

**TOWNSHIP OF TABERNACLE  
APPLICATION FOR SPECIAL EVENT PERMIT**

DATE SUBMITTED: \_\_\_\_\_

(PLEASE PRINT OR TYPE)

**NAME OF EVENT:** \_\_\_\_\_

**BRIEF DESCRIPTION OF EVENT:** \_\_\_\_\_  
\_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ **RAINDATE:** \_\_\_\_\_

**EVENT START TIME:** \_\_\_\_\_ **END TIME:** \_\_\_\_\_

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

**ESTIMATED # OF PARTICIPANTS:** \_\_\_\_\_ **OUTSIDE VENDORS? YES or NO**

**NAME OF SPONSORING ORGANIZATION:** \_\_\_\_\_

*IS THIS ORGANIZATION REGISTERED WITH THE INTERNAL REVENUE SERVICE AND/OR NJ DEPT. OF LAW & PUBLIC SAFETY, DIVISION OF CONSUMER AFFAIRS AS A CHARITABLE ORGANIZATION? Yes/No \_\_\_\_\_ TIN: \_\_\_\_\_*

Name of Group Representative: \_\_\_\_\_

Mailing/Home Address: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Alternate Group Representative: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_\_ Evening Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**TOWNSHIP SERVICES REQUESTED:** *(Please Check All That Apply)*

\_\_\_\_\_ Emergency Medical Services (EMS) - Request online at [www.tabernaclerescue.com](http://www.tabernaclerescue.com)

\_\_\_\_\_ Fire Department (Fireworks, Stand-By's, Fire Police)

\_\_\_\_\_ Public Works (barricades, park prep, electrical)

\_\_\_\_\_ Pinelands CERT (Communications, parking, directions)

\_\_\_\_\_ Township Committee Participation (Remarks, Ribbon-cutting, etc.)

Provide explanation for any services requested: \_\_\_\_\_  
\_\_\_\_\_

**The undersigned representatives of the applicant understand and agree to the following:**

1. Activity(ies) will begin and end within the approved time frame.
2. All debris, trash and recycling materials resulting from the approved activity must be removed from the Township facility and properly disposed of.
3. Sufficient adults will be assigned the sole responsibility of providing security and deterring vandalism.
4. Tabernacle Township may require the applicant to secure sufficient police protection depending on the type of activity and the anticipated number of participants and/or spectators.
5. Noise must be kept to a minimum so as not to disturb others utilizing the facility and residents within the area.
6. Parking is allowed in designated vehicle parking areas **only**. Please be considerate of residents who live adjacent to event staging areas; as parking is strictly prohibited on their private property and may result in fines levied by the NJ State Police as allowable by state and local laws/ordinances.
7. A separate permit must be secured from the Fire Official's Office for any open fires, use of propane, vending trucks, etc. within Tabernacle Township.
8. All problems encountered with any Township facility will be made known to the designated Tabernacle Township Agent within 24 hours of the conclusion of the activity.
9. **ALCOHOLIC BEVERAGES ARE NOT TO BE DISPENSED AND/OR CONSUMED WITHIN ANY TABERNACLE TOWNSHIP FACILITY WITHOUT PRIOR CONSENT AND APPROVAL.**
10. Tabernacle Township will require the applicant to provide remuneration to the Township for damages to the facility and/or repairs/replacement of damaged equipment. Violations of any of the above may result in the denial of future requests, and fines.
11. Tabernacle Township retains the right to rescind this permit at any time and/or to terminate permits early to conduct emergency maintenance/repair projects.
12. *\*Any raffle, Chinese auction, etc. requires a Games of Chance Permit, obtained from the Clerk's Office .*

**RELEASE FORM/Indemnification/Hold Harmless**

This applicant listed below has applied to the Township of Tabernacle for the purpose of securing a Special Event Permit at the designated Tabernacle Township facility.

In accepting this permit, the applicants (for itself, its members, and invitees) accepts and assumes the risk of all conditions existing in the area covered by this permit and the approaches thereto and agrees to hold harmless the Township of Tabernacle and its employees from all risks, liability, injury, damage, and loss to all persons and property arising out of or resulting from any use of or presence within the areas covered by this permit; and also agrees to waive and relinquish all claims and causes of action of every kind; and agrees to indemnify Tabernacle Township for the defense of any such claims or action-whether the liability, loss, or damage is caused by, or arises out of the negligence of the Township of Tabernacle or any of the agents, employees or otherwise. We further agree to reimburse the Township of Tabernacle for any and all expenses, attorney fees or other costs incurred in the enforcement of this waiver and indemnification.

