



Borough of Glen Rock Special Events Permit Packet Guidelines

TO BE READ BEFORE APPLYING FOR PERMIT AND SETTING DATE

Adopted January 2020

Special Event Permits

The Borough of Glen Rock requires the following events to apply for a special event permit:

- *Parades*
- *Walks*
- *Concerts*
- *Races*
- *Festivals*
- *Carnivals*
- *Public Gatherings (including rallies and protests) that will be held on a public **or** private venue that are open to the public and/or will affect the private/public property or right of way.*

Special Event Application fee:\$ 25.00 Special Event Permit Late fee:\$50.00

Special Event Permits are needed for any event in the Borough that will include any of the following

- Events on public property affecting Glen Rock streets, sidewalks and/or right(s) of way.
- Events planning activities that require one or more additional permits or licenses (eg: street closings, alcohol, fireworks, food sales, tents, temporary structures)
- Events that require the use of Glen Rock services beyond what it offers residents on a daily basis (eg: street closures, crowd control, dedicated waste removal).
- Events on private property that are open to the public and affects the flow of traffic or creates safety concerns for the pedestrians and commuters in the community

*Special Event Permits are not needed for protests or rallies as they are protected speech under the First Amendment of the Constitution of the United States.

How to Obtain a Special Event Permit

1. Secure a site and date

- a. Contact the Borough of Glen Rock's Parks & Recreation Department to determine if a requested facility is available and appropriate for your event. (Note: Inquiring about the date and location will tentatively schedule your event but it is not a confirmation)
- b. Events held on private property not owned by the applicant or Borough require a letter of written consent from the owner evidencing the site and date have been secured. This letter must be attached to the application.
 - i. *Note:* The Train Stations fall under the sole jurisdiction of NJ Transit, permission must be obtained through NJT.

2. Submit the Permit Application

- a. The application must be completed in full
- b. Once received, the Borough of Glen Rock reserves the right to ask the applicant to apply for additional permits/licenses, submit maps, provide proof of insurance, provide a security plan, submit "proposed vendor lists" and any other documents needed as per ordinance #1776
- c. The Special Event Permit application must be submitted at least 60 days prior to the event. Any application received 59 days or less than the event date will be subject to a late fee.

3. Application Review

- a. Submitted Special Event Applications will be reviewed by a Special Event Task Force consisting of but not limited to The Glen Rock PD, DPW, Parks & Recreation, Emergency Management, Risk Management, and any other divisions that may be affected by the Special Event.

4. Special Event Task Force Meeting

- a. The applicant will be contacted by the Special Events Task Force to arrange a meeting in which the event promoter and all other representatives can provide the Task Force with details of what the event entails and answer any of their questions.
- b. If more information is needed or details are missing, the Task Force will schedule a follow up meeting.

5. Permit Issuance

- a. Once all fees, maps, additional permits/licenses, certificates of insurance, and other required documents are received and approved, the Special Event Task Force will issue the Special Event Permit for the event.
- b. Once the Permit is approved and issued, there can be no changes to the maps, vendor lists or event activities.
 - i. All vendors must have submitted their information and certificates of insurance 15 business days prior to the event in order to be listed as an approved vendor on the permit. A pre-event inspection will be conducted prior to the event to ensure the layout, setup, and approved vendors all match the permit.
 - ii. Any last-minute requests not listed on the permit (eg: extra garbage cans, electric, chair, water, etc) are not guaranteed.

Timeline for Planning a Special Event

These deadlines are the minimums set forth by the Borough of Glen Rock. It is recommended that Event Coordinators secure permits and licenses as far in advance as possible.

6-11 months prior to hosting a Special Event

- Request a Special Event Permit Application packet and a copy of the handbook for hosting Special Events in Glen Rock.
- Check the availability of the venue and date.
- Request venue date by preparing and submitting the Special Event Permit Application with any additional requested documents.
- Notify affected residents and businesses in advance. This will be determined by the Special Event Task Force.

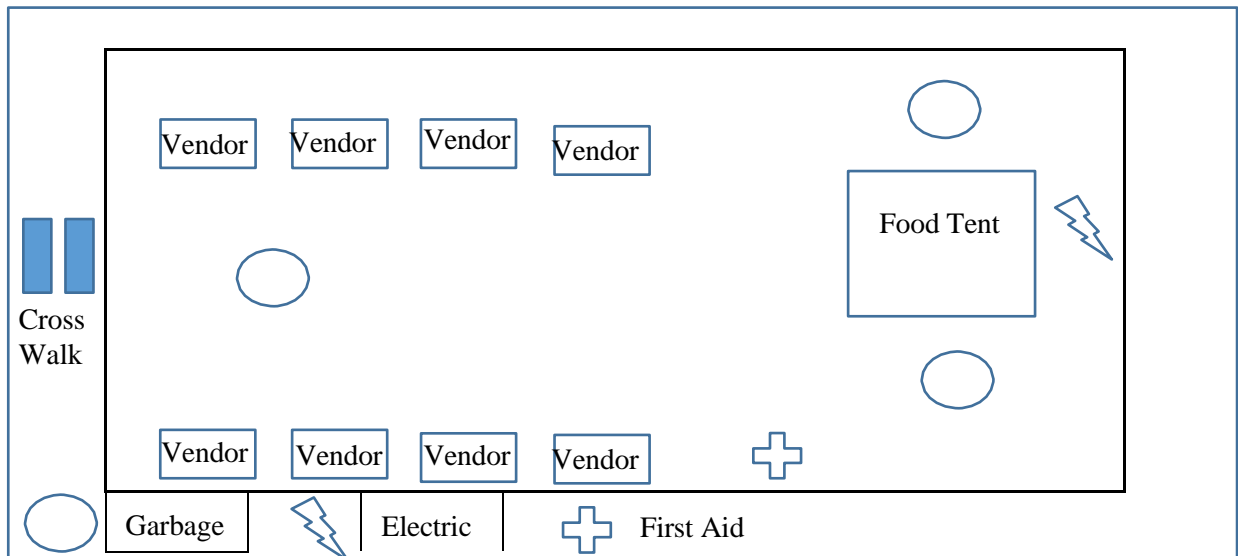
60 Days prior to hosting a Special Event

- Obtain and submit all appropriate insurance for the Special Event
 - Certificates of Insurance are required from the event producers, food and retail vendors, carnival ride and inflatable operators, etc. See the Insurance Requirements Section of this document.
- Prepare for and attend a Special Events Task Force Meeting (and follow up meetings)
- Obtain all other permits and licenses required for your event as determined during your Special Event Task Force meeting. Examples include
 - Tents, Canopies, and other temporary structures over 100 sq ft-Contact Fire Safety
 - Liquor Licenses for serving and/or selling at the event-Contact Borough Clerk
 - Health Permit for serving any non-pre-packaged food and drinks-Contact Borough Health Dept
 - Street Closures-Contact Glen Rock Police Department. *Street Closures are subject to approval by the Glen Rock PD. The closure of a County Road must be approved by the County and will only be done upon the recommendation by the GRPD.*

Site Plan Maps

Site Plan Maps must be submitted for review and approval. It is important for the Special Event Task Force to ensure the following items

- Distances or measurements (in feet)
- Fire Lanes and Emergency Vehicle Access (to be reviewed by the Fire Dept and Emergency Services)
- Entry and Exit points for the events should be marked and maintained clear
- Any fencing or means of segregation should be shown and have 2 points of exits.
- Locations of all canopies, tents, structures, and stages
- Location of all amusements and activities
- Location of all electrical supply, vendors/activities using electric, and any generators.
- Location of all barricades (this can be done in conjunction with the GRPD)
- Location of all vendors (fixed/mobile)
- Location of first aid area(s), home base operation, information tents, etc
- Location of all dumpsters, trash, and recycling receptacles
- Location and layout of chairs, tables, picnic tables
- Location of any portable restrooms
- Location of signs and banners advertising the event and providing directions for parking, traffic (both foot and automotive), etc
- All streets and right of ways that will be closed (This will be done with the approval of the GRPD and notice to the community in cooperation with organizers)
- Example below



Additional Information Regarding Special Event Extras

TENTS & TEMPORARY STRUCTURES

- All tents/canopies greater than 900 square feet with or without side panels will require a separate permit for each. (up to 16800 square feet)
- All tents/canopies greater than 30 feet in any dimension will require a separate permit for each. (up to 140 feet)
- Tents sizes that require permits will come with a \$54 fee.
- Tents must be properly secured to the ground with sandbags, or stakes in previously approved locations
- No railroad tie stakes are to be used unless given approval. Any utility line hit and damaged will be the event promoter's responsibility. Promoters are responsible to call 811 for Dig Hotline.
- Any vendor or occupant of a tent may be told to close it down when high winds or unsafe weather are in the area.
- Exposed flames: gasoline, gas, charcoal or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent or canopy.
 - NO cooking under tents.
 - NO deep fryers shall be under tents.
 - NO cooking with grease laden vapors under tents

