

**BOROUGH OF MANASQUAN  
201 EAST MAIN STREET  
MANASQUAN, NJ 08736**

***APPLICATION TO USE BOROUGH PROPERTY FOR EVENT(S)  
& SPECIAL ACTIVITIES***

All questions on this application must be fully answered. If a question does not apply, write "Does Not Apply" in the space. If there is not enough room in the space for your answer, use a separate sheet of paper and note on the application form that question is answered on a separate sheet. Attach any such extra "pages" to this application before submitting same. Type or carefully print all answers to questions on this form. Application should be submitted at least thirty (30) days prior to the date of the event being requested. Any misrepresentation from the finally agreed upon application described herein could result in the immediate revocation of permission to conduct the event and/or special activity.

To avoid mis-understandings, please familiarize yourself with applicable Borough Rules & Regulations that may apply to your request. A few are listed below:

**BOROUGH ORDINANCE**

**\*\*3-2.1 - NO ALCOHOLIC BEVERAGES PERMITTED ON BOROUGH PROPERTY**

**\*\*3-1.8 – unusual loud noise is prohibited**

**\*\*4-6 et seq. – regulates Hawkers and Peddlers in parts of the borough**

**\*\*3-4 etc. – regulates Littering & distribution of Handbills. **LITTERING IS PROHIBITED****

**\*\*N.J.S.A. 8:24-8.12 Food vending requirements – will be provided on an as needed basis**

**ALL FACILITY USE MUST COMPLY WITH STATE AND LOCAL FIRE, HEALTH, SAFETY AND POLICE REGULATIONS.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

**A HOLD HARMLESS AND INDEMNIFICATION AGREEMENT IS ALSO REQUIRED TO BE FILED WITH THIS APPLICATION. THE FORM IS LISTED IN THE WEB SITE FORMS SECTION UNDER OFFICE OF THE CLERK "HOLD HARMLESS AND INDEMNIFICATION AGREEMENT."**

Application to be submitted to:  
Manasquan Borough Clerk  
201 East Main Street  
Manasquan, New Jersey 08736

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

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

REPRESENTING: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(Organization name)

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

PERSON IN CHARGE OF EVENT: \_\_\_\_\_ PHONE#: \_\_\_\_\_

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

TYPE OF EVENT: \_\_\_\_\_

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

THEME OR PURPOSE OF EVENT: \_\_\_\_\_

DATE(S): \_\_\_\_\_ DAY(S): \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ ESTIMATED FINISH TIME: \_\_\_\_\_

DATE & TIME ALL EVENT RELATED ITEMS WILL BE OFF BOROUGH PROPERTY

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RAIN OR CANCELLATION POLICY: \_\_\_\_\_

RAIN OR CANCELLATION DATE(S) REQUESTED: \_\_\_\_\_

HAVE ARRANGEMENTS BEEN MADE FOR  
MEDICAL ASSISTANCE IF NEEDED? \_\_\_\_\_

IF YES, WHAT TYPE OF ARRANGEMENTS, NAME OF PERSON CONTACTED: \_\_\_\_\_

WILL POLICE ASSISTANCE BE REQUESTED FOR SECURITY, ESCORTS, CROWD AND/OR TRAFFIC CONTROL? IF YES, FULLY EXPLAIN AND DESCRIBE THE NEEDS AND REQUESTS: (NOTE: If it is established by the Chief of Police that Police manpower will be needed as a result of this event/activity, cost will be the expense of applicant at the rate(s) established by the Borough of Manasquan)

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

ARE YOU REQUESTING ANY SPECIAL NEEDS, REQUESTS AND/OR EQUIPMENT FROM THE BOROUGH OF MANASQUAN? IF YES, FULLY EXPLAIN AND DESCRIBE:

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PICK UP: \_\_\_\_\_ RETURN: \_\_\_\_\_

If permission is granted to conduct event/activity, applicant shall provide the Borough Clerk with a Certification of Insurance naming the Borough of Manasquan as additional insured prior to approval of Mayor and Council. If not provided, event cannot take place.

**FIREWORKS PERMIT**

In accordance with Borough Ordinance 3-13.4 the Mayor and Council must render a decision to grant a permit for fireworks display within 45 days. This Use of Borough Property must be completed and an Insurance Certificate must be filed with the Borough Clerk’s Office prior to approval. Permission is also required from a Manasquan Fire Official prior to Mayor and Council approval.

**FLEA MARKETS**

You must secure permission from the Superintendent of Public Works for use of electricity, barricades, traffic cones and litter baskets for Flea Markets. Barricades and Traffic Cones will be placed near #1 Firehouse. Applicant will be responsible for setting them up and taking them down and returning them to area by Firehouse.

Litter baskets are to be spread out along the market area. At the end of the Flea Market, litter baskets are to be placed on the center grass sections of the plaza for garbage pick-up. **NO** garbage and/or litter baskets are to be left on V. Miller Preston Drive.

The applicant shall be responsible to ensure that the entire Plaza area is cleaned up after the Flea Market and restored to it’s original state or the cost of clean up will be paid for by the Applicant.

**INSURANCE REQUIREMENTS FOR USE OF BOROUGH PROPERTY**

- a. Certificate of Insurance showing minimum limits of \$500,000 per loss for general liability. This certificate should name the municipality as an additional insured and must be received prior to granting use of the facilities. Smaller non profit groups should have \$300,000 minimum limits.
- b. The outside organization should sign a “Hold Harmless” Agreement which protects the municipality from any liability which may occur during the time the facilities are being used.

*BOROUGH OF MANASQUAN  
Special Event/Activity Diagram  
(All events except Plaza events)*

IN THE SPACE PROVIDED BELOW, PLEASE SKETCH AREA OF BOROUGH PROPERTY YOU ARE REQUESTING PERMISSION TO USE FOR THIS ACTIVITY/EVENT. BE SURE TO INCLUDE EXISTING BOROUGH FACILITIES AS WELL AS PROPOSED "USE" FACILITIES TO BE PLACED TEMPORARILY ON BOROUGH PROPERTY. SUCH AS TENT(S), TABLES, CHAIRS, ETC., IN YOUR SKETCH. THANK YOU.

CENTER AREA OF PLAZA WHERE FOUNTAIN IS LOCATED IS OFF LIMITS

If applying to use Old Squan Plaza Area, for Flea Market, see attached sketch, all other activities/events, sketch your request(s) as appropriate on page provided as part of this application or if more space is needed, attach a page to this application.

BOROUGH OFFICE USE ONLY

Borough Clerk: Approval Recommendation: \_\_\_\_\_

Chief of Police: Approval Recommendation: \_\_\_\_\_

Public Works Superintendent: Approval Recommendation: \_\_\_\_\_

Beach Manager: Approval Recommendation \_\_\_\_\_

Code Enforcement Office: Approval Recommendation: \_\_\_\_\_

Fire Official: Approval Recommendations: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval Recommended: \_\_\_\_\_ Date: \_\_\_\_\_

BY: Mayor & Council: \_\_\_\_\_