



**ORANGE TOWNSHIP
EVENT APPLICATIONS
PARK FESTIVAL**

PARADE BLOCK PARTY

Dwayne D. Warren Esq., MAYOR

City of Orange Township
29 North Day Street
Orange, New Jersey 07050
Ph: 973-266-4145
Fax: 973-676-7244

Event: _____

**CITY OF ORANGE TOWNSHIP
Department of Community Services
29 NORTH DAY STREET, ORANGE, NJ 07050**

General Event Permit Application

Please provide the following information and return this application to the Department of Community Services (45) days prior to the date of the event. If you have any questions pertaining to the application, please contact the Department of Community Services at 973-266-4145.

Company / Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Day Phone _____ Weekend Phone _____ Email _____

Office Contact Person _____ Phone # _____

Event Contact Person _____ Phone # _____

Fax # _____ Emergency Cell / Page # _____

Name and Address of insurance carrier (Attach a copy of the Rider): _____

Event Name _____

Event Activities (COMPLETE THE ATTACHED EVENT CHECK-OFF SHEET. CHECK ALL ITEMS THAT APPLY)

Event Date: _____ Rain Date: _____

Event Dates: (if more than one day) _____

Event Location: (attach site area plan) _____

Municipal Site _____ Non-Municipal Site _____ (complete lines a. & b. below)

a. If Non-Municipal Site give name of Owner / Operator _____

b. If Non-Municipal Site give status of use approval: Approved _____ Pending _____

c. If Approved, attach documentation

Estimated Attendance _____ Estimated Vehicles _____ Estimated Staff _____

Merchant Vendors Yes / No _____ How many? _____

Food Vendors Yes / No _____ How many? _____

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Are you requesting use of electricity? _____ Will you be supplying your own? _____

If Yes, for what purpose? _____

Are you requesting use of restrooms? Yes / No _____

Will you provide porta johns ? Yes/No _____

If No, How will patrons be accommodated? _____

Are you requesting special parking arrangements? Yes / No _____ (If Yes, see line a.)

a if Yes, attach copy of Parking Plan.

How will security be provided? Attach a Security Plan.

Event Times: _____

a. Set-Up for the event will begin: _____ am / pm

b. The event will begin: _____ am / pm

c. Clean-Up / Take-Down will be completed by: _____ am / pm

Statement of Waiver:

I agree to abide by the above and hold the City of Orange Township, harmless for any injury and/or loss of property while engaging in the activity.

Authorized Signature _____ Date _____

Address _____ Date _____

City _____ State _____ Zip _____

FOR OFFICE USE ONLY

Attachments	Yes	No	Date Submitted
Event Check Off Sheet			
Proof of Insurance			
Site Area Plan			
Non-Municipal Site Approval			

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Parking Plan			
Security Plan			
Signed Waiver Statement			

Date Approved _____ Supervisor's Signature _____

Application for Food and Drink License

This permit is for vendors to sell food at your event. This application must be completed by the Organizer or their designee. The appropriate fee must be remitted with the application by the Organizer. Each vendor must submit a separate permit fee and will be required to complete the enclosed Vendor Information sheet. The vendor will need approval and inspection by the Health Department. A sketch of the event area, including food areas and refuse areas must be included.

Event name: _____

Event time _____

Organizer Representative: _____ Telephone: _____

Event Date(s) / Hours: _____

Event Location: _____

Person in charge of food vendors: _____

Address: _____ Telephone: _____

Refuse Storage / Location(s): _____

Will electricity be available to all vendor(s):

IMPORTANT: Each vendor must complete and return a **Vendor Information** form to you. When your information is complete, return forms to the Health Department together with the Vendor Summary Sheet at least two weeks prior to your event.

Food Vendors Must Also Provide For The Following:

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Hand Washing: All food booths must have water, basin, soap and paper towels or hand wipes to wash hands.

Utensils: Each food booth should have extra clean utensils available with a basin of soapy water and bleach unless facility is close by to wash and sanitize dirty utensils.

Clothing: Food handlers should wear clean clothing, preferably aprons, and long hair must be restrained.