On behalf of this applicant, we understand all procedures associated with this request and accept the legal and financial responsibilities involved in the sponsoring of a special event within Tabernacle Township facilities.

\_\_\_\_\_  
Signature – Authorized Applicant Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature – Authorized Applicant Alternate Representative

\_\_\_\_\_  
Date

**FOR TABERNACLE TOWNSHIP OFFICIAL USE ONLY:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid - \$75 Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Name on Check: \_\_\_\_\_ \*

*No refunds will be issued due to cancellation(s) caused by an act of God unless the Township of Tabernacle is given sufficient notice of intent to cancel or facilities have been closed by decision of the Municipality.*

**Insurance Certificate Provided**-Submit Proof of one million dollars (\$1,000,000) general liability insurance with the Township of Tabernacle as the Additional Insured Certificate Holder

cc: Emergency Mgmt.	Fire Dept	EMS	Public Works	Admin	Fire Official	Committee
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**TABERNACLE TOWNSHIP**

**ORDINANCE 2019-4**

**AN ORDINANCE REPEALING AND REPLACING ARTICLE 8 OF THE TOWNSHIP CODE ENTITLED "PUBLIC FUNCTIONS AND SIMILAR USES OF PUBLIC PLACES"**

**WHEREAS**, the Township Committee has determined that improved coordination of public events is desirous; and

**WHEREAS**, a requirement for a Special Events permit would ensure the protection of public safety and the full preparedness of the township public works and emergency services departments; and

**WHEREAS**, Special Events particularly require a plan and coordination with the Office of Emergency Management; and

**WHEREAS**, the Township Committee finds the purposes of such a permit requirement to be in accord with its statutory authority and in the best interests of the health, safety and welfare of the Township and its residents.

**NOW, THEREFORE, BE IT ORDAINED** by the Township Committee of the Township of Tabernacle, County of Burlington and State of New Jersey, as follows:

Article 8 of the Township Code entitled "**PUBLIC FUNCTIONS AND SIMILAR USES OF PUBLIC PLACES**" is hereby repealed and replaced with "**PUBLIC FUNCTIONS AND SIMILAR USES OF PUBLIC PLACES- SPECIAL EVENTS**"

Section 1.

**Special Events.**

**A. Purpose.**

It is recognized that Special Events enhance the quality of life for the residents of the Township. Therefore, without unduly burdening event planners and sponsors, a permit shall be required to be obtained in advance for all Special Events, as defined herein, to ensure notice to the Township and to ensure planning and coordination of such events with the Township Office of Emergency Management.

**B. Definitions.**

**Special Event** shall be defined as follows: Any protest, service, fair, carnival, festival, show, exhibition, celebration, assembly, pageant, or other similar public event to be conducted within or partly within the Township of Tabernacle where attendance by participants, spectators and/or

patrons is expected to be greater than 250 persons and where the event or any part of the event is to be held on public ground, a public park, in a public right-of-way or on private ground when the public is invited and/or the event is advertised.

In addition, **Special Event** shall also include any walkathon, march, parade, automobile road rally, motorcycle race or enduro, bicycle race, rally or tour, foot race, marathon, hike, or trail ride of any kind or similar function, procession, or any similar display conducted in or upon any street, road, park, or other public place within Tabernacle Township.

**Special Event** does not include any funerals, weddings, or processions sponsored by houses of religious worship, educational activities under the direction and supervision of school authorities, normal camp activities occurring at an accredited camp, processions sanctioned or approved by a government agency including but not limited to the Township and its subdivisions, the Fire Company or the EMS while acting within the scope of their duties and/or functions, or processions arising out of labor disputes..

#### **C. Permit Required.**

Any individual, partnership, corporation or entity conducting a Special Event shall submit an application for a Special Event Permit. An application fee of \$75.00 shall accompany any submitted application for a Special Event Permit. Applications shall be submitted at least thirty (30) days prior to the date of the Special Event on a form to be supplied by the Township Clerk.

The Township OEM and/or Administrator shall have the authority to revoke a Special Event Permit issued hereunder in the event that standards for issuance are not met and/or it is determined that the Special Event poses any risk to public safety.

#### **D. Event Management Plan Required.**

An Event Management Plan shall be submitted with each application for a Special Event Permit. The Event Management Plan shall include proposed planning and actions to address public health and safety issues including, but not limited to, emergency vehicle access, traffic and pedestrian management and trash, refuse and sanitary sewer management. This plan shall be approved by the Township Office of Emergency Management prior to the issuance of any permit and shall include:

- i. The name, address, email address and telephone numbers of all persons and any organization or corporate entity involved and the person(s) representing such an organization seeking to conduct the Special Event.

