

**CITY OF PASSAIC
OFFICE OF THE CITY CLERK
973-365-5584**

**APPLICATIONS MUST BE SUBMITTED ONE MONTH IN ADVANCE
FROM THE DATE OF EVENT.**

REQUIREMENTS FOR EVENTS PUBLIC PROPERTY

- 1. APPLICATION SHALL BE COMPLETED IN FULL AND FILED WITH THE CITY CLERK'S OFFICE**
- 2. SIGNED AND NOTARIZED STATEMENT OF REQUIREMENTS FOR APPROVAL OF SPECIAL EVENTS**
- 3. IF FOOD IS BEING SERVED MUST FILL OUT FORM AS REQUIRED BY THE CITY OF PASSAIC FIRE PREVENTION**
- 4. ANY CARNIVAL, FESTIVAL OR OUTDOOR ACTIVITY TAKING PLACE ON PUBLIC PROPERTY MUST SUBMIT LICENSE FEE OF \$250.00 WHEN APPLICATION IS SUBMITTED**
- 5. THE CERTIFICATE OF INSURANCE AND THE CASH BOND MUST BE SUBMITTED NO LATER THAN TWO WEEKS PRIOR TO THE EVENT**

CITY OF PASSAIC

REQUIREMENTS FOR APPROVAL OF SPECIAL EVENTS

1. Application shall be completed in full and filed with the City Clerk
2. Liability Insurance, including a hold harmless agreement naming the City of Passaic as an additional insured. The minimum amount of liability insurance shall be \$1 million.
3. If the event requires the closing of city streets, such closing shall be approved by the Police and Fire Departments and all merchants along the city streets shall be notified by the applicant. If the street to be closed is a county street, County approval must be received.
4. If the event takes place on City property and includes booths, tables, rides and/or entertainment, the applicant shall submit a cash bond in the amount of \$2,000 for each day of the event, in addition a site plan must be provided.
5. If the special event includes rides, the applicant shall adhere to Chapter 99 of the Code of the City of Passaic which states, in part "rides are only allowed on macadam".
6. If the event includes a raffle or wheels of chance, the applicant shall be licensed by the New Jersey Legalized Games of Chance.
7. Alcohol is not permitted in city parks at any time.
8. Applicant shall submit a list of food vendors to the City Health Department. All vendors shall meet with the City Health Department prior to the special event. The number of Port A John's required will be determined by the amount of people expected to attend the event.
9. If the City Police, Fire, Inspectors or Department of Public Works employees are required to work overtime because of the Special Event, (including 50 people or more) the applicant shall be responsible for any cost to the City for the overtime pay.
10. Stage construction, if any, shall be approved by the City Construction Official.
11. The use of propane tanks shall be licensed by the City Fire Department and meet all acceptable standards.
12. The use of the ball fields located in the City parks shall be approved by the Recreation Department prior to the special event.

ACCEPTED ON BEHALF OF _____
(Applicant/Organization)

By: _____

Print Name and Title of Office

Dated

Sworn and subscribed before me
this _____ day of _____,

**TO: ALL ORGANIZATIONS, GROUPS AND/OR INSURANCE
AGENTS**

FROM: CITY OF PASSAIC

**RE: THE USE OF ANY AND ALL PROPERTIES WITHIN THE CITY OF
PASSAIC PICNICS, FESTIVALS, BIKE-A-THONS, RACES, ETC.**

**THE USE OF THE CITY OF PASSAIC'S PROPERTIES BY ANY ORGANIZATION IS
CONTINGENT ON A CERTIFICATE OF INSURANCE WHICH MUST BE PLACED ON FILE
WITH THE CITY CLERK'S OFFICE, 330 PASSAIC STREET, PASSAIC, NEW JERSEY 07055**

NO LATER THAN 2 (TWO) WEEKS PRIOR TO THE EVENT

THE CERTIFICATE OF INSURANCE MUST INDICATE THE FOLLOWING:

- 1. THE CITY OF PASSAIC MUST BE NAMED AS AN ADDITIONAL
INSURED**
- 2. THE POLICY MUST BE IN THE AMOUNT OF \$1,000,000 (ONE
MILLION DOLLARS)**
- 3. THE CERTIFICATE MUST CONTAIN THE FOLLOWING
STATEMENT WHICH MAY NOT BE MODIFIED OR LIMITED IN ANY MANNER**

"THE INSERT NAME AND ADDRESS OF ORGANIZATION

**CONVENANTS AND AGREES TO SAVE AND HOLD HARMLESS THE CITY OF PASSAIC
ITS AGENTS, SERVANTS AND ADMINISTRATORS FROM ANY AND ALL LIABILITY ARISING
OUT OF THE USE OF SAID PREMISES OR PROPERTY, INCLUDING ANY AND ALL PRE-
EXISTING CONDITIONS"**

CITY OF PASSAIC, NEW JERSEY
Fire Prevention Bureau
11 Hope Avenue
Passaic, New Jersey 07055
Telephone 973-365-5687
Fax 973-365-5609

RE; STREET FESTIVALS

DATES OF EVENTS:

TIMES OF EVENTS:

