Traffic Cones will be placed near #1 Firehouse. Applicant will be responsible for setting them up and taking them down and returning them to area by Firehouse.

Litter baskets which are provided by the DPW are to be spread out along the market area. At the end of the Flea Market, litter baskets are to be placed on the center grass sections of the plaza for garbage pick-up. **NO** garbage and/or litter baskets are to be left on V. Miller Preston Drive.

Recycling baskets which you provide are to be spread out along the market area along side the litter baskets. For every litter basket there must be a clearly marked recycling basket. At the end of the Flea Market, recyclables are to be placed on the center grass sections of the plaza in clear plastic bags for pick-up. NO garbage and/or litter baskets are to be left on V. Miller Preston Drive.

The applicant shall be responsible to ensure that the entire Plaza area is cleaned up after the Flea Market and restored to its original state or the cost of clean up will be paid for by the Applicant.

RESTROOM FACILITIES You are required to provide a handicapped accessible and a regular portable restroom facility or a suitable substitute for the duration of a **Flea Market/Craft & Art Show event held in Squan Plaza**. Please annotate the details of what facilities will be provided in the space below:

NAME OF VENDOR: _____

DESCRIPTION OF FACILITY _____

PROOF OF INSURANCE PROVIDED TO APPLICANT: _____ YES

*BOROUGH OF MANASQUAN
Special Event/Activity Diagram
(All events except Plaza events)*

IN THE SPACE PROVIDED BELOW, PLEASE SKETCH AREA OF BOROUGH PROPERTY YOU ARE REQUESTING PERMISSION TO USE FOR THIS ACTIVITY/EVENT. BE SURE TO INCLUDE EXISTING BOROUGH FACILITIES AS WELL AS PROPOSED "USE" FACILITIES TO BE PLACED TEMPORARILY ON BOROUGH PROPERTY. SUCH AS TENT(S), TABLES, CHAIRS, ETC., IN YOUR SKETCH. THANK YOU.

CENTER AREA OF PLAZA WHERE FOUNTAIN IS LOCATED IS OFF LIMITS

If applying to use Old Squan Plaza Area, for Flea Market, see attached sketch, all other activities/events, sketch your request(s) as appropriate on page provided as part of this application or if more space is needed, attach a page to this application.

HOLD HARMLESS AND INDEMINIFICATION AGREEMENT

BETWEEN

BOROUGH OF MANASQUAN, a municipal corporation of
the State of New Jersey, having offices at 201 East Main
Street, Manasquan, NJ 08736

AND

Outside Organization utilizing Municipal Property or Facilities

Address (Not Post Office Box)

Telephone Number

Organization Type (Individual(s), Partnership, Corporation (Profit), Corporation (Not-for-Profit),
Association, Limited Liability Company, Club, Public Entity)

In consideration of the use of municipal property or facilities on _____, 20
the undersigned Outside Organization agrees to indemnify and hold harmless the Borough of
Manasquan, its officers, agents and/or employees from any and all liability, claims, costs,
including reasonable attorneys fees, arising out of the use of municipal property or facilities by
this Outside Organization.

The undersigned understands and acknowledges that this hold harmless and
indemnification agreement requires that Manasquan be indemnified from any losses or damages
resulting from the acts or omissions from any guest, participant, visitor, or other person attending
the event referred to in this agreement. This hold harmless and indemnification agreement shall

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also pertain to any claims due to Manasquan's negligence. The undersigned further agrees to

release any claim that they may now have or have in the future against Manasquan relating to the use of municipal property or facilities, including claims due to Manasquan's negligence.

The undersigned further agrees to furnish Manasquan with a Certificate of Insurance naming the Borough of Manasquan as an insured party. The Certificate of Insurance must evidence the provision of general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$500,000.

In order to induce Manasquan to accept this hold harmless and indemnification agreement, the following information concerning the intended use of municipal property or facilities is provided:

- a. The purpose of the event is _____

- b. The total number of persons anticipated to attend this event is _____
- c. Alcoholic beverages (will) or (will not) be served.
- d. Live entertainment (will) or (will not) be provided.
- e. Other _____

This agreement has been signed on this _____ day of _____, 20

By an authorized person of the Outside Organization sponsoring this event.

Witness:

Name of Outside Organization

Authorized Signature

INSURANCE DISCLOSURE STATEMENT

The Outside Organization acknowledges that Manasquan has disclosed that it does not maintain any regular or special insurance coverage for any Outside Organization (individual(s), partnership, corporation (profit), corporation (not for profit), association, Limited Liability Company, club, public entity, or similar entity) using municipal property or facilities. Manasquan's authorization to an Outside Organization to use its public property or facilities is merely an accommodation to the Outside Organization. The Outside Organization acknowledges that Manasquan does not maintain any regular or special insurance coverage relating to the event to be held by the Outside organization. The individual signing this agreement agrees to make all participants in the event aware of this disclosure.