- ii. The Type of function and the proposed dates when the Special Event is to be conducted. The route to be utilized for any procession if any and the many of travel including the spacing of participants. The approximate number of persons to be expected to participate in the Special Event. The hours when the Special Event will start and terminate. The proposed location of assembly areas if any.
- iii. Written permission evidencing a license to use any private property associated with the Special Event.
- iv. Emergency vehicle access management shall include establishing the location(s) and manner in which emergency vehicles may access the event and ancillary property if necessary.
- v. Traffic and pedestrian management includes:
  - 1. Providing safe ingress and egress, vehicular traffic flow, and pedestrian traffic flow;
  - 2. Utilizing parking attendants, signs, or other parking-related instructions to facilitate vehicular and pedestrian traffic flow onto, off of, and within the event. Special service providers may be required to assist with traffic management;
  - 3. Establishing areas temporarily devoted to parking based on the volume of visitors expected; and
  - 4. Establishing overflow parking areas in the event the planned-for parking capacity is exceeded.
- vi. Public health management includes:
  - 1. Providing sanitary facilities sufficient to accommodate, without causing long queues, the volume of visitors expected; and
  - 2. Providing hand-sanitizing facilities for visitors to wash or sanitize their hands after the use of the sanitary facilities; and
  - 3. Locating sanitary facilities and managing them with an appropriate cleaning schedule, so as to prevent adverse impacts on health and adjacent properties, such as odors; and
  - 4. Providing trash and recycling receptacles to accommodate the volume of visitors expected in order to prevent the accumulation of trash and debris on the ground; and
  - 5. Properly training and equipping event staff on how to handle emergencies that may occur during the event including, but not limited to, the preparation of a protocol for contacting and deploying police, fire, and/or another emergency service in the event of an actual emergency.
- vii. If a Special Event occurs periodically or more than once per year and occurs under the same basic conditions, an applicant may satisfy the provisions of this Chapter for the multiple events by submitting a single event management plan that notes the multiple occurrences and the future dates of the event.
- viii. If the Office of Emergency Management Coordinator requests or requires any additional information or changes to the Special Event Management Plan, the Applicant shall provide the additional information and comply with the required changes.

**E. Insurance and Indemnification.**

Special Event Permits shall be conditioned upon the provision of insurance in the name of the applicant and/or property owner and indemnification to the Township in accord with the following:

A. Insurance.

The applicant shall furnish evidence of a liability insurance policy insuring against loss in an amount not less than one million dollars (\$1,000,000.00) combined single limit per occurrence and in the aggregate covering personal injury and property damage issued by an insurance company authorized to do business in the State of New Jersey. The insurance policy shall be endorsed to the Township with the Township, its elected and appointed boards, officers, agents, officials and employees named as additional insured and shall provide that any other insurance maintained by the Township shall be in excess of and not contributing to the insurance coverage provided to the Township under the applicant's policy.

B. Indemnification.

The applicant shall also be required to sign an indemnity agreement in a form approved by the Township Attorney which shall expressly provide that the applicant agrees to defend, protect, indemnify and hold the Township, its officers, employees and agents free and harmless from and against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of, or resulting from, the alleged acts or omissions of applicant, participants, its officers, agents or employees in connection with the permitted event or activity; and the Permit shall expressly provide that the applicant shall, at applicant's own cost, risk and expense, defend any and all claims or legal actions that may be commenced or filed against the Township, its officers, agents, participants or employees, and that the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the Township, its officers, agents or employees as a result of the alleged acts or omissions of applicant or applicant's officers, agents, participants or employees in connection with the uses, events or activities under the Permit. This indemnification shall specifically include the provision of legal counsel for defense, including payment thereof, and any costs incurred by the Township in seeking enforcement of the indemnification.

## F. Violations and Penalties

Any person, firm, corporation, association, legal party or other entity whatsoever who or which shall violate, or authorize or procure a violation, or cause to be violated, any provision of this Chapter shall, upon conviction thereof, be punishable as provided under the General Penalty provisions found in this Code.

Section 2. Repealer. Any Ordinance inconsistent with this ordinance is hereby repealed to the extent of its inconsistency.

Section 3. Severability. If any provision of this Ordinance is deemed to be contrary to law by a court of competent jurisdiction, such provision shall be of no force or effect; but the remainder of this Ordinance shall continue in full force and effect.

Section 4. Effective date. This Ordinance shall take effect upon proper passage in accordance with the law.

