



TOWN OF PHILLIPSBURG  
**675 CORLISS AVENUE**  
**PHILLIPSBURG, NJ 08865**  
PHONE: 908-454-5500 FAX: 454-6511

## Special Event Application Permit (long form- for 101 or more attendees):

*Special Use Permit (Town of Phillipsburg) Application*

Please print/type the following application and return it with the non-refundable application fee made payable to "Town of Phillipsburg" **at least 45 days prior to the requested date.** \*Non Commercial Application fee is \$60 for Phillipsburg residents, and \$75 for out of town residents. Commercial application fee is \$150 for Phillipsburg residents and \$200 for out of town residents. Contact the Town of Phillipsburg with any questions, pertaining to this application or process. A parking fee of \$3/car/day will be charged if use of any Town lots are used (which shall be granted in the Town's sole discretion). At the Town's discretion, an additional Operations Plan may be required, depending on complexity of request. This SUP request is not fully approved until a Town authorized **Special Use Permit**, is issued and signed by all required parties.

**Requested Venue :** \_\_\_\_\_

**Type of Program/Event:** \_\_\_\_\_

**Date & Time of use: (Date)** \_\_\_\_\_ **(Start/Time)** \_\_\_\_\_ **(End Time)** \_\_\_\_\_

**Applicant(s) Name:** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone/Contact #'s: (Home, Bus.)** ( ) \_\_\_\_\_ **(Cell)** ( ) \_\_\_\_\_

**FAX #:** \_\_\_\_\_ **Email Address (REQUIRED):** \_\_\_\_\_

**Estimated Attendance:** \_\_\_\_\_ **Estimated \* of Vehicles:** \_\_\_\_\_

*Please Check Yes (Y) or No (N) to answer the following questions*

Have you completely read and understand the SUP Application Pack? Y  N

Are you familiar with the site? Y  N

Will there be any fees charged? Y  N

Will you offer food for sale? Y  N

Will any items/goods be for sale? Y  N

Does request include commercial photography? Y  N

If YES: (Still  Video  Movie )

Will you be requesting assistance of: Maintenance: Y  N  Police/Security: Y  N

Parking: Y  N  Water/Electric Connection: Y  N

Early or Late Open/Close: Y  N

Please make a selection and check off the appropriate box below that your classification:

\_\_\_\_\_ Individual or non-profit; Town resident [\$ 60.00] \_\_\_\_\_ Individual or non-profit; Non-resident [\$75.00]

\_\_\_\_\_ Commercial; Town resident [\$ 150.00] \_\_\_\_\_ Commercial; Non-resident [\$200.00]

\_\_\_\_\_ Parking [\$3.00/car/day in Town lots, subject to Town approval]

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*In the space provided below give a brief description of your proposed special use or event and give further explanation to any questions above, in which you checked/answered Yes (Y). Also, please describe any special needs you may have.*

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**THIS PERMIT MUST BE WITH YOU AT ALL TIMES DURING YOUR EVENT!**

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**Applicant agrees to provide a Certificate of Insurance naming the Town of Phillipsburg, 675 Corliss Avenue, Phillipsburg, NJ 08865 as additional insured. Applicant additionally agrees to indemnify, defend and hold harmless the Town of Phillipsburg from and against any and all liabilities, losses, claims, damages and expenses incurred in connection with the Event, including but not limited to, costs of investigation and defense, legal fees and expenses of any kind or nature whatsoever to the extent that such damages are not caused by the gross negligence, willful misconduct, fraud or misrepresentation of the Town of Phillipsburg.**

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**The applicant by his/her signature certifies that: 1.) All information is correct. False information will result in denial or revocation of permit. 2.) All Town rules and regulations pertaining to use of area are understood and will be fully complied with by the applicant. 3.) Applicant will not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.**

**Name of Applicant:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR TOWN USE ONLY**

**Town Approved:** \_\_\_ Yes \_\_\_ No \_\_\_ **Department Manager** \_\_\_\_\_

**Mayor Approved:** Yes \_\_\_ No \_\_\_ **Conditional** \_\_\_ **Signature:** \_\_\_\_\_

**Comments/Explanation of Conditional Approval:** \_\_\_\_\_

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# SPECIAL EVENTS OPERATIONS PLAN

