

# APPLICATION FOR A SPECIAL EVENT PERMIT

Name: \_\_\_\_\_ Organization/Business: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Address of event: \_\_\_\_\_ Anticipated attendance: \_\_\_\_\_

Contact Person: Phone # Day: \_\_\_\_\_ Night: \_\_\_\_\_

Type of Event (brief description): \_\_\_\_\_

Parking Arrangements (must include written approval if using another persons parking): \_\_\_\_\_

Security Measures: \_\_\_\_\_

Security Contact Person: \_\_\_\_\_ Phone Day: \_\_\_\_\_ Night \_\_\_\_\_

Emergency Vehicle Access Locations: \_\_\_\_\_

Emergency Contacts:-

Name	Address	Phone Number
1		
2		
3		

Type of Temporary Structures (include size): \_\_\_\_\_

Type of cooking equipment (include size and number): \_\_\_\_\_

Location of Cooking Facilities \_\_\_\_\_

***ATTACH A SITE PLAN TO THE APPLICATION SHOWING ALL REQUESTED INFORMATION. it does not have to be to scale, but it must show all dimensions. Block parties show street access points.***

Approvals: Signature and date required \_\_\_\_\_

Fire Official: \_\_\_\_\_ District Fire Chief: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ EMS Chief: \_\_\_\_\_

Recreation: \_\_\_\_\_ Twp. Clerk: \_\_\_\_\_

Construction Official: \_\_\_\_\_ Public Works: \_\_\_\_\_

Zoning Office: \_\_\_\_\_ Police Chief \_\_\_\_\_

# Department of Public Safety

BUREAU OF POLICE

EMERGENCY:  
(609) 663-1234

2400 Bethel Avenue  
Pennsauken, New Jersey 08109

INFORMATION:  
(609) 488-0080

DATE \_\_\_\_\_

## PERMIT APPLICATION

### LICENSE AND PERMITS

BLOCK PARTY

RELIGIOUS EVENT

OTHER (SPECIFY)

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

REASON FOR EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

EVENT START TIME: \_\_\_\_\_ END \_\_\_\_\_ # PERSONS EXPECTED \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ PHONE # \_\_\_\_\_

Sworn and Subscribed to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
NOTARY SEAL AND SIGNATURE

### PERMIT ACTIVITY REGULATIONS

1. All applications must be received at least three (3) weeks prior to event
2. All BLOCK parties and RELIGIOUS events WILL end by DUSK. NO EXCEPTIONS.
3. A MAJORITY of the residents (51%) MUST agree to the closing of THEIR block where the event is to be HELD. THEIR signatures, addresses and telephone numbers MUST be attached to the application, when submitted to the License and Permits Office.
4. The person(s) whose name(s) appear on the application shall be solely liable and shall indemnify and hold the TOWNSHIP OF PENNSAUKEN harmless for any and all claims for damages which may arise from, or in connection with the EVENT.
5. No one under the age of eighteen (18) years will be granted a permit.
6. The applicant will be responsible for the closing of the street and under NO CIRCUMSTANCES WILL A MOTOR VEHICLE BE USED. (USE POLICE BARRICADES)
7. The applicant will be responsible for the clean up of the BLOCK and/or AREA at the conclusion of the EVENT.
8. The PENNSAUKEN POLICE WILL have the authority to HALT any EVENT that it deems DISTURBING TO THE GENERAL PUBLIC.
9. DEMONSTRATIONS MUST BE CONDUCTED WITHIN DESIGNATED AREA(S) SPECIFIED BY THE PENNSAUKEN POLICE DEPARTMENT.

PERMITS ARE SUBJECT TO ALL MUNICIPAL CODES OF THE TOWNSHIP OF PENNSAUKEN