Introduced: 3/25/2019  
Adopted: 4/29/2019  
La Shawn R. Barber  
La Shawn Barber, RMC  
Township Clerk

**State of New Jersey**

**County of Burlington**

**NOTICE OF INTRODUCTION**

**TABERNAACLE TOWNSHIP  
ORDINANCE 2019-4**

**AN ORDINANCE REPEALING  
AND REPLACING ARTICLE 8 OF  
THE TOWNSHIP CODE ENTITLED  
"PUBLIC FUNCTIONS AND  
SIMILAR USES OF PUBLIC  
PLACES"**

The foregoing ordinance was introduced at a meeting of the Township Committee of the Township of Tabernacle held on March 25, 2019 and was read for the first time. The purpose of this ordinance is to improve coordination of public events having the requirement for a Special Events Permit to ensure the protection of public safety, full preparedness of the Township Public Works and Emergency Services Departments. This Ordinance will repeal and replace Article 8 of the Township Code entitled "PUBLIC FUNCTIONS AND SIMILAR USES OF PUBLIC PLACES" is hereby repealed and replaced with "PUBLIC FUNCTIONS AND SIMILAR USES OF PUBLIC PLACES- SPECIAL EVENTS." This ordinance will be considered for final passage at the next rescheduled meeting of the Township Committee on Monday, April 29, 2019 at 7:30 P.M., Town Hall, 163 Carranza Road, Tabernacle, NJ 08088. Copies of this ordinance will be made available at the Municipal Clerk's office to members of the general public who shall request it during normal operating hours. All persons interested will be given the opportunity to be heard concerning such ordinance.

**La Shawn R. Barber, RMC  
Township Clerk**

Adv. Fee: \$33.58  
BCT: April 11, 2019  
Aff. Chg.: \$20.00      7282607

} **SS.**

TABERNAACLE TWP  
163 CARRANZA RD  
VINCENTOWN, NJ 08088

2-096512006  
0007282607-01

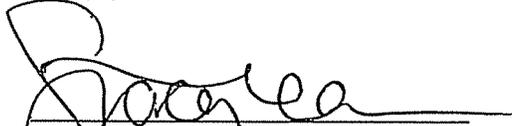
Stacey Lear being duly sworn or affirmed according to law, deposes and says that he/she is the Legal Billing Coordinator of the BURLINGTON TIMES, INC. Publisher of the "Burlington County Times" and that a copy of a notice published in such paper on

\_\_\_\_\_

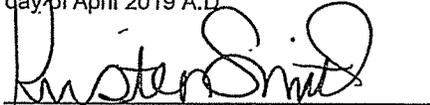
April 11, 2019

\_\_\_\_\_

appears hereto, exactly as published in said newspaper

  
\_\_\_\_\_  
LEGAL BILLING CO-ORDINATOR

Sworn and subscribed to before me this 10th day of April 2019 A.D.

  
\_\_\_\_\_  
Kristen Smith

My commission expires on  
October 30, 2022

**State of New Jersey**

**County of Burlington**

**NOTICE OF FINAL PASAGE**

**TABERNACLE TOWNSHIP  
ORDINANCE 2019-4**

**Title: ORDINANCE NO. 2019-4 -  
AN ORDINANCE REPEALING  
AND REPLACING ARTICLE 8 OF  
THE TOWNSHIP CODE ENTITLED  
"PUBLIC FUNCTIONS AND  
SIMILAR USES OF PUBLIC  
PLACES"**

Notice is hereby given that the fore-  
going ordinance, introduced and  
adopted on first reading at a meet-  
ing held on March 25, 2019, was  
approved on second reading and fi-  
nally adopted by the Township  
Committee of the Township of Tab-  
ernacle at a regular meeting held  
on April 29, 2019.

**La Shawn R. Barber, RMC  
Tabernacle Township  
Municipal Clerk**

Adv. Fee: \$18.86  
BCT: May 2, 2019  
Aff. Chg.: \$20.00

7286462

**} SS.**

TABERNACLE TWP  
163 CARRANZA RD  
VINCENTOWN, NJ 08088

2-096512006  
0007286462-01

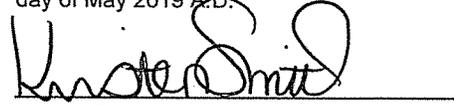
Stacey Lear being duly sworn or affirmed  
according to law, deposes and says that  
he/she is the Legal Billing Coordinator of the  
BURLINGTON TIMES, INC. Publisher of the  
"Burlington County Times" and that a copy of  
a notice published in such paper on

May 02, 2019

appears hereto, exactly as published in said  
newspaper

  
LEGAL BILLING COORDINATOR

Sworn and subscribed to before me this 2nd  
day of May 2019 A.D.



Kristen Smith

My commission expires on  
October 30, 2022