

PERMIT

The BOROUGH of MENDHAM
SPECIAL EVENT PERMIT APPLICATION

Return Completed Application
& Insurance Certificate to
The Borough Clerk's Office

Chapter 143, as amended of the Code of the Borough of Mendham

Date of Application: ____ / ____ / ____

Special Event: _____

Type of Special Event and Activity: _____

Event Location: _____

Date and Hours of Event: ____ / ____ / ____ Hours: _____

Rain Date? Yes ____ / ____ / ____
 No

Anticipated Attendance at Event: _____ Anticipated Age Group(s): _____

Sponsoring Organization: _____

Check One: Organization endorsed by Mendham Borough Non-profit organization For-profit organization

Contact Name: _____

Address: _____

Email Address: _____

Primary Phone # : _____ Secondary Phone #: _____

Names & Street Addresses of each adult person who is responsible for the event and supervises the activity:

Name	Street Address
1. _____	_____
2. _____	_____
3. _____	_____

[Attach additional sheets if necessary]

The organization, person or persons to whom a permit is issued shall be liable for any loss, damage or injury sustained by any person whatever by reason of the negligence of the person or persons to whom such permit shall have been issued.

A Certificate of Insurance naming the Borough of Mendham as an additional insured must accompany application.

The following insurance liability coverage is required:

- a. Bodily Injury Liability in the amount of \$2,000,000 per person, per occurrence
- b. Property Damage Liability in the amount of \$1,000,000 per occurrence, \$1,000,000 annual aggregate

RETURN COMPLETED APPLICATION WITH CERTIFICATE OF INSURANCE TO THE MENDHAM BOROUGH CLERK'S OFFICE

Email to: rkline@mendhamnj.org

FOR OFFICE USE ONLY

Application Received: ____ / ____ / ____

By: _____

Forward to Chief of Police & Recreation Director

Date: ____ / ____ / ____

Forward to Public Works Superintendent for Bond Estimate

Date: ____ / ____ / ____

Bond Required? Yes, In the Amount of \$ _____
 No, Reason: _____

Approved by the Mendham Borough Council

Date: ____ / ____ / ____

Deposit Received in the Amount of \$ _____ Cash / Check

Date: ____ / ____ / ____

Permit Issued: ____ / ____ / ____

By: _____

Authorized Signature