## **Directions for submitting the Special Events Operations Plan:**

*The Operations Plan is a planning document that organizes all of the necessary elements for managing a special event at a site in the Town of Phillipsburg. If a section or question does not apply to your event, please fill "N/A or Not Applicable". In addition to these questions, please provide as much information about your event as possible. The more information that you provide initially, the faster The Town will be able to process your application and ultimately approve your special event.*

*Note: Information provided on this form may be subject to review and inspection under the **Open Public Records Act** ([N.J.S.A 47:1A-1](#)).*

*The Operations Plan must be submitted electronically either as a "Word" or "PDF" document.*

## **1. CONTACT INFORMATION**

- 1.1. Primary Contact Name
- 1.2. Email Address
- 1.3. Cell Phone Number
- 1.4. Office Number
- 1.5. Fax Number

## **2. SUMMARY**

- 2.1. Provide a brief summary of your proposed event.
- 2.2. Provide important details, such as:

Date of Event:

Time of Event:

Type of Event:

Location of Event:

Estimated Attendance:

Estimated Parking Spaces Required:

- 2.3. Will you be collecting an entrance or registration fee for your event? If yes, please provide pricing details.
- 2.4. Will you be selling any goods, food, merchandise, etc. at the event? If yes, please provide a brief description.
- 2.5. Provide the number of staff and volunteers that will be working the event.

Staff:                      Volunteers:

### **3. PROJECT SCHEDULE**

- 3.1. Provide a detailed schedule (specific dates and times) of the setup, event, and breakdown. Include all drop-offs / deliveries as well as hours that staff will be onsite. (This must be submitted as a separate attachment)

#### **Additional Attachment Required**

- 3.2. Does your set-up and/or clean-up require site access before 7am or after 4pm?
- 3.3. Will there be any deliveries to a Town site for this event? The Town will not accept or direct any deliveries on your behalf.
- 3.4. Breakdown of your event will conclude on what date and time?

### **4. LOCATION OF EVENT AND SITE MAP**

- 4.1. Submit as a separate attachment, a detailed site plan (map) depicting the layout of your event. Important details include: location of tents, staging areas, dumpsters, restroom facilities, generators, food areas, parking, transportation routes, and signage locations.

#### **Additional Attachment Required**

- 4.2. Will you need vehicular access to the site for set-up/ break-down?

**Note.** Vehicular access for site set-up and deliveries is limited. Remote locations in the park may necessitate the need for non-motorized alternative ways of getting equipment and staff out to the site (e.g. carts, hand trucks etc.).

## **5. PERMIT DOCUMENTATION**

*This section was developed to help identify additional permits from other agencies including, but not limited to, Phillipsburg Town Code, NJ Dept. of Community Affairs (DCA) for fire, building, code or electric (which include the Divisions of Fire Safety and Codes and Standards), NJ Division of Revenue for business registration, NJ Division of Consumer Affairs for charitable registrations, NJ Dept. of Transportation – Division of Aeronautics, as well as, Taxation, Gaming, Insurance, etc. A copy of all permits must be submitted to the Town prior to the event.*

- 5.1. Is this event a non-profit or for-profit event? If non-profit, you will need to provide your Charity Registration Number and evidence of your non-profit status. If for-profit, you will need to provide a copy of your Business Registration Certificate.
  
- 5.2. Do you wish to dig in the ground for any reasons? If yes, please explain why.
  
- 5.3. Will your event be putting up tents and need to put stakes in the ground? If yes to either digging or putting stakes in the ground, it is the applicant's responsibility to contact "U Dig" and coordinate a utility mark-out before any staking or digging takes place (1-800-272-1000). Please note that depending on the location within the park, you may not be allowed to stake or dig and will be required to use weights. Stakes and digging in ground are not permitted in Town facilities.
  
- 5.4. Will you be building any temporary equipment or structures on the site that you are renting (for example, bleachers, stages, or platforms)? If yes, please describe the proposed structure in detail and include diagrams and building plans as separate attachments. The Town of Phillipsburg must review and approve all plans for temporary structures.
  
- 5.5. Will you be utilizing Unmanned Aerial Vehicles (drones)? If yes, you will need to hire a licensed and insured operator and contact the Federal Aviation Agency and provide evidence that the activity has been approved in accordance with SPS Policy 2.38 and any applicable federal law.

## **6. FOOD AND CONCESSIONS/ALCOHOLIC BEVERAGES:**

*You will need to submit a completed Warren County Department of Health (DOH) application for each food vendor, AND APPROPRIATE ALCOHOLIC BEVERAGES APPLICATION to The Town of Phillipsburg.*

- 6.1. Provide a description of the food services that your event plans to offer. Please include menus and pricing as an additional attachment.