Alcohol use: Local and state ABC Board must approve use of alcohol
ABSOLUTELY NO SMOKING PERMITTED IN FOOD BOOTH
DUPLICATE THIS PAGE AND DISTRIBUTE TO ALL OF YOUR VENDORS

Vendor's Facility or Organization	Contact Person and Telephone	Food Served
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

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15.		

16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		

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**SPECIAL EVENT
PEDDLER'S LICENSE
APPLICATION**

DATE OF EVENT _____
EXEMPT: _____

FEE: \$50.00

NAME OF EVENT _____

TO BE COMPLETED BY APPLICANT:

MERCHANDISE TO BE SOLD

Email Address

FOR OFFICE USE ONLY

Trade Name

Business Address

Approved By:

Print name of Individual, Owner or Official

Police Department

Date

Date of Birth

Home Address

Home Phone Number

Business Phone Number

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Social Security Number

For Information Contact: _____

STREET CLOSING PROCEDURES

To obtain permission to close a street the following needs to be completed

1. Have everyone on the street whose property will be affected by the closing sign a Petition giving their approval on the temporary closure, including those properties bordering the street on the corners. Also list addresses of citizens who have declined and where properties are vacant. Designate a contact person and list a telephone number where they can be reached during the day in case questions arise.

2. Bring the completed petition with the application to the Department of Community Services.

3. In order to be considered for approval we will need to know the following:

- | | | |
|---|---------|--------|
| Will there be outdoor music or amplifiers? | Yes () | No () |
| Will you clean the street before the party? | Yes () | No () |
| Will you clean the street after the party? | Yes () | No () |
| Will you be providing your own security? | Yes () | No () |
| What is the reason for the street closure? | _____ | |

OFF DUTY OFFICERS ARE AVAILABLE FOR \$32/HOUR, IF DESIRED MIN. (3 HOURS)

4. In addition, the following must be adhered to:

- a. No alcoholic beverages or public drinking permitted
- b. Street closing will not exceed 7:00pm; (one additional hour for cleaning)
- c. Garbage containers must be provided
- d. City barricades must be secured after the event for pick-up by Public Works
- e. NO MORE THAN 5 HOURS PERMITTED FOR STREET CLOSINGS
- f. Only one block closing per year
- g. You can only host block parties on the block where you reside

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NAME OF GROUP:

DATE OF EVENT

STREET CLOSURE NOTIFICATIONS

EVENT: _____

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AGENCY NOTIFICATION	PHONE NUMBER	DATE NOTIFIED	NOTIFICATION TAKEN BY
Orange Fire Dept.	973-266-4222 Fax 973-678-6515		

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NJT (Bus)	973-378-6580		
Joyce George	Fax 973-824-6200		
Orange Department of Public Works	973-266-4030		
	Fax 973-266-4029		
Monoc EMT	732-919-3396		
Patrol Commander	973-266-4111 ext. 5041		

THE UNDERSIGNED HEREBY PETITION THE CITY OF ORANGE TO CLOSE

_____ (STREET)

BETWEEN _____ AND _____

FOR A BLOCK PARTY TO BE HELD ON

_____ (DATE)

FROM _____ UNTIL _____
 (TIME) (TIME)

REASON FOR EVENT: () NATIONAL NIGHT OUT () COMMUNITY EVENT

() CHURCH EVENT () OTHER: _____

E-MAIL CONTACT: _____ OPTIONAL

THE UNDERSIGNED ARE THE RESIDENTS OF THAT BLOCK AND ADJACENT TO IT.

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NAME (PRINT CLEARLY) ADDRESS PHONE #

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

PHONE NUMBERS AND ADDRESSES ARE REQUIRED

NAME OF GROUP _____ DATE OF EVENT _____

- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____

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- 18. _____
- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____

YOU MUST PROVIDE THE ADDRESSES OF RESIDENTS THAT DO NOT SUPPORT A STREET CLOSING.