Stages/Bandshells

- The Special Event Task Force will determine the appropriate size and placement on Borough property.
- The Department of Public Works and Parks & Recreation Department will make the final decision if the ground is too wet for cars, trailers, or heavy temporary structures to be moved onto grass area

Concession/Food Vendors

Fire Safety

- All cooking vendors shall be required to apply for a fire safety permit (\$54) this includes sternos and grills.
- The fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.
- All cooking vendors shall supply their own fire extinguishers.
- All fire extinguishers shall have a valid dated inspection tag, good of one year
- Class K portable fire extinguishers are required for cooking with vegetable or animal oils and fats.
- Class K portable fire extinguishers are required for cooking with solid fuel
- Class K portable fire extinguishers required for deep fat fryers

Propane

- Propane tanks shall be secured, to prevent falling over.
- Propane tanks shall not be taken into buildings/tents
- Propane tanks between 4 and 40 lbs shall have an Overfill Protection Device for filling in NJ.
- Propane tanks shall be hydro tested every 12 years, and not dented or badly rusted.
- Regulator shall be in good condition and the relief valve shall face away from the public areas.
- All plastic type protective caps shall be removed from all propane tanks before operating

Mobile Vendors

- All cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system
- Dry and wet chemical extinguishing systems shall be maintained and inspected semi-annually
- No vehicles shall be parked within 5 feet of tents or canopies.
- Suitable barricades shall be provided to maintain a distance of 5 feet between any heat producing appliance and the public.
- Hoses shall not be frayed or cracked, and there shall not be any type of tape on the hose.
- Hoses shall not be covered with grease and shall not be swollen.
- Hoses shall not create a tripping hazard
- Only approved lighter fluid shall be used for charcoal grills.
- Sterno warmers may be used provided the fuel containers are properly protected from being knocked over and if the fuel containers are properly enclosed within the warmer units.

For Health (see Health Department section)

- Temporary Food Permit and \$30 fee must be submitted to Health Department
- Health Department may ask for additional information regarding temperatures, storage, menu, and cleanliness
- Food Prep areas, sinks/hand wash stations, countertops, etc must be inspected on the day of event

Electricity

The Borough of Glen Rock has a limited supply (if any) of electric to provide at Special Events dependent on the location. It is important for Event Coordinators to work with the Special Event Task Force to map out the location of all electrical supplies and discuss what other needs the event requires.

- Applicants must list all elements of the event requiring electricity.
- Event Applicants are required to obtain permission for the Borough of Glen Rock before tapping into any town power source.
- The Event Coordinator is responsible for providing their own generators, light towers, extension cords, etc once they have gained permission to use them on Borough property.
- The Borough does not guarantee available electricity for all events.
- Extension cord requirements
 - Extension cords may not frayed, cut, or broken
 - All cords must be secured and placed to avoid tripping or obstruction. No Cords may be placed near water.

Carnival Rides

- The Borough of Glen Rock does not permit bounce houses or inflatables
- Mechanical amusement rides/devices are defined as any amusement ride required to be licensed by the State of New Jersey which includes any mechanical device or devices, including but not limited to water slides exceeding 15 feet in height, which carry or convey passengers along, around, or over a fixed or restricted route or course for the purpose of giving its passengers amusement, pleasure, thrills or excitement; and any passenger or gravity propelled ride when located in an amusement area or park in which there are other amusement rides. Mechanical amusement rides/devices are also defined to include the following pursuant to the New Jersey Department on Community Affairs, concerning Carnival and Amusement Ride Safety Act
- With respects to mechanical amusement rides/devices, the contractor will need to provide proof of registration and inspection of its amusement ride equipment, as well as a copy of the contractor's permit application for the rides being utilized for the member sponsored event. Once the equipment is delivered to the event site, the member should confirm that the actual permit is affixed to the equipment. (To confirm that the amusement vendor is registered, as required by the State, the member can visit the NJDCA website at http://www.state.nj.us/dca/divisions/codes/publications/pdf_rides/permitted_rides.pdf)
- Mechanical amusement rides/device contractors must provide the following:
 - Copy of Complete Contract (the contract should indicate that the Contractor is responsible for the inspection, clean up and disposal of anything left behind after the event).
 - Hold Harmless Agreement
 - Certificate of Insurance for General Liability naming member as Additional Insured
 - Certificate of Insurance for Workers Compensation and Automobile
 - Proof of registration of amusement ride equipment, as well as, a copy of the contractors permit application for the rides being utilized for the member sponsored event. Once the equipment is delivered to the event site, the member should confirm that the actual permit is affixed to the equipment. (This applies to Amusement rides only).