Description of food service:

Vendor Information:

Menus & Pricing: **Additional Attachment Required**

6.2. What will be used to cook/heat the food? (Open Flame Cooking requires a permit from the DCA Division of Fire Safety)

6.3. Will your event be selling non-food concessions?

6.4. If yes, please provide a list of concession items and cost breakdown.

## 7. SANITARY SEWAGE

*The Town of Phillipsburg's restroom facilities are typically not available for special events; you will be required to provide adequate sanitation in the form of port-a-johns. If the use of park restrooms is approved, you will be assigned Town DPW employee(s) at the rate of \$60/hour for each employee for the duration of your event.*

7.1. How many port-a-johns will you be providing/using? (See chart for assistance)

7.2. How many ADA units will you be providing/using (one ADA unit must be provided per every five units)?

7.3. Recommended Usage Chart for Large Events

USAGE CHART # of hours for the event										
# of People	1	2	3	4	5	6	7	8	9	10
0-500	2	3	3	4	4	4	4	4	4	5
1000	3	4	5	6	6	7	7	7	7	7
2000	5	8	10	11	12	13	13	14	14	14
3000	7	12	15	16	18	18	19	20	20	21
4000	10	16	19	22	24	25	25	27	27	28
5000	12	20	24	27	29	31	32	33	33	34
6000	14	24	28	33	35	37	37	39	41	41
7000	17	27	34	38	41	42	46	46	47	48
8000	20	32	38	44	48	49	50	51	53	54

10,000	24	39	47	54	58	62	64	66	67	68
15,000	37	57	70	81	87	92	94	99	102	104
20,000	48	77	95	107	115	120	127	131	133	136

7.4. Who is providing the units and when will they be dropped off/removed? (Please indicate location of units on your site map).

Vendor information:

Delivery Date/Time:

Removal Date/Time:

7.5. Will your event need access to potable water? If yes, you will be charged to have staff hook up to hydrants in the area, and you will be required to supply a meter and pay for any water used.

## 8. SOLIDWASTE COLLECTION & DISPOSAL

*The permittee shall, at the permittee's sole cost and expense, keep and maintain the premises in a neat, clean, and sanitary condition. The permittee shall, at the permittee's own expense, make arrangements to pick-up, remove or dispose of all garbage, rubbish, or other waste accumulated on the premises by the permittee, the permittee's contractors and subcontractors, employees, agents, and participants of permittee's event. Any refuse that is left behind will result in fees being charged to the permittee for clean-up.*

8.1. The Town of Phillipsburg is not responsible for trash or litter generated at or by your event or its participants. Please describe how will you be disposing the garbage and litter that your event generates?

8.2. Who is providing your dumpster(s)? Please provide contact information and pickup/ removal dates. (Please indicate dumpster location(s) on your site map.)



Vendor information:

Delivery Date/Time:

Removal Date/Time:

## 9. ELECTRICAL & LIGHTING

- 9.1. Will you need electricity for your event? If yes, please note that you will need to provide your own generators.
- 9.2. Please provide the number, size and location of all generators. (Please indicate generator location(s) on your site map.)

**Note.** Permittee will make no changes to the existing electrical service without prior approval from the Town of Phillipsburg. All electrical connections to temporary service boxes must be completed by licensed electricians, approved by the Town of Phillipsburg or its designee at the applicant's expense. Permittee is responsible for obtaining all required permits.

## 10. SIGNAGE

*Directional, informational and advertisement signage is the responsibility of the permittee. No signs or advertisements of any kind shall be painted or posted on the premises other than those approved in writing by the Town of Phillipsburg. All signage must be freestanding. No tape, staples, nails, tacks etc. are to be used to affix signs to Town structures. Failure to remove signage after the event will result in a clean-up fee of \$25.00 per sign, payable by the permittee.*

- 10.1. Will you be posting any signs for this event? If yes, please indicate the location of all signs on your site map(s) and provide a visual representation of each sign as a separate attachment.

### **Additional Attachment Required**

## 11. SECURITY

*All security plans must be coordinated and reviewed by the Town of Phillipsburg and its police department. A security plan will be a required as part of any large event planning.*

- 11.1. Please describe your security needs in detail.
- 11.2. Will you hire private unarmed security personnel? If yes, please provide evidence that the security company is licensed and bonded in New Jersey.
- 11.3. Will you have any overnight storage or security needs?

