



SPECIAL EVENTS PERMIT APPLICATION

Date Received: _____ APP. # _____

Please complete the following information as required by city Ordinance No 2016-55 "General Licensing: 4-10.4." All applications are to be received by the Asbury Park Office of Special Events (1Municipal Plaza Asbury Park, NJ 07712) no less than 45 Days prior to the event for which permit is being requested. All application fees are non refundable and must be submitted with this application. Contact Leesha Floyd at 732.502.5759 or Leesha.floyd@cityofasburypark.com for additional information. Fax number is 732.775.1483

NAME OF EVENT: _____

DATE(S): _____ Rain Date: _____

HOURS OF EVENT: From _____ To: _____

EXACT LOCATION YOU ARE REQUESTING TO STAGE YOUR EVENT:

Name of Applicant/Organization: _____

Address: _____

Contact: _____ Phone: _____

Fax: _____ Email: _____

Non-Profit? Yes ___ No ___ Tax Exempt ID Number: _____

If yes, please provide non-profit certificate

DESCRIBE IN DETAIL TYPE OF EVENT YOU WILL BE STAGING: _____

*On a separate sheet of paper, please provide a detailed description (footprint) of the proposed event and a sketch that shows the area or route to be used along with any proposed structures, tents, fences, barricades, signs, banners restroom facilities and electrical equipment. **NOTE: sketch should identify the dimensions of exhibit booths, structures, etc.***

OVER

WILL APPLICANT REQUIRE A LIQUOR SOCIAL EVENT OR CATERING PERMIT

Yes _____ No _____ If yes, please explain _____

NUMBER OF PEOPLE ANTICIPATED TO ATTEND: _____

ADMISSION CHARGE? YES _____ NO _____ IF YES, HOW MUCH _____

VENDOR CHARGE? YES _____ NO _____ IF YES, HOW MUCH _____

WILL YOU REQUIRE A STREET CLOSING? YES _____ NO _____ Please Give Details:

PROVIDE COMPLETE DETAILS AS TO HOW THE APPLICANT INTENDS TO PROVIDE FOR SECURITY, TRAFFIC CONTROL, CLEAN UP, SEPARATION OF RECYCLABLE MATERIAL AND DISPOAL OF TRASH AND DEBRIS: _____

DESCRIBE ALL CITY RESOURCES AND/OR SERVICES THAT WILL BE REQUIRED TO BE PROVIDED IN CONNECTION WITH THE EVENT: _____

NOTE: There will be charges for all city services provided. Refer to the attached fee schedule.

*All vendors using tents and/or various cooking devices are required to obtain a vendor's permit from the Asbury Park Bureau of Fire Prevention.

*Asbury Park requires liability insurance. The amount of liability coverage depends upon the size and nature of the event planned. The minimum liability coverage is one million dollars. The City of Asbury Park must be named on the insurance policy as an "additional insured." All insurance policies are to be provided to the Special Events Office not less than 10 days prior to the date of the event.

*All estimated fees and/or costs the City of Asbury Park may incur as a result of the City issuing a special event's permit to stage this event must be paid in advance by certified or cashier's check, not less than 10 business days in advance of the event date.

*If the event insurance policy and all fees are not submitted to the City 10 days prior to the event, the City reserves the right to cancel the event.

Signature of Applicant

Date

Print Name of Applicant

For Special Events Office Use only:

Total Fees Calculated to be paid by Applicant \$ _____ Total Fees Collected \$ _____

ASBURY PARK SPECIAL EVENT FEE SCHEDULE- Revised December 28, 2016

Fees associated with Special Event Applications as stated in Special Events resolution # 2016-55:

Application Fee: (non refundable)

\$50.00 for non-profits
\$250.00 for all other organizations or groups
\$1,000 for events over 2,000
\$5,000 for events over 15,000

Maintenance Personnel and Equipment fees:

Putting up barricades- 1 man, 1 hour	\$50.00
Picking up barricades- 1 man, 1 hour	\$50.00
Putting up banner- 2 men, 1 hour	\$100.00
Taking down banner- 2 men, 1 hour	\$100.00
Use of pickup truck, per hour	\$40.00*
Use of dump truck	\$85.00*
Use of sweeper, per hour	\$75.00*
75Use of front end loader, per hour	\$80.00*
Use of dozer, per hour	\$100.00*
Use of portable float (stage) and steps	\$250.00
Use of litter scooter, per hour	\$30.00*
Use of garbage truck, per hour	\$90.00*(plus tipping fees)
Use of bucket, per hour	\$75.00*
Ambulance	\$250.00*
Dumping fee	\$80.00 per ton
Fire Engine or Rescue Truck	\$500.00 per day*
Rack Body Flatbed Truck	\$55.00 per hour
Mason Dump Truck	\$55.00 per hour

Items shown with an asterisk require an additional charge for the operator of the vehicle or equipment, which shall be at the rate of \$50.00 per hour. The above fees include delivery and pick-up during regular working hours (7am-2pm). All charges shall be hourly (except for the use of the portable float/stage and steps) and shall have a minimum charge of one hour. For any increments into the following hours, a one hour charge shall be incurred.

Public Parks:

Sunset	\$600.00 per day
Bradley	\$1500.00 per day from one week prior to Memorial Day through two weeks after Labor Day
Bradley	\$750.00 per day any other time (off season)
Atlantic	\$1500.00 per day from one week prior to Memorial Day through two weeks after Labor Day
Atlantic Park	\$750.00 per day any other time (off season)
Library	\$600.00 per day
Kennedy	\$100.00 per day
Merchants	\$100.00 per day
Springwood	\$100.00 per day

Boardwalk fee: daily fee of \$250.00 per day per block

Beaches: daily fee of \$700.00 for use of the City's beaches in conjunction with any special event within the City. All participants on the beach will also be required to purchase a daily beach badge.

Transportation Center: \$100.00 per day plus any maintenance fees
Council Chambers: \$100.00 per day plus any maintenance fees

Large Beach or Park Event: any event that is projected for 500 participants or more will be subject to a different fee structure to cover added city expenses. The daily beach/park fee will vary according to the type of event: Beach Fee: \$2,500.00 Park Fee: \$2,500.00

In addition, a deposit will be required in the amount of \$5,000 to cover any expenses incurred by the city that are not covered by special event fees

For any event with 2501 or more participants, user fees and deposits will be set by the Asbury Park Special Events Committee and approved by the Asbury Park City Council. A separate contract approved by the City Council will govern the operation and fees of said event.

Street Blocking or Closing:

Non-Metered Streets: \$250.00 daily fee per block for any non-metered street blocking or closing.

Metered Streets: The daily charge per block for street blocking or closing will be calculated by: taking the number of metered parking spaces in that block x the current hourly rate in that block (for the specific date of closure) x the daily number of hours the meters are in operation = the daily rate for that block. Either the daily block rate or a minimum of \$250.00, whichever is greater, will be paid by the applicant.

Off Duty Police Officers: 8:00am-12:00am \$75.00 per hour per officer/ 12:00am- 8:00am \$85.00 per hour per officer

EMT/Fire: 8:00am-12:00am \$75.00 per hour/12:00am-8:00am \$85.00 per hour(Fire Inspector/Fire Official regular overtime receive rate)

Lifeguards: \$65.00 per hour

Utility fees: Any and all fees for actual water and electric consumption shall be billed by the Director of Public Maintenance after the conclusion of the event.

Electrician: \$60.00 per hour

Sunset Sign Advertising: the weekly rate to create and post a message for 7 Days is \$250. The rate for a single day special message (birthdays, anniversaries, etc) is \$50

Returned Checks: \$25.00 fee in addition to the reimbursement of the original check amount.

All required fees must be paid in full at least 10 days prior to the event. All checks should be made payable to City of Asbury Park and mailed to 1 Municipal Plaza Asbury Park, NJ 07712 Attn: Leesha Floyd, Special Events Department

The City of Asbury Park is authorized to charge any additional and/or unanticipated fees or expenses which are deemed or become necessary prior to, during or after the special event, as a direct result of the event, from unforeseen circumstances or otherwise.