NOTE: VACANT ADDRESSE INCLUDE CORNER

CLOSURES CANNOT EXCEED 5 HOURS

Insurance Carriers for one day events

Residents often ask for assistance with contacting insurance agencies. If you are required to obtain insurance for your event, the agencies listed below are provided to assist you in obtaining insurance. **The City of Orange Township does not endorse or recommend any particular vendor. You are not required to select one of the vendors listed below, you may select your own insurance carrier.**

ISU-Bruce Hill Agency 335 Essex Street PO Box 763 Millburn, NJ 07041 Phone Number 973-376-1514 Fax Number 973-376-0628	Sadler & Company, Inc. PO Box 5866 Columbia, SC 29250-5866 Phone Number 800-622-7370 Fax Number 803-256-4017
Christos K. Alevras Agency 595 Eagle Rock Avenue	Massey Insurance Agency 46 Lyons Avenue

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West Orange, NJ 07052 Phone Number 973-736-2343	Newark, NJ 07112 Phone Number 973-926-6300
Allied Specialty Insurance 10451 Gulf Blvd. Treasure Island, FL 33706 Telephone Number 800-237-3355 Fax Number 727-367-1407	Steel Bridge Insurance Service PO Box 629 Santa Cruz, CA 95601 Phone Number 888-647-4777 Fax Number 888-338-7277
M.L. Cutler 25A Hanover Road Florham Park, NJ 07932	Philadelphia Insurance Companies Lawrenceville, NJ Phone Number 866-586-6122 Fax Number 609-512-3141

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THE FOLLOWING IS A LIST OF FEES FOR SOME OF OUR SPECIAL EVENTS

All monies due to the City of Orange in connection with this event must be paid to the City at least ten (ten) days prior to the event on approval is subject to cancellation.

ORANGE HEALTH DEPARTMENT

\$50.00 for each food vendor spot

ORANGE POLICE DEPARTMENT

\$32.00 per hour for security, PER OFFICER (minimum four hours)

\$55.00 per hour for traffic control and concerts

(Any City of Orange sponsored event is considered time and a half)

ORANGE PUBLIC WORKS

\$27.50 per hour, per Public Works Employee, for cleaning up parks and placing/picking up barricades

\$500.00 per day for filming in Orange Township

ORANGE PLANNING DEPARTMENT

\$50.00 for vendor permit (permit good for one year/per vendor)

ORANGE RECREATION DEPARTMENT

\$25.00 per hour for pools, field house, tennis courts, fields, etc. (weekdays, resident and resident organizations only)

\$35.00 per hour for weekends

\$40.00 per hour for non-residents (weekdays)

\$50.00 per hour for non-residents (weekends)

ORANGE FIRE DEPARTMENT

Please call 973-266-4228 for rates.

ORANGE EMS

\$75.00 per hour for 2EMTs and 1 Ambulance

\$95.00 per hour for 2 Paramedics and 1 ambulance (during the week)

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\$175.00 per hour for 2 Paramedics and 1 ambulance (weekends)

SPECIAL EVENT ROUTING SHEET

Name of Event Sponsor: _____

Type of Event: _____

Date of Event: _____ Time of Event: _____

Division of Health: _____ Date Rec. _____ Date Returned: _____

Comments: _____

Department of Recreation: _____ Date Rec. _____ Date Returned: _____

Comments: _____

Department of Building: _____ Date Rec. _____ Date Returned: _____

Comments: _____

Department of Fire: _____ Date Rec. _____ Date Returned: _____

Comments: _____

Department of Police: _____ Date Rec. _____ Date Returned: _____

Comments: _____

Department of Public Works: _____ Date Rec. _____ Date Returned: _____

Comments: _____

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Department of Administrator: _____ Date Rec. _____ Date Returned: _____

Comments: _____

Department of Planning: _____ Date _____ Date Returned _____

Comments _____

GUIDELINES FOR THE SPECIAL EVENT PERMIT APPLICATION

AS OF AUGUST 1, 2013 THE FOLLOWING MUST BE IN YOUR EVENT PACKAGE TO BE CONSIDERED FOR APPROVAL:

Insurance Certificate (NO EXCEPTIONS)

Site Plan, Walk and/Run Route (Written Directions and map)

Clean-Up Plan

Food and/or Vendor List

Portable Bathrooms

Electrical/Mechanical inspection for Outdoor Cooking and/or Tents

Street Closure Information

- a. Contact with Business/Neighborhood Representatives
- b. Submit completed intent to close notification form
- c. Copy of Notice Letter to affect Business/Residents

ALL EVENT PACKAGES MUST BE COMPLETED

DEFINITION:

For the purpose of this guide, a special event is considered to be, although not limited to, a parade, walk, run, bike ride, procession (excluding First Amendment and funeral processions), or festival requiring interagency coordination for the temporary use of public roadways under the ownership or control of the City of Orange that requires changing, restricting, or adapting the normal and usual regulations, entertainment, amusement, educational, or civic nature not conducted for vending, marketing or commercial purposes, and subject to the special event user fees for permits and licenses to cover the cost to the City of Orange for police, fire and other public services that are necessary to protect public health and safety.

