



Date Application Received: _____
Application Fee Paid: _____

## CITY OF ASBURY PARK

### SPECIAL EVENT APPLICATION FORM

Please complete the following information as required by City Ordinance 2021-6 General Licensing: 4-10

All applications and appropriate application fees are to be received by the Asbury Park Special Events Department no less than 30 days prior to the event for which the permit is being requested. Application fees are non-refundable. Applications should be emailed to: [Leesha.floyd@cityofasburypark.com](mailto:Leesha.floyd@cityofasburypark.com) (732-502-5759) or mailed to the Department of Special Events 1 Municipal Plaza Asbury Park, NJ 07712 Attn: Leesha Floyd.

- All applications must be reviewed by the Special Events Committee. This may require the organizer/applicant to attend one or more special event meetings.
- Applications must be formally approved by the City Council after initial approval from the Special Events Committee.
- A **refundable** \$500.00 deposit may be required in connection with events held on City property in case of damage.
- A certificate of insurance naming the City of Asbury Park (1 Municipal Plaza Asbury Park, NJ 07712) its officers, employees, contractors, agents and representatives harmless from and against any and all liability. Minimum liability coverage of one million dollars (for some events more coverage will be required) must be provided 10 days prior to event. The applicant name/organization on insurance must match the applicant name/organization completing the application.

**All fees and certificate of insurance must be submitted 10 days prior to the event. Failure to do so can result in the termination of your event.**

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

Time of Event: \_\_\_\_\_ to \_\_\_\_\_ Setup time: \_\_\_\_\_ Break-down time: \_\_\_\_\_

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

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

Type of Event (check all that apply):

- |  |                                      |  |
|--|--------------------------------------|--|
| <input type="checkbox"/> Festival            | <input type="checkbox"/> Parade      | <input type="checkbox"/> Foot Race       |
| <input type="checkbox"/> Wedding*            | <input type="checkbox"/> Beach Event | <input type="checkbox"/> Concert         |
| <input type="checkbox"/> Bike Ride/Race      | <input type="checkbox"/> Triathlon   | <input type="checkbox"/> Multi Day Event |
| <input type="checkbox"/> Rally/Demonstration | <input type="checkbox"/> Swim Event  | <input type="checkbox"/> Other: _____    |

**\*Wedding applicants only need to complete page 6.**



## APPLICANT INFORMATION

1. Name of Applicant/Organization: \_\_\_\_\_
2. Address of Applicant: \_\_\_\_\_
3. Telephone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_
4. Is your organization non-profit? \_\_\_\_\_ If so, please provide Tax ID# \_\_\_\_\_  
Please attach a copy of your non-profit certificate to the application
5. Describe in detail the type of event you want to stage: \_\_\_\_\_

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6. Estimated attendance: \_\_\_\_\_
7.  YES  NO Will drones be a part of your event?
8.  YES  NO Will there be music or amplified sound associated with your event?  
If Yes, please explain what type of amplification will be used: \_\_\_\_\_

(speakers must be pointed towards the ocean, away from residential housing. No amplified music after 10pm.)

9.  YES  NO Will alcohol be served, sold, distributed or consumed at this event?  
If yes, applicant will need to apply for a social affairs permit or catering permit through the State. This should be done at least 15 business days prior to the event. City of AP off duty police officers will be required to be hired. Please include a detailed site plan of the alcohol service area.
10.  YES  NO Is there an admission charge? If yes, how much? \_\_\_\_\_
11.  YES  NO Is there a vendor charge? If yes, how much? \_\_\_\_\_
12.  YES  NO Has this event been held in the past?

If Yes, please answer the following questions:

- Date of last event? \_\_\_\_\_
- Location \_\_\_\_\_
- Contact person: \_\_\_\_\_
- Email \_\_\_\_\_ Phone # \_\_\_\_\_



13.  YES  NO Will you be hiring a licensed professional security company?

If Yes, please complete:

Company Name: \_\_\_\_\_ Contact name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_

The Asbury Park Police Department will review all security plans. Plans must meet city, state and Homeland Security guidelines and policies. SORA (Security Officer's Registration Act) license required for all security companies. A copy of the security company's contract may be requested.

14  YES  NO Do you intend to hire Asbury Park Officers for your event?

If yes, how many? \_\_\_\_\_ AP Police Department will review application and determine if and how many officers need to be hired.