**Note.** Event conditions may require Town personnel to be assigned to your event to provide for public safety and resource protection at the expense of the applicant for \$60/hr. The Town of Phillipsburg has jurisdiction. All security must be unarmed and licensed /bonded in NJ. Due to safety reasons, neither on-duty nor off-duty police officers from outside jurisdictions are permitted to work as security, and no armed security is permitted.

## 12. COMMUNICATIONS

The permittee is responsible for providing proper communication between itself and Town officials. The permittee must provide one on-site contact (including cell phone number) for each day you are on Town premises. This agent will be the only authorized liaison between the event and Town staff. If the event has Town staff assigned, this person will be the primary contact on the day of the event.

- 12.1. Will your event be communicating with the use of portable radios? If yes, your Town contact must be provided with a radio for the duration of the event.

## 13. TRANSPORTATION & PARKING

Parking is extremely limited at some Town sites. The transportation and parking plan will be heavily scrutinized during the review of this operations plan. The transportation plan must include diagrams of all traffic routes that will be used by the event. This includes but is not limited to shuttle routes, routes for walk-a-thons or runs, and drop-off and loading areas. Prior permission is required from the Town for the use of any non-public roads. Town staff will not make changes to the permit on the day of the event.

- 13.1. Please include the Transportation and Parking Plan diagram as a separate attachment or indicate all routes on your site map.

### **Additional Attachment Required**

- 13.2. Will you have a need to use any non-public roads (this includes but is not limited to paths, service roads, sidewalks, etc.)? If so please indicate all routes on the Transportation and Parking Map.
- 13.3. Will your event utilize off-site parking? If yes, please include the locations of each off- parking lot, number of parking spaces available for your event, and describe how you plan to get attendees to and from these lots.
- 13.4. Will there be a shuttle? If yes, describe the size of the bus and capacity and provide vendor information. (Please include the shuttle route on your Transportation map)?

Vendor information:

Number of shuttles:

Capacity of shuttles:

- 13.5. Will you provide a shuttle to move public other patrons who are affected by the parking demands of your event?
- 13.6. Will you be contracting with a transportation/parking company? If yes, please provide their contact information and describe in detail the type of work they will be performing?

Contact information:

Description:

- 13.7. Where will your event staff park?
- 13.8. Are there any other transportation parking concerns that the Town should be aware of?
- 13.9. How will your attendees be advised of the transportation route and parking locations?

**Note.** Applicant may be required to hire a professional parking company and bus/shuttle service at their expense. Professional parking company may not direct traffic on park roads. Only Town police may direct traffic on Town roads.

## 14. MEDICAL & EMERGENCY

- 14.1. Will your event have emergency medical staff on site? (Please indicate location on site map)
- 14.2. If yes, please provide contact information and hours that medical staff will be onsite.

Contact Information:

EMS Schedule:

**Note.** The event site shall provide a network of access points and paths that will be kept clear at all times for service and emergency vehicles.

## 15. FIRE SAFETY

*If there will be cooking, heating or storing flammable/volatile liquids on site or adjacent to the event, the applicant will be responsible for acquiring all needed DCA - Division of Fire Safety and health department permits for cooking, temporary heating, etc.*

- 15.1. Have you made/taken the proper precautions to ensure that no flammable or volatile liquids or materials shall be stored in or adjacent to the area of the event, and that adequate firefighting

equipment is available to protect the life and health of the people attending the event? If yes, please describe.

## 16. SITE RESTORATION

*The applicant will submit detailed plans for site restoration and final clean-up of the event site. The site will be restored to the condition or better condition as the site was found. A final site inspection is required at completion of site restoration. If you fail to restore the site to its previous condition or better, you will be responsible for the labor and materials used to restore the site after you leave, and the permittee shall be charged a fee(s).*

16.1. Will your event leave a physical impact on the Town property that will require restoration?

If yes, what are the anticipated impacts?

What is your plan to remedy these impacts?

What is the anticipated timeline to restore the site?

16.2. On what date and time will a final site inspection take place with a representative from the Town?

## 17. SPECIAL REQUESTS

17.1. Please use this section to outline any special requests that fall outside the suggestions of this document.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Permittee (Print Name of Authorized Agent)**

\_\_\_\_\_