



TOWN OF GUTTENBERG
BUILDING DEPARTMENT
6808 Park Avenue
Guttenberg, NJ 07093
P: 201-868-3647 Ext. 149 or Ext. 107
F: 201-868-3750



**EVENT / PARADE
 PERMIT APPLICATION**

(PRINT CLEARLY)

DATE: -----

NAME OF ORGANIZATION: -----

NAME OF OFFICER HOLDER: -----

ADDRESS: -----

CITY, STATE & ZIP CODE: -----

PHONE: # ----- CELL# -----

NAME OF OFFICER HOLDER: -----

ADDRESS: -----

CITY, STATE, & ZIP CODE: -----

PHONE: # ----- CELL# -----

NAME OF OFFICER HOLDER: -----

ADDRESS: -----

CITY, STATE, & ZIP CODE: -----

PHONE: # ----- CELL# -----

CONDUCTED FOR BENEFIT OF (IF OTHER THAN ORGANIZATIONS)

NAME: -----

ADDRESS: -----

EVENT CHAIRPERSON #1: -----

ADDRESS: -----

PHONE# ----- **CELL#** -----

EVENT CHAIRPERSON #2: -----

ADDRESS: -----

PHONE# ----- **CELL#**-----

DATE OF EVENT: -----

ADDRESS OF EVENT: -----

(FROM/TO) -----

NUMBER OF PEOPLE PARTICIPATING: -----

NUMBER OF VEHICLES/STANDS IN EVENT: -----

MUSIC IN THE EVENT: -----

NUMBER OF STANDS IN THE EVENT: -----

ANY DIGNITARIES OR CELEBRITIES WHO WOULD NEED SECURITY COVERAGE?

YES: ----- **NO:** -----

NAMES: -----

TITLES: -----

STARTING TIME OF EVENT (WILL COMMENCE PROMTLY AT) -----

APROXIMATE TIME OF FINISH: -----

DO YOU NEED THE ENTIRE ROADWAY BLOCKED/CLOSED? -----

STATING TIME OF ASSEMBLY: -----

POINT OF ASSEMBLY: -----

(NOTE: THIS WILL BE DISCUSSED WITH YOU BY GUTTENBERG P.D. OFFICIALS. THEY WILL MAKE THE FINAL DETERMINATION)

PURPOSE OF THE EVENT: -----

ADDITIONAL INFORMATION: -----

APPLICATION COMPLETED BY: -----

THE FOLLOWING MUST BE COMPLETED AT THE TIME OF APPLICATION:

- 1) **IT IS YOUR RESPONSIBILITY TO OBTAIN A COPY OF THE EVENT ORDINANCE FROM THE TOWN CLERK, YOU AND YOUR ORGANIZATION ARE RESPONSIBLE FOR COMPLIANCE WITH ALL OF ITS REQUIREMENTS.**

- 2) **A COPY OF YOUR INSURANCE DOCUMENTATIONS MUST BE SUBMITTED AT TIME OF APPLICATION (SEE ORDINANCE).**

- 3) **A CHECK MADE PAYABLE TO THE TOWN OF GUTTENBERG MUST BE SUBMITTED WITH THE APPLICATION (SEE ORDINANCE).**

PRIOR TO THE DATE OF THE EVENT, YOU AND YOUR ORGANIZATION MUST SIGN AN AGREEMENT AS TO RESTRICTIONS, WHICH WILL BE STRICTLY ENFORCED DURING THE EVENT. ONLY AFTER THIS IS SIGNED WILL YOU OBTAIN YOUR SIGNED PERMIT.

NAME OF EVENT: -----

DATE OF EVENT: -----

ADDRESS OF EVENT: -----

STARTING TIME: -----

- 1) ALL PERSONS, VEHICLES, FLOATS AND CONTINGENTS WILL ONLY ASSEMBLE AT THE AREA THAT HAS BEEN DESIGNATED BY THE GUTTENBERG POLICE.

ASSEMBLY AREA: -----

- 2) ONLY AUTHORIZED PERSONS, VEHICLES, FLOATS, AND CONTINGENTS MAY PARTICIPATE IN THE EVENT.
- 3) ALL PERSONS, VEHICLES, FLOATS, AND CONTINGENTS WILL COMPLY WITH DIRECTIONS OF THE GUTTENBERG POLICE.
- 4) THE EVENT WILL COMMENCE PROMPTLY AT THE STATING TIME OF ----- ANY PERSON, VEHICLE, FLOATS, OR CONTINGENT, WHICH DO NOT COMPLY, WILL BE ESCORTED OUT OF THE EVENT.
- 5) NO PERSON, VEHICLE, FLOATS, OR CONTINGENT THAT ARRIVE LATE WILL BE PERMITTED TO JOIN THE EVENT.
- 6) NO PERSON, VEHICLE, FLOATS, OR CONTINGENT WILL PUT ON A PERFORMANCE UNLESS APPROVED BY GUTTEMBERG POLICE.
- 7) NO LIVE ANIMALS OF ANY VARIETY, OTHER THEN SERVICE DOGS ARE PERMITTED TO PARTICIPATE IN THE EVENT.
- 8) NO HANDOUTS, SOUVENIRS, OR OTHER ITEMS ARE PERMITTED TO BE DISPENSED DURING THE EVENT IN HAZARDOUS MANNER.

GIVEN TO THE EVENT COMMITTEE MEMBER BY: -----

GUTTENBERG P. D.

RECEIVED AND AGREED TO BY: -----

SIGNED AND SWORN BEFORE ME:

NOTARIZED

THIS ____ DAY OF ____ 20 ____