GENERAL CONSIDERATIONS:

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In developing a plan for a special event, several factors should be considered by the event organizer. In addition to the scope of the event, community impact, municipal support and public safety requirements, general planning considerations should include, but not be limited to the following factors in planning for a safe and successful event.

WEATHER is an important factor in special event planning. The City of Orange is subject to hot, humid weather from May 25th through September 15th. Thunderstorms and rain showers are frequent in the summer months. Cold weather may set in as early as the middle of October and continue through April. Cold rains and snow falls are also prevalent during this period.

COMPOSITION OF THE EXPECTED CROWD is also an important element when planning an event. **APPLICATIONS ARE REQUIRED NO LESS THAN (45) DAYS PRIOR TO THE PROPOSED EVENT**

“DO NOT PUBLICLY ANNOUNCE THE DATE OR LOCATION OF THE EVENT UNTIL YOU HAVE RECEIVED A WRITTEN/EMAILED CONFIRMATION FROM THE CITY OF ORANGE TOWNSHIP”

Each organization must submit **a Special Event permit Application 45 DAYS prior to the event.** Only one Special Event Application per event will be accepted.

Proof that a Special Event has been officially approved will occur after the City of Orange Township Special Event Committee signs and dates the Special Event Permit Application Approval Sheet.

An organization is required to obtain a Special Event Permit to conduct any outdoor festival, street fair, carnival, parade or block party located on the City of Orange Public right of way (i.e. church, not-for-profit, for-profit, etc For races, walks, parades, etc CHALK or WASHABLE PAINT IS THE ONLY SUBSTANCE that may be used for markings. AT NO TIME MAY ANY OTHER SUBSTANCE BE USED FOR MAKING RACE, WALK OR PARADE ROUTES.

Event coordinators are responsible for providing their own dumpsters for trash removal, unless you have paid for DPW service for trash removal, **NOTE**, you will be issued a fine if trash is left

The following are the guidelines for street closure and use of public streets

Downtown parades are not to exceed 1 ½ hours and WILL NOT BE ALLOWED to start BEFORE 9:00 am.

All businesses and/or residents located on the street to be used or closed for the parade must be provided **WRITTEN NOTIFICATION** of the event dates and times no less than 30 days prior to the event. A copy of the letter must be provided to the Special Event Committee as well. If

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this does not happen the event will be cancelled. **NO EXCEPTIONS.**

10 foot lanes for Fire Suppression or Emergency Medical Services vehicles must be maintained. Make certain that access to fire hydrants is maintained at all times.

The City of Orange Township reserves the right to demand/require additional traffic aides/personnel to assist with traffic control, which will result in additional fees. **CIVILIANS ARE NOT PERMITTED TO PHYSICALLY CONTROL TRAFFIC IN THE STREETS.**

A map showing the street closure request must be turned in with the Special Event Permit Application to the Special Event Committee for review and approval. The proposed traffic and detour route plan must be in written form. The map will not serve as a substitute to the written route. Both must be submitted.

Detour signs and barricades are required for all street closures. Street closures for all Special Events must be cordoned off with barricades. The City of Orange Public Works Department will provide barricades

When filling out the street closure section of the application, make sure to include set-up and tear-down times as well as all locations and times for loading in and out. The following will be taken into consideration when issuing a permit for street closure health and safety; issuance of a street closure permit for another event in the same vicinity, public assembly, the proximity of another event or construction in the area at the same time.

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The following are the guidelines for outdoor cooking

The Fire Official must approve all cooking and heating operations when located within 20-feet of a tent or canopy. Cooking within a tent or canopy is not permitted. The warming of food using solid flammables which do not represent an ignition hazard is permitted inside a tent or canopy that is labeled fire/flame resistant (UL) after approval from a Fire Official.

Cooking operations using liquid propane gas must have their tanks located outside of the tents or canopies. They must be properly secