



# MAPLEWOOD TOWNSHIP Event Guidelines

**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)**

Date 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: \_\_\_\_\_ Expected Number of Participates: \_\_\_\_\_

Contact Person for event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_  
Home Work Cell

E-mail: \_\_\_\_\_

Describe the event in details of any anticipated needs (Barricades, Cones, No Parking signs, Electrical Box opened) See next page under narrative for more space:

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

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

Official Use Only			
THE ABOVE EVENT HAS BEEN REVIEWED BY THE FOLLOWING DEPARTMENTS:			
	<u>APPROVED</u>	<u>DISAPPROVED</u>	<u>INITIALS</u>
Police Department	_____	_____	_____
Fire Department	_____	_____	_____
Health Department	_____	_____	_____
DPW	_____	_____	_____
Recreation Department	_____	_____	_____
THIS APPLICATION HAS BEEN:	_____	_____	
	APPROVED	DENIED	
Township Clerk:	_____		
	ELIZABETH J. FRITZEN		



**MAPLEWOOD TOWNSHIP**  
**Event Guidelines**

**Narrative (Must be submitted at time of application):**



## **MAPLEWOOD TOWNSHIP**

### **Event Guidelines**

The following guidelines are provided to assist groups and organizations with the event application process and provide information.

#### **Events are things such as:**

- \*Events in Township of Maplewood Buildings
- \*Events in Public Roadways
- \*Events in Township Parks
- \*Block Parties
- \*Sidewalk Sales

#### **A. General Information of all Events**

- 1.) The Township requires advance notification of 30 days for any event.
- 2.) Insurance – A certificate of insurance in the amount of \$1,000,000.00 is required, to be submitted prior to the event. The Township of Maplewood MUST be named as “Additional Insured”.
- 3.) The following Township Departments will review your application once submitted to the Township Clerk.
  - A.) Business Administrator – Administration
  - B.) Police Chief – Police Department
  - C.) Fire Chief – Fire Department
  - D.) Health Officer – Health Department
  - E.) Director of Public Works – Public Works Department
  - F.) Code Enforcement Officer – Building Department
  - G.) Director of Recreation and Cultural Affairs - Recreation Department



## **MAPLEWOOD TOWNSHIP**

### **Event Guidelines**

- 4.) Each application for an event permit shall be accompanied by a non-refundable fee of \$25.00
- 5.) If you require barricades, cones, no parking signs, etc. – this request must be submitted on your application. A deposit of \$25.00 is required at time of application for use of Township barricades.
- 6.) Each application for an event permit shall be accompanied by a \$50.00 deposit for recycling containers which will be provided by DPW.
- 7.) If you have food at your event. Food Services shall adhere to Health Department regulations. Non Maplewood Food vendors may be issued a one day license. Contact the Health Department for further detailed information and the Township Clerk for an application.
- 8.) A map or sketch of facility or park must be included with application.
- 9.) Fifty (50) percent of Police cost will be your responsibility. The number of Maplewood Police Officers required for the safety of your event is determined by the Township of Maplewood.

### **B. Guidelines for Games of Chance (Bingo and Raffle Licenses)**

- 1.) A copy of valid registration certificate bearing the Organizations name and ID Number must be presented at the time of application for Bingo and Raffle license is requested.



## **MAPLEWOOD TOWNSHIP**

### **Event Guidelines**

A qualified organization MUST receive an identification number from the Control Commission prior to making an application for bingo or Raffle License in the municipality where the games are to be conducted.

- 2.) The license application is filed in quadruplicate. It must be signed by at least two different members and notarized.
- 3.) An application must include any all necessary attachments (Such as schedule of games for bingo, equipment lessor statement, a sample ticket/calendar, list of wheels and games, statement of landlord and required fees).
- 4.) Fee is paid to the Township and Legalized Games and Chance Control Commission (LGCCC), fee depends on value of prizes offered.
- 5.) Off-premise raffle: need two copies of sample ticket, 50/50 raffle-1/2 of proceeds go to winner.
- 6.) Merchandise must be legal prize.
- 7.) Approximately four weeks are needed to process applications, depending on when the application is brought in.
- 8.) Canister Drives – Non-profit organizations may apply for a permit if this is a part of the event by contacting the Township Clerk.



## **MAPLEWOOD TOWNSHIP** **Event Guidelines**

### **C. Rental of Township Facilities**

1.) Applications should be filed at least four (4) weeks in advance of the time facility usage is desired.

### **Building Rental and Contact Information:**

Maplewood Community Center..... (973) 763-5287  
Burgdorff Cultural Center..... (973) 843-7157  
Maplewood Memorial Library.....(973) 762-1622  
Hilton Branch Library..... (973) 762-1688  
The Woodland .....(973) 843-7157

### **D. Park Reservations for Groups/Organizations**

For availability (973) 762 8120 ext.4004

1.) Open flames or burning of fires for the purpose of cooking food for human consumption in Township Parks and Playgrounds is not permitted. You may picnic with sandwiches and non-grilled items. Large groups should contact the Recreation Department for reservation of space.

2.) Consumption of alcoholic beverages in Municipal facilities and parks is strictly prohibited. (Some building exemptions)  
Contact the Township clerk for regulations and requirements.

3.) The Township of Maplewood takes great pride in its buildings and parks. Residents are reminded that they should leave facilities and grounds as they found them. Please utilize our garbage cans and recycling bins. Maplewood Recycles!



## **MAPLEWOOD TOWNSHIP** **Event Guidelines**

### **E. Block Parties**

1.) Residents and neighborhood associations may apply for block party permits in the Office of the Township Clerk. Signature authorization acknowledging the party must be obtained by every affected property in order to block off a Township Street. A deposit of **\$25.00** is required at the time of application for use of Township barricades.

### **F. Banners**

**Banner program discontinued.**



# Township of Maplewood

MAPLEWOOD, NEW JERSEY 07040



## FIRE DEPARTMENT

105 DUNNELL ROAD

P: 973-762-6500

F: 973-763-4622

**MICHAEL R. DINGELSTEDT**  
CHIEF OF DEPARTMENT

**MICHAEL C. WEBER**  
DEPUTY CHIEF / EXECUTIVE OFFICER

### All Food Vendors:

All vendors that will be cooking or keeping food hot at public events using any type of open flame: Sternos, propane grills, portable stoves, charcoal grills, etc. are required to obtain a Type 1 Fire Safety Permit for the use of open flame producing device. This includes food trucks as well. The cost of the permit is **\$55.00**. On the day of the event an inspection will be performed to ensure that all requirements for the Fire Safety Permit are met. Attached are a copy of the Fire Safety Permit application as well as information relating to outdoor cooking and the use of a cooking tent/canopy. The use of a canopy is not required but if you do use one it will be required to have a certificate of flame resistance or a label on it that states that it is Flame Resistant.

**All permit applications for events must be submitted to the Clerk's Office at the address listed above 10 days prior to an event.**

If you have any additional questions or concerns please do not hesitate to contact me.

Best regards for a successful event,

A handwritten signature in blue ink that reads "Michael R. Dingelstedt".

Michael R. Dingelstedt  
Chief of Department / Fire Official





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The Uniform Fire Code states:

“Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official.” [N.J.A.C. 5:70 – 2.7 (a)]

## APPLICATION FOR PERMIT

Date of application: \_\_\_\_\_

Location where the activity will occur: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Phone/Fax Number: \_\_\_\_\_ Emergency#: \_\_\_\_\_

Block/Lot: \_\_\_\_\_ Registration#: \_\_\_\_\_

The above named applicant hereby requests permission to conduct the following activity at the above indicated location: \_\_\_\_\_

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

\_\_\_\_\_

(State quantities for each category to be stored, or used and the method stored or used:)

\_\_\_\_\_

I hereby acknowledge that I have read this application and the information given is correct. I am the owner or duly authorized to act in the owners behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature \_\_\_\_\_ Fire Official Signature \_\_\_\_\_

**Note: There are five types of permits.  
See attached sheets for type and fee.**

Permit Type: \_\_\_\_\_ Fee amt: \_\_\_\_\_



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### **Type 1 Permit is \$55.00**

1. Bonfires
2. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure;
3. The occasional use of any non-residential occupancy other than Use Groups F, H, or S for group overnight stays of a person over 2 – ½ years of age, in accordance with section F – 709.0 of the Fire Prevention code;
4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by type 2 permit;
5. The use of any open flame or flame producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation;
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a type B Life Hazard use;



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7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12.194;
8. The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures;
9. The occasional use in any building of a multipurpose room with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
10. The storage or handling of class 1 flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or aggregate amounts of more than 60 gallons, but not more than 660 gallons outside a building.
11. The storage or handling of class 2 or 3A combustible liquids in closed containers or aggregate amounts of more than 25 gallons but not more than 660 gallons, or more than 60 gallons but not more than 660 gallons outside a building.
12. Any Permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7



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(g) and is not defined as a life hazard use in accordance with N. J. A. C. 5:70-4.