Health Department

If any food/drink is to be prepared, cooked, or served at the event, the planner should complete the Health Department Temporary Food Vendor Permit.

The permit must be completed and submitted with a \$30 fee prior to the event so that a health inspection can be scheduled before the events start time.

The permit (found in the permit appendix) asks for the menu, where food is being prepared, temperatures, access to hand and ware washing, and other preparation concerns.

Signs, Course Markings, & Banners

- No signs larger than 25ft.
- Temporary signs must follow Ordinance 230-47.I “Temporary Portable Signs”.
- The use of the Borough’s mobile electronic sign can be rented for two weeks at \$25/week
- The signs may be erected 12 hours prior to the event and must be removed 12 hours post event conclusion.
- It is the responsibility of the event coordinator to remove all signs at the end of the event.
- Signs and banners cannot be installed in any way that obstructs public streets and sidewalks or across roadways.
- Markings wanted on sidewalks, fields, etc intended to show race direction, site plans, and more cannot be done on private property without the owner’s permission and need to follow the following guidelines
 - Work with DPW
 - Only use approved materials as per DPW
 - Must be able to wash away with water
 - No permanent marking
 - Check scheduling to make sure it doesn’t interfere with field markings for games and other events occurring around that time

Garbage, Recycling, and Clean Up

The Special Event Promoter is responsible to put a break-down and clean-up plan in place. They are responsible for making sure that the property is returned to its pre-event. If event sites are not returned to their previous conditions, event promoters will be looking at a \$250 fine and face the possibility of having future applications denied.

- All trash and recycling receptacles should be plotted out on the site map along with a dumpster if needed.
- Vendors will be responsible for keeping their assigned area clear of garbage and debris.
- How and where will all waste, cooking oils, dirty water, etc be disposed?
- If Borough employees are needed to help dispose of garbage throughout the event, it should be communicated with DPW and may cost additional fees. Special Garbage pickup is \$500.
- Hourly Fees vary. At minimum (2 hour minimum call-in) Example: (2 workers) X (2 hours [minimum call-in time]) X (1.5 [Stand-by/ Overtime Rate]) x (\$36.87 [Foreperson Hourly Rate]) = 2 x 2 x 1.5 x \$36.87 = \$221.22 (minimum Fee for Standby/ weekend Crew)
- Unless other arrangements have been made, event promoters are responsible for monitoring containers and removing any overflow.
- Events generating large amounts of garbage will require a dumpster on site.
- Schedule of receptacles and dumpsters being delivered and removed.
- Projected clean up start and end time should be included in permit application.

Fees can range from \$250-\$1,000 (Ordinance 7.63)

Street Closure & Restrictions

If an Event Coordinator wishes to host a Special Event that will involve closing a public right of way or involve a state-maintained right of way (street, sidewalk, or alley) must complete all paperwork and coordinate with the Glen Rock Police Department. This MUST be done 60 days prior to the event or earlier. This includes block parties.

- Event Promoters must speak with the Police Chief about road closures, if it is a county road more time is needed to get the correct approval.
- If it is a road that has not been closed before or is a new location, then a discussion about the plan must be discussed by the GRPD and Special Event Task Force prior to approval.
- Event promoters must understand that road closure can come with a fee. This depends on the road, how many public safety officers are needed to control and direct traffic, and if any outside help is needed from surrounding towns to staff properly. These fees will be set forth by the Glen Rock Police Department.

Event Security & Public Safety

Upon review of the Special Event application, the Glen Rock Police Department will determine how many public safety officers are needed. The applicant will be responsible for covering the costs of public safety personnel and equipment. If the nature of the event exceeds the equipment the Borough has, the event organizers will have to cover the cost of equipment rentals. There is some equipment that we can borrow, but there are limits and may come with additional fees. This will depend on:

- How many officers are needed
- Which class officers are used. Example: Crossing guards, Class 1 Officers, different ranking Police Officers, and out of town public safety officers.
- Holidays, the closures of multiple roads, and large crowds are examples of when surrounding safety officials may be needed.

Emergency Services

Upon review of the application the Office of Emergency management will discuss the need to have Fire, EMS, and any other emergency services on site based on the expected number of patrons, special need concerns, risk factors, and the nature of the event.

Event Promoters will be responsible for any costs associated with providing these services

- Examples of the different types of services that may be needed are:
 - Medical tents
 - Ambulance and/or Fire Truck on site
 - Staff walking round
 - First aid stations
 - Hydration stations
- If you believe that your event will need one or more of these, it should be included in the permit.
 - After reviewing the permit application, the Special Event Task Force will invite the necessary departments to the event meeting.
 - In some instances, the town will require that an event use these services without it being requested.

Insurance Requirements

The Borough of Glen Rock has established strict insurance requirements for those facility users, vendors, and contractors entering into the Special Event Permit agreement. Before any involved party can participate in the Special Event, they must comply with all the insurance requirements put forth in the application.

The Borough of Glen Rock reserves the right to require insurance from the event promoters and/or vendors for activities other than those specifically mentioned or to increase the minimum acceptable limits of liability at any time prior to the scheduled event date.

- All Special Event applicants shall name the Borough of Glen Rock as an “Additional Insured”
- Applicants shall obtain certificates of insurance from all vendors participating in this event unless covered under the applicant’s insurance policy.
- If a vendor is not a business or organization with insurance (example: crafters) then they can post homeowners insurance or purchase Special Event Insurance.
- Complete and accurate certificates must be received by the Borough of Glen Rock a minimum of fifteen (15) business days prior to the event date. Those who have not submitted by this date will not be listed on the approved vendors list on the permit.
- Carnival and Amusement Companies will be held to a different standard than other vendors due to state codes.
- Event Promoters and vendors may be required to provide additional coverage based upon the nature and scope of the event.
 - e.g. Carnival and Amusement Companies will be held to a different standard than basic vendors.

Risk Management reserves the right to evaluate the liability of each event and assess the required insurance limits.

Event permits will not be issued until all insurance requirements are satisfactorily met.

It is the responsibility of the Event Coordinator/Applicant to submit these in bulk to the Borough of Glen Rock with their permit application. Vendors should not mail individual Certificates to the office unless they were contacted by the Borough to do so.

Insurance Limits

- The Certificate of Insurance must list the Borough of Glen Rock as “Additional Insured”
- The Event promoter must also sign a Hold Harmless Agreement/Indemnification
- The Borough of Glen Rock shall be notified at least 30 days prior to cancellation or alteration of any insurance coverage
- General liability limits of \$1,000,000 per occurrence combined single limit for bodily injury and property damage with at least \$2,000,000 general aggregate.
- Contractual liability must be included.
- Automobile liability limits of \$1,000,000 per occurrence combined single limit for bodily injury and property damage with no aggregate.
- Workers Compensation at Statutory limits
- Employers Liability at minimum limits of \$500,000.
- Umbrella liability limits of \$4,000,000 are strongly recommended, sitting excess of the General Liability, Automobile Liability and Employers Liability coverages.
- The member entity and any associations, recreations or committees formed by the member entity to organize the “event” must be named as additional insureds on the General Liability, Automobile Liability and Umbrella Liability coverages.
- Rain date, if applicable, should also be shown on the description section of the certificate of insurance.

All these certificates must be in before permits are issued

It is recommended that all be submitted at the Special Event Task Force Meeting with Event Applicant/Promoters

Special Event Fees & Contacts

Special Event Application Fee	\$25	Director of Recreation
Special Event Permit Late Fee	\$50	Director of Recreation
Fire Safety Permits for Tents & Temporary Structures	\$54	Fire Safety
Fire Safety Permits for Cooking Vendors	\$54	Fire Safety
Temporary Food Permit	\$30	Health Department
Borough Electronic Sign	\$25/week	Director of Recreation
Special Garbage Pickup	\$500	Dept. of Public Works
Additional Garbage Detail from DPW	(Varies) \$250-1,000	Dept. of Public Works
GRPD, Public Safety, Crossing Guards	Fees Vary based on numbers, rankings, holidays, etc. Contact GRPD for estimate	

Special Event Task Force Members (Points of Contact)

Parks & Recreation Department 201-670-3951

Ambulance Corps 201-444-9795

Borough Clerk 201-670-3956

Risk Management 201-670-3956

Office of Emergency Management 201-652-1175

Health Department 201-670-3956

Police Department 201-652-3800

Traffic 201-652-3800

Fire Department 201-670-3987

Department of Public Works 201-670-3980

Recycling Division 201-670-3990

Fire Safety 201-670-3986