15.  YES  NO Will you have sponsors for your event? If so, Please list below them:


Photos of sponsor advertisement will need to be provided

16.  YES  NO Will food be provided? All food vendors should contact the Fire Department to determine if any fire permits are required. The Monmouth County Health Department will be on site to inspect all food vendors to ensure proper protocols are in place and being followed. (See attached form from Monmouth County Health Dept)

17  YES  NO Will you be hiring EMTs? AP Fire Department will review application and determine if and how many EMTs need to be hired.

18  YES  NO Will you be hiring lifeguards? AP Beach Safety Supervisor will determine if and how many lifeguards will need to be hired.

19.  YES  NO Does your event have any tents or canopies?

- Tents  Canopies
- If yes, how many? \_\_\_\_\_ Sizes(sq ft) \_\_\_\_\_



All events utilizing tents and/or canopies should contact the Fire Department to determine if any fire permits are required

20.  YES  NO Will street closures be required? If yes, please identify what streets and the times the closure required \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

AP City ordinance requires the hiring of an off duty officers if a street is closed. Additional charges will include barricades and street blocking fee (see fee schedule)

21  YES  NO Will electricity be needed? If yes, explain how will this be provided:

\_\_\_\_\_  
\_\_\_\_\_

Generators require a permit from the Construction department

22.  YES  NO Will this event have staging or platforms? If Yes, please provide the following:

- Size and Height of stage or platform \_\_\_\_\_
- Name of stage provider \_\_\_\_\_

Depending on the size of the stage our construction department may require engineering reports & permits

23.  YES  NO Will require reserved parking spaces for your event?

If yes, how many: \_\_\_\_\_ and where \_\_\_\_\_

Please visit [www.cityofasburypark.com](http://www.cityofasburypark.com) to purchase reserved parking spaces.

24.  YES  NO Will any area be fenced off? Please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Fence Provider: \_\_\_\_\_

Be sure to request a sprinkler head map.

25.  YES  NO Do you plan to provide portable restrooms? If yes, how many? \_\_\_\_\_

Number of ADA restrooms \_\_\_\_\_ . Please indicate on your site plan where these restrooms will be located. Estimated # of units: up to 500 people-5 units; 1000 people- 8 units; 2500 people-15 units

➤ Restroom Provider: \_\_\_\_\_

26.  YES  NO Will you have your own cleanup crew? # \_\_\_\_\_

If trash, food debris or anything else is left behind from your event, security deposit will be forfeited

26.  YES  NO Will you hire DPW staff to cleanup? See fee schedule for fees. Depending on the event, The City reserves the right to require DPW staff be hired. Certain venues require the hiring of DPW staff

27.  YES  NO Will you require use of the City's trash cans? If yes, how many? \_\_\_\_\_

YES  NO Recyclable cans? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Recycling is required at all events. Failure to do so may result in State and local fines



28. YES NO Will you be renting a dumpster? If yes, what size: \_\_\_\_\_  
How many: \_\_\_\_\_ Delivery Date: \_\_\_\_\_ Pickup Date: \_\_\_\_\_ Please indicate  
on your site plan where dumpsters will be located.

➤Name of Company providing dumpster: \_\_\_\_\_

29. Please explain how you will provide cleanup, disposal and removal of trash and debris  
associated with your  
event: \_\_\_\_\_

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**As mentioned on page 1, a \$500 refundable deposit(refunds will take at least 4 weeks to receive) will  
required for all events held on City property. Deposit is forfeited if debris, trash, recyclables etc. are  
not removed. The applicant is responsible for all cleanup of any items associated with your event.  
The City will provide trash and recyclable containers for your use.**

**All fees and are estimated only may be adjusted as needed.**

**The City reserves the right to revoke the permit for the following reasons including but not limited  
to: the nature of the event changes or expands without consent of the City; if State or Federal  
Executive Orders prohibits events from occurring; public safety or health are called into question;  
proper permits are not obtained by applicant; if all fees are not paid in full and insurance is not  
provided 10 days prior to the event.**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Title**



# Wedding Ceremony Application

Park/Beach Rental Fee (nonrefundable): \$500.00 (for up to 3 hours of use ) \$700.00 (for 3-8 hours of use)

Make checks payable to "The City of Asbury Park " 1 Municipal Plaza AP, NJ 07712 Attn: Leesha Floyd

**Between Memorial Day and Labor Day, 6pm is the earliest ceremonies can begin on any beach.**

- A certificate of insurance naming the City of Asbury Park (1 Municipal Plaza Asbury Park , NJ 07712) as an additional ly insured in the amount of one million dollars.(If you are a homeowner, some insurance companies will allow you to add a one day rider to your home insurance policy or a one day policy can be purchased from any insurance company. Insurance policies must be provided 10 day prior to the ceremony
- Alcohol is prohibited on City beaches
- Applications and fees must be received by the Special Events Department 30 days prior to your event

**Wedding Date:**\_\_\_\_\_ **Ceremony start time:**\_\_\_\_\_ **End time:**\_\_\_\_\_

**Setup time:**\_\_\_\_\_ (breakdown and cleanup must be within 2 hours of the conclusion of the ceremony)

**Location of Ceremony:**\_\_\_\_\_

**Applicant 1- Name & Address:**\_\_\_\_\_

**Contact #:**\_\_\_\_\_ **Email Address:**\_\_\_\_\_

**Applicant 2- Name & Address:**\_\_\_\_\_

**Contact #:**\_\_\_\_\_ **Email Address:**\_\_\_\_\_

**# of people in wedding party:**\_\_\_\_\_ **# of people attending wedding:**\_\_\_\_\_

**Will any of the following items be used (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> Pa system         | <input type="checkbox"/> Chairs   |
| <input type="checkbox"/> Archway           | <input type="checkbox"/> Canopy/tent (if larger than 30x30, a permit is required) |
| <input type="checkbox"/> Other structures: |   |

I understand and agree by applying for this permit I am responsible for the conduct of attendees, and that any violation of the rules can result in the immediate termination of your event. I also understand that I am responsible for the cleanup of the area where my event is held and that no cooking or alcohol are allowed on the beach. If it becomes necessary for the City to care for the area, I am liable for all costs incurred. Lastly I understand all fees are non-refundable.



\_\_\_\_\_ of Applicant 1 or 2

\_\_\_\_\_ Date

## BIKE/FOOT RACES/WALK-A-THON

Name of race: \_\_\_\_\_

Purpose of race: \_\_\_\_\_

\_\_\_\_\_

Entrance fee charged?     Yes    No    Amount? \_\_\_\_\_

Beneficiary: \_\_\_\_\_

Distance: \_\_\_\_\_

Assembly area: \_\_\_\_\_

\_\_\_\_\_

Route (include a map of the route):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Disbanding area: \_\_\_\_\_

# of participants \_\_\_\_\_    # of volunteers \_\_\_\_\_    # of spectators \_\_\_\_\_



# PARADES

Please use additional sheets (attached) of paper if necessary

Parade route: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting location: \_\_\_\_\_

\_\_\_\_\_

Ending location: \_\_\_\_\_

\_\_\_\_\_

Assembly area: \_\_\_\_\_

\_\_\_\_\_

Disbanding area: \_\_\_\_\_

\_\_\_\_\_

# of bands: \_\_\_\_\_ # of floats: \_\_\_\_\_ # of cars: \_\_\_\_\_ # of marchers \_\_\_\_\_

Other parade participants \_\_\_\_\_

\_\_\_\_\_

Describe how you plan to provide security for the event: \_\_\_\_\_

\_\_\_\_\_





# FESTIVALS

Please include site plan and program schedule for your event

Event name: \_\_\_\_\_

Location: \_\_\_\_\_

# of food vendors \_\_\_\_\_ (fire permit required if cooking w open flame) # of nonfood vendors \_\_\_\_\_  
(Food vendors must meet the requirements of the Monmouth County Board of Health)

# of stages \_\_\_\_\_ Location of stages/performance areas: \_\_\_\_\_

\_\_\_\_\_

Type of entertainment/music: \_\_\_\_\_

\_\_\_\_\_

Describe how you plan to provide security for your event: \_\_\_\_\_

\_\_\_\_\_

Site plan attached: \_\_\_\_\_ Yes \_\_\_\_\_ No. Application won't be accepted  
w/o a site plan.



# RALLY/DEMONSTRATION/VIGIL

Type of Event:

Rally

Demonstration

Vigil

Date: \_\_\_\_\_

Applicant/Organization Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Is the applicant also the person who will be in charge onsite? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If different, please provide the following:

Name: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Cell#: \_\_\_\_\_

Date of Rally/Demonstration/Vigil: \_\_\_\_\_

# of estimated participants: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Is there a march associated w this event? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, what is the route: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time March Begins \_\_\_\_\_

Time March Ends \_\_\_\_\_

**The obstruction of pedestrian and/or vehicular traffic is prohibited. Applicant will assume financial responsibility for any damage to public or private property as a result of this public event.**

\_\_\_\_\_

\_\_\_\_\_



Applicant Signature

Print Name

# Use of Indoor City Facilities Form

Which facility are you interested in using:

- Council Chambers     
  Transportation Center     
  Senior Center

- A \$500 refundable deposit is required in case of damage. Refunds will given within 45 days of the event
- Use of venues requires the hiring of a public works employee and the hiring of at least one off duty police officer(no exceptions)
- Use of Senior Center kitchen or cooking of food in any venue is not permitted
- Senior Center events must events end and the building be cleared out by 9pm.

Date: \_\_\_\_\_

Applicant/Organization Name: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

YES    NO   Is the applicant also the person who will be in charge onsite?

If different, please provide the following:

Name: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Cell#: \_\_\_\_\_

What is the purpose of the event: \_\_\_\_\_

\_\_\_\_\_



## THIS SECTION FOR MULTIPLE DAY EVENTS ONLY

Will the event require equipment to remain in place onsite overnight or will the site be broken down each night? Explain: \_\_\_\_\_

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How will you provide overnight security for the event: \_\_\_\_\_

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Private security (name, address and website): \_\_\_\_\_

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**A copy of the security company's SORA license must be provided**

Hiring of off duty officers? \_\_\_\_yes \_\_\_\_no If yes, how many? \_\_\_\_\_

**SITE PLAN**



Please utilize this page if additional space is needed to answer questions

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## Contact List

<b>Asbury Park Police Dept</b>	<b>732-775-6548</b>
<b>Asbury Park Fire Dept</b>	<b>732-775-6300</b>
<b>Construction Office</b>	<b>732-502-5722</b>
<b>Department of Public Works</b>	<b>732-775-0900</b>
<b>Beach Office</b>	<b>732-775-8863</b>
<b>Parking</b>	<b>732-502-5762</b>
<b>Special Events</b>	<b>732-502-5759</b>
<b>Madison Marquette</b>	<b>732-897-6500</b>



## SPECIAL EVENT FEE SCHEDULE

### Application Fee (non-refundable)

**Application fee must be submitted with application**

<b>Non-profit* organizations</b>	<b>\$50.00</b>
<b>All other organizations/groups</b>	<b>\$250.00</b>
<b>Events over 2,000</b>	<b>\$1000.00</b>
<b>Events over 15,000</b>	<b>\$5000.00</b>

**\*non-profit is defined as an organization or entity which has been duly established and operates in accordance with the NJ Non Profit Corporation Act, NJSA 15A:1-1 or a similar entity which has been organized under the laws of a jurisdiction other than the State of New Jersey and which may have obtained federal tax exempt status under Section 501© of the Federal (IRS) Tax Code.**

### 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	\$60.00*
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 litter scooter, per hour	\$50.00*
Use of garbage truck, per hour	\$90.00*(plus tipping fees)
Use of bucket, per hour	\$75.00*
Ambulance	\$250.00*
Dumping fee	\$120.00 per ton
Fire Engine or Rescue Truck	\$500.00 per day*
Rack Body Flatbed Truck	\$65.00 per hour
Mason Dump Truck	\$65.00 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). For any increments into the following hours, a one hour charge shall be incurred.





## **Public Parks and other locations:**

Sunset	\$600.00 per day
St. John's Island	\$500 per day
Bradley	\$2000.00 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	\$2000.00 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	\$500.00 Monday-Friday (up to 8 hours); Saturday and Sunday \$500 per day between 8am-4pm; \$500 per day between 5pm-10p.
Springwood	\$100.00 per day

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**Boardwalk fee:** daily fee of \$250.00 per 4 hours of use

**Beaches:** Use of beaches for any event up to 3 hours of use-\$500 per day per beach avenue (i.e First Avenue Beach); events lasting from 308 hours of use- \$700 per day per beach avenue(i.e. First Avenue Beach). All participants on the beach will also be required to purchase a daily beach badge if the event occurs during the summer season when beach badges are required for access to the City's public beaches

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

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

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**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 500 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, Closing and Hiring of off duty personnel:**

**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

**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.

## **SPECIAL EVENTS APPROVAL PROCESS**

**APPLICATION W APPLICATION FEE IS SUBMITTED**



**APPLICATION IS REVIEWED BY SPECIAL EV ENTS  
COMMITTEE (APPLICANT MAY BE REQUIRED TO MEET WITH COMMITTEE)**



**APPLICATION IS APPROVED BY THE CITY COUNCIL**



**LIABILITY INSURANCE, FEES, DEPOSITS ETC ARE TO BE  
PROVIDED BY APPLICANT AFTER APPROVAL**

This is a general description. Each event is different, some are more complex than others. Therefore above process can and will vary from event to event . The earlier the application is submitted, the more time the City will have to work with you to ensure a safe and enjoyable event is planned.