13. They use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.

### **Type 2 Permit – \$166.00**

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials.
2. Fumigation or thermal insecticide fogging;
3. Carnivals and circuses employing mobile structure used for human occupancy;
4. The use of covered mall in any of the following manners;
  - a. Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall;
  - b. Temporarily using the mall as a place of assembly;
  - c. Using open flame or flame devices;



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- d. Displaying liquid or gas fueled powered equipment;  
or
  - e. Using liquefied petroleum gas, liquefied natural gas,  
and compressed flammable gas in containers  
exceeding 5 pound capacity.
5. Storage outside of buildings of LP-gas cylinders what a  
part of a cylinder exchange programs.

### **Type 3 Permit – \$331.00**

1. Industrial processing ovens or furnaces operating at  
approximately atmospheric pressure and temperatures not  
exceeding 1400 degrees Fahrenheit which are heated with oil  
and gas fuel or which contain flammable vapors from the  
product being processed.
2. Any wrecking yard or junk yard; or
3. The storage or discharge of fireworks

### **Type 4 Permit – \$497.00**

1. Storage or use at normal temperature and pressure or more  
than 2000 cubic feet of flammable compressed gas or 6000



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- cubic feet or non-flammable compressed gas;
2. The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic oxidizers; or the storage of more than 500 gallons of non-flammable, non-toxic, cryogenic liquids;
  3. The storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons;
  4. To store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted.
    - a. More than 55 gallons of corrosive liquids;
    - b. More than 500 pounds of oxidizing materials;
    - c. More than 10 pounds of organic peroxides;
    - d. More than 500 pounds of nitromethane;
    - e. More than 1000 pounds of ammonium nitrate;
    - f. More than one microcurie of radium not contained in a sealed source;



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g. More than one millicurie of radium or other radiation material in a sealed source or sources;

h. Any amount of radioactive material for which the specific license from the Nuclear Regulatory Commission is required; or

i. More than 10 pounds of flammable solids.

5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day; or

### **Type 5 Permit – \$1,380.00**

1. Reserved

## **NJ UNIFORM FIRE CODE: COOKING VENDOR GUIDELINES**

- The following are minimum guidelines for each cooking vendor at festivals, carnivals, etc.
- A site plan may be required by the Fire Official prior to event.

**FIRE SAFETY PERMIT:** Cooking vendor permits – a permit application shall be submitted **10 days prior** to the event for each vendor for every event.

N.J.A.C. 5:70-2.7(a); All cooking vendors shall be required to apply for a fire safety permit, issued by the Maplewood Fire Department. All permits shall be made available to the fire official upon inspection.

N.J.A.C. 5:70-2.9(c)1; 1E05/1L12 Type Permit Fee \$55.00 will be accepted-vendors shall apply and pay the permit fee. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.

N.J.A.C. 5:70-2.7(f); 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.

**FIRE EXTINGUISHER:** All cooking vendors shall supply their own fire extinguishers.

N.J.A.C. 5:70-3, 906.2; All fire extinguishers shall comply with NFPA 10/2002. All fire extinguishers shall have a valid dated inspection tag, good of one year.

N.J.A.C. 5:70-3, 904.11.5; Class K portable fire extinguishers are required for cooking with vegetable or animal oils and fats.

N.J.A.C. 5:70-3, 904.11.5.1; Class K portable fire extinguishers are required for cooking with solid fuel.

N.J.A.C. 5:70-3, 904.11.5.2; Class K portable fire extinguishers required for deep fat fryers. (See 2006 IFC-NJ for size and quantity)

### **PROPANE TANK:**

N.J.A.C. 5:70-3, 3003.5.3; Propane tanks shall be secured, to prevent falling over.

N.J.A.C. 5:70-3, 3801.1; Propane tanks and equipment shall comply with NFPA 58/2004.  
. 5:70-3, 3803.2.1; Propane tanks shall not be taken into buildings/tents, (see 2006-1 for exceptions)



## **MOBILE CANTEENS, FOOD TRUCKS & COOKING TRAILERS**

N.J.A.C. 5:70-4.7(g) All cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system.

N.J.A.C. 5:70-3, 904.6; Dry chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17/2002.

N.J.A.C. 5:70-3, 904.5; Wet chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17A/2002.

N.J.A.C. 5:70-3, 609.2; Excessive grease and residue buildup on kitchen exhaust systems, cleaning required.

### **MISCELLANEOUS:**

N.J.A.C. 5:70-3, 104.3; All appliances shall be listed and labeled and approved by the fire code official. (No homemade appliances).

N.J.A.C. 5:70-3, 2403.8.2; No vehicles shall be parked within 5 feet of tents or canopies.

N.J.A.C. 5:70-3, 2404.15.3; Suitable barricades shall be provided to maintain a distance of 5 feet between the heat producing appliance and the public.

- 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.
- 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.

## **NJ UNIFORM FIRE CODE: TENTS/CANOPIES**

N.J.A.C. 5:70-2.7(a); All vendors with tents/canopies meeting the below, shall be required to apply for a Type 1O15 fire safety permit for each vendor for every event **10 days prior to event**, issued by the Maplewood Fire Department. All permits shall be made available to the fire official upon inspection.

- 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)
- All tents/canopies that will remain in place for fewer than 180 days.
- All tents/canopies that are used or occupied between April 1 and November 30.
- All tents/canopies that do not have a permanent anchoring system or foundation.
- All tents/canopies that contain platforms and bleachers up to 11 feet in height.

N.J.A.C. 5:70-2.9( c )1; 1O15 Type Permit Fee \$55.00 will be accepted-vendors shall apply and pay the permit fee. Permits will not be issued unless payment is made in full. This is an application processing fee and is not refundable.

N.J.A.C. 5:70-2.7(f); 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.

N.J.A.C. 5:70-3, 2404.12; Fire extinguishers - at least one portable fire extinguisher with a minimum 4-A rating, or two portable fire extinguishers with a minimum 2-A rating each, shall be provided in/under all tents as required by section 906.

N.J.A.C. 5:70-3, 2404.2; Tents/canopies shall be constructed of fire retardant materials or be properly treated as per NFPA 701/1999. An affidavit or affirmation shall be submitted to the fire official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the owners of the tent, canopy, or air supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment
4. Name of person or firm treating the material
5. Name of testing agency and test standard by which the fabric was tested.

**NOTE:** Smaller tents/canopies may have a label attached with a flame resistance certification.

N.J.A.C. 5:70-3, 2404.5; Combustible materials and excessive trash shall not be located within any tent or canopy (min. 20 feet clearance).

## **NJ UNIFORM FIRE CODE: TENTS/CANOPIES - continued**

N.J.A.C. 5:70-3, 2404.7; 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.
- Note: See Bulletin 2006-1 for further information and exceptions.

N.J.A.C. 5:70-3, 2403.12.6; Exit signs are required when the exit serves and occupant load of 50 or more.

N.J.A.C. 5:70-3, 2403.12.6.1; Exit signs shall be illuminated. 1. For occupant loads of 300 or less; or 2. An approved emergency system, for occupant loads greater than 300.

N.J.A.C. 5:70-3, 2403.12.7; Means of egress shall be illuminated from a separate circuit or source of power. (Not less than 1 foot candle (11lux) at floor level)

N.J.A.C. 5:70-3, 2403.12.8; Means of egress, width of exits, aisles and passageways shall be maintained at all times.

- Interior finish, decorative materials and furnishings shall comply with Chapter 8.
- Occupant Load and Number of Exits shall be approved by the Maplewood Fire Department.

### **NJ UCC TENT PERMIT REQUIRED:**

Larger than 16800 square feet in size, greater than 140 feet in any dimension, bleachers or platforms higher than 11 feet, up for more than 180 days and used between December 1 and March 31 or having a permanent anchoring system or foundation..