Application for Walk/Run/Race

If your organization would like to hold a walk or race in the Borough of Manasquan you must complete this application and submit it to the Borough Clerk for approval by the Mayor and Borough Council. Your application must be submitted at least 30 days prior to the event to allow time for approval. Please do not schedule your event during the peak season (May 1st through the first weekend in October). Events requiring road closures will need approval by Police Chief or his designee. Please confirm that the date you are requesting is available with the Borough Clerk's Office as not more than one (1) event per date will be approved. Confirmation of availability of the date by the Borough Clerk's Office or the approval of the route from the police dapartmentdoes not guarantee approval by the Mayor and Borough Council.

As a condition of any approval, you will be required to remove any garbage, garbage receptacles, signs, tape, etc. along your route immediately upon completion of your event. In addition, please be advised that any type of paint or stenciling of any kind is strictly prohibited for use to mark out any route or Start/Finish lines. Failure to comply will result in the denial of permits for future events.

PLEASE NOTE THAT A CERTIFICATE OF LIABILLITY INSURANCE NAMING THE BOROUGH OF MANASQUAN AS AN ADDITIONAL INSURED, IN AN AMOUNT NOT LESS THAN ONE MILLION DOLLARS IS REQUIRED AND MUST BE RECEIVED AT LEAST SEVEN (7) DAYS PRIOR TO THE EVENT OR THE APPROVAL WILL BE RESCINDED.

Event Date:_____ Event Time:_____ # of Participants_____

Organization_____

Is the organization a 501C3? Yes_____ No_____ If yes, please attach proof.

Contact Person_____ e-mail_____

Address:_____

Telephone #_____Cell #_____

Exactly, What will be brought onto Borough Property:_____

_____

Attach a detailed Map of the Proposed Route

Upon review of your application, additional information may be requested. Please be sure to include all of the requested information so as not to delay the review of your application by the Mayor and Borough Council.

FEES

Non-refundable Application fee for Run/Walk/Race $50.00 due at time of application for any event.

POLICE: This cost includes setting up any barricades, traffic assistance during events and removal of barricades after the event. The fee to be charged is in accordance with an agreement that is signed with the Police Department. Manpower requirements are determined by the Chief of Police or his designee. An invoice will be sent to you within thirty (30) days of the event and is due and payable immediately after the event. Failure to pay an invoice will result in the denial of future events.

I HAVE READ ALL OF THE ABOVE AND FURTHER AGREE TO THE FOLLOWING AS PART OF ANY APPROVAL WHICH MAY BE GRANTED WITH RESPECT TO THIS APPLICATION:

1. **I understand that no painting and/or marking of any kind is allowed for any reason.**
2. **No tables are to be set up on the boardwalk or on the walkways leading up to the boardwalk.**
3. **No tents or canopies shall be set up on the boardwalk or on the areas adjacent to the boardwalk.**
4. **All audio equipment must be approved by Mayor & Council.**
5. **No commercial activity shall take place on the boardwalk. This includes the selling of any type of merchandise, food or beverages. The selling of any type of raffle tickets is also prohibited without a raffle license issued by the Borough Clerk's Office.**
6. **All garbage, garbage receptacles, signs, tape, etc…must be removed immediately upon completion of the event.**

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE TERMS OF THIS APPLICATION WILL RESULT IN THE DENIAL OF ANY FUTURE APPLICATIONS BY MY ORGANIZATION.

Date:_____   _____

Signature of Applicant

FOR MUNICIPAL USE ONLY

Application Received on:_____ Fee paid: Cash/Check #_____
Approved/Denied on:_____ Copy to Chief of Police on _____DPW_____
Certificate of Insurance Received on:_____
Inspection after event by:_____ Date:_____ Time:_____
Comments:_____