



BOROUGH OF MENDHAM
2 West Main Street, Mendham, NJ 07945
Visit our website at www.mendhamnj.org

Office Use Only

Permit Number

Special Event Permit Application

Send completed application with attachments to clerk@mendhamnj.org
Pursuant to 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 #: \_\_\_\_\_

Does the event require a banner: \_\_\_\_\_ What are the dimensions: \_\_\_\_\_

What dates will the banner be displayed: \_\_\_\_\_

The sign/banner must be placed on site where the event will occur and can not be placed longer than 15 days.
This does not replace the Application for Placement of Banner Across Route 24 (Main Street)

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

Table with 2 columns: Name, Street Address. Rows 1, 2, 3.

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

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