

TOWNSHIP OF MAPLEWOOD



ORDINANCE

2369-06

AN ORDINANCE TO ESTABLISH A PROCEDURE FOR THE ISSUANCE OF PERMITS FOR EVENTS TO BE HELD ON TOWNSHIP OF MAPLEWOOD PROPERTY

"Interpretive Statement"

This ordinance will establish a process to allow an individual or organization to secure a permit to conduct an event upon Township of Maplewood property.

BE IT ORDAINED, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey, as follows:

FIRST: Definitions

Township Property

Any and every public street, public building, highway, sidewalk, square, public park or playground or any other public place within the Township of Maplewood ("the Township") which is within the jurisdiction and control of the Township.

Events

All organized public gatherings, except neighborhood block parties, which are governed by Ordinance number 2370-06, and filming which is governed by Chapter 125 of the Code of the Township of Maplewood.

Neighborhood Block Parties

A gathering of local neighborhood residence held without charge and intended to be attended by local neighborhood residents held not more than (one) time per year where the participants contribute food and beverages and/or pay a small fee to cover the costs of same, and which is held to foster neighborhood well being and comradery.

SECOND: Permit Required

(A) No person or organization shall conduct an event on Township Property without first having obtained a permit from the office of the Township Clerk, which permit

shall set forth the approved location of such event and the approved duration of such event by specific reference to date or dates, including set-up and break-down. Said permit must be readily available for inspection by Township officials at all times at the site of the event.

(B) All permits shall be applied for and obtained from the office of the Township Clerk during normal business hours. Applications for such permits shall be on an approved form, a copy of which is attached, and be accompanied by a permit fee in the amount established by this Ordinance.

(C) A permit shall be valid to conduct events for the period of time specified in the permit.

(D) There can be no change in the approved dates and times once a permit has been issued.

THIRD: Issuance of Permit

(A) No permit shall be issued by the Township Clerk unless applied for at least thirty (30) days prior to the scheduled date of the event; provided however, that the Township Clerk may waive the thirty (30) day period if, in his/her judgment, the applicant has obtained all relevant approvals.

(B) No permit shall be issued unless the applicant has provided the Township Clerk with satisfactory proof of the following:

(1) Proof of insurance coverage for bodily injury and property damage in an amount of not less than one million (\$1,000,000.00) dollars per occurrence, together with a Certificate of Insurance naming the Township as an additional insured and containing a provision giving the Township thirty (30) days notice prior to cancellation.

(2) The hiring of an off duty Maplewood Police Officer as determined by the Township Police Chief.

(C) The Township Clerk may refuse to issue a permit whenever he/she determines, on the basis of objective facts and after review of the application and reports from the Police Department, Fire Department, Building Department, Public Works Department, Health Department, Recreation Department and other Township agencies involved, that the event, the location and/or time set forth in the application would violate any law or ordinance, unreasonably interfere with use and enjoyment of neighboring properties, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise adversely effect the public=s health, safety or welfare.

(D) In addition to any other fees or costs mentioned in this ordinance and other Township ordinances, the applicant shall reimburse the Township for any out-of-pocket expenses, including overtime pay incurred in connection with the event.

(E) Copies of the approved permit shall be sent to the Township Committee, Police Department, Fire Department, Building Department, Public Works Department, Health Department and Recreation Department.

(F) The permittee shall take all steps to minimize interference with the free passage of pedestrians and traffic over Township Property and to comply with all lawful directions issued by the Maplewood Police Department and Maplewood Fire Department.

(G) The permittee shall conduct the event in such a manner as to minimize the inconvenience to neighboring property owners.

FOURTH: Appeals

Any party aggrieved by the decision of the Township Clerk in denying or revoking a permit may appeal said decision to the Township Administrator.

FIFTH: Fees

Each application for an event permit shall be accompanied by a non-refundable fee of twenty-five (\$25.00) dollars.

SIXTH: Violations and Penalties

Any person or organization violating this Ordinance or the rules and regulations promulgated thereby, or the terms of the permit, upon conviction, shall be punished by a fine not exceeding twelve hundred fifty (\$1,250.00) per day. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Additionally, any person or organization violating this Ordinance may be prohibited from securing an Event Permit in the future.

SEVENTH: Severability

If any section, paragraph, subparagraph, clause or provision of this Ordinance shall be adjudged invalid, such adjudication shall apply only to the specific section, paragraph, subparagraph, clause or provision so adjudged and the remainder of the Ordinance shall be deemed valid and effective.

EIGHT: Repeal of Prior Ordinances

Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance be and the same are hereby repealed to the extent of any such inconsistencies.

NINTH: Effective Date

This Ordinance shall take effect after final passage and publication according to law.

PUBLIC NOTICE is hereby given that the foregoing proposed Ordinance was introduced and read by title for the first time at a meeting of the Township Committee of the Township of Maplewood, held on September 5, 2006 and that Committee met again on September 19, 2006, at 7:30 p.m. at the Municipal Building, 574 Valley Street, Maplewood, New Jersey, at which time and place the Committee proceeded to consider the said Ordinance on second reading and final passage.

ELIZABETH J. FRITZEN, R.M.C.
Township Clerk

**MAPLEWOOD TOWNSHIP
EVENT APPLICATION**

DATE OF APPLICATION: _____

**APPLICATION IS TO BE SUBMITTED TO THE TOWNSHIP CLERK 30 DAYS PRIOR TO THE EVENT
ACCOMPANIED WITH A NON-REFUNDABLE \$25.00 FEE.**
(failure to do so may result in denial of application)

TYPE _____ OF _____ EVENT:

SPONSORING _____ PARTY:

DATE OF EVENT: _____ RAIN DATE:

START TIME: _____ END TIME:

LOCATION _____ OF _____ EVENT:

ON STREET: _____ OFF STREET: _____

PRIVATE PROPERTY: _____ PUBLIC PROPERTY: _____

EXPECTED NUMBER OF PARTICIPANTS: _____

CONTACT _____ PERSON:

ADDRESS: _____

PHONE #(S) _____

Home

Work

Cell

E-Mail _____

CONTACT _____ PERSON _____ FOR _____ DAY _____ OF _____ EVENT:

(contact person must be reachable the day of the event for any emergency that may arise)

CERTIFICATE OF INSURANCE
(pursuant to Municipal Ordinance, a Certificate of Insurance in the amount of \$1,000,000.00
must accompany this application)

**DESCRIBE THE EVENT IN DETAIL ON THE BACK OF THIS APPLICATION AND ANY ANTICIPATED
NEEDS (Barricades, cones, no parking signs, etc.)**

The undersigned is authorized to sign this Event Application on behalf of the Sponsoring Party.

Submitted: _____ Title