TELEPHONE NUMBER OF RESPONSIBLE PERSON/PERSONS _____

SECURITY; _____ NUMBER OF PERSONS; _____

FIREMAN PATROL DEPENDING ON SIZE: 1 2 3 4 5 6 ONE TO SIX MEN TO BE ASSIGNED BY THE FIRE OFFICIAL

FIRE RATING OF TENTS: _____

PROPANE TANKS: LIMITED TO 100 LB. BOTTLES

FIRE EXTINGUISHER AT EVERY TENT 10 LBS: _____

PROPER ELECTRIC POWER: NO PORTABLE GENERATORS

MUST PROVIDE PROPER RECEPTICLES FOR DISCARDED CHARCOAL: _____

REQUIRE LAYOUT OF TENTS: _____

COOKING TENTS MUST BE AT LEAST 10 FEET APART: _____

STREETS IF ANY TO BE CLOSED: _____

NUMBER OF COOKING TENTS: _____

MUST MEET WITH FIRE OFFICIAL AFTER SUBMITTING LAYOUT OF TENTS** PERMITS ARE REQUIRED FOR EACH INDIVIDUAL BARBEQUE

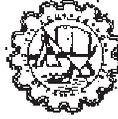
LIST OF RIDES: _____

APPROVING AGENCY: _____

Luis Sanchez
CAPTAIN FIRE OFFICIAL

NAME OF ORGANIZATION

City of Passaic



APPLICATION FOR:

JOGGING/WALKATHON _____
OUTDOOR ASSEMBLIES _____
RALLY _____
PICNIC _____

- 1) NAME OF GROUP OR ORGANIZATION _____
- 2) ADDRESS _____ PHONE NUMBER _____
- 3) YEARS IN EXISTENCE _____
- 4) NAME, ADDRESS AND PHONE NUMBERS OF PERSONS OR PERSONS IN CHARGE OF EVENT

*NAMES AND ADDRESSES OF OFFICERS OF THE ORGANIZATION TO BE ATTACHED.

- 5) IS THIS A NON-PROFIT ORGANIZATION: YES _____ NO _____
- 6) TYPE OF EVENT _____ DATE _____
- 7) PLACE OF EVENT _____ AMOUNT OF PEOPLE EXPECTED _____
- 8) DO YOU ANTICIPATE THE NEED FOR POLICE BARRICADES: YES _____ NO _____
- 9) DO YOU HAVE SECURITY MEASURES AND/OR VOLUNTEERS: YES _____ NO _____

*ROUTE AND MAP TO BE SUPPLIED

- 10) WILL MONIES BE COLLECTED? YES _____ NO _____

*STATEMENT SHOWING NEED FOR CHARGE/SOLICITATION TO BE ATTACHED

- 11) ARE YOU PLANNING ON ANY OF THE FOLLOWING?:
BOOTHS: YES _____ NO _____ TYPE _____ AMOUNT _____
FOOD: YES* _____ NO _____ *WILL PROPANE BE USED? YES _____ NO _____
**If yes, a permit from the Fire Prevention Bureau is required.
ENTERTAINMENT: YES _____ NO _____ HOURS _____

FLAGS ARE PERMITTED TO BE RAISED FOR ONE DAY ONLY.

IF WHILE THE APPLICATION IS PENDING OR DURING THE TIME OF ANY PERMIT GRANTED THEREUNDER THERE IS ANY CHANGE IN FACT, POLICY OR METHOD THAT WOULD ALTER THE INFORMATION GIVEN IN THE APPLICATION, THE APPLICANT SHALL NOTIFY THE CITY CLERK IN WRITING WITHIN TWENTY-FOUR (24) HOURS OF THE CHANGE.

SIGNATURE OF APPLICANT

SWORN AN SUBSCRIBE BEFORE ME THIS
_____, _____ DAY OF _____, _____

~~~~~  
SENT TO POLICE DEPT. \_\_\_\_\_  
SENT TO RECREATION DEPARTMENT \_\_\_\_\_ FEE PAID \_\_\_\_\_  
APPROVED DENIED BY CITY COUNCIL ON \_\_\_\_\_

\_\_\_\_\_  
CITY CLERK

# City of Passaic Department of Public Works

## Items requested for City Events

Event Name \_\_\_\_\_  
 Individual/Organization Name \_\_\_\_\_

Event Date \_\_\_\_\_  
 Contact Number \_\_\_\_\_

**Items to be considered for your event**

|                                                                                            | Rate                      | Yes | No |
|--------------------------------------------------------------------------------------------|---------------------------|-----|----|
| Barricades                                                                                 |                           |     |    |
| Garbage Barrels                                                                            |                           |     |    |
| Garbage Bags                                                                               | <b>\$29.00 per Case</b>   |     |    |
| Garbage Tip Fee - Flat Rate per quantity of people                                         |                           |     |    |
| <b>1-100 - \$25.00    101-250 - \$62.50    251-300 - \$75.00    301+ dumpster required</b> |                           |     |    |
| Garbage Dumpsters (30yd Containers)                                                        | <b>\$225.00 per Cont.</b> |     |    |
| Electricity Fee - Flat Rate per Hookup & quantity of people                                |                           |     |    |
| <b>1-100 - \$25.00    101-250 - \$50.00    251-300 - \$75.00    301+ - \$100.00</b>        |                           |     |    |
| Vehicles - Flat Rate                                                                       | <b>\$250.00</b>           |     |    |
| Equipment and Tools                                                                        |                           |     |    |
| Manpower                                                                                   |                           |     |    |
| Other:                                                                                     |                           |     |    |
| <b><u>Overtime Policy</u></b>                                                              |                           |     |    |
| Mon-Fri after 4pm & Saturdays - are charged at Time and a Half (T1/2)                      |                           |     |    |
| Sunday - is charged at Double Time                                                         |                           |     |    |

Please note - in all cases we will work with you to minimize additional costs for your event.

**\*\*\*\*\*Please Note Rates are subject to change\*\*\*\*\***

**Effective 6/11/14**

I acknowledge that the items checked are billable and understand I must reimburse the City of Passaic for the charges incurred.

\_\_\_\_\_  
 REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 RECEIVED BY THE DEPARTMENT OF PUBLIC WORKS

\_\_\_\_\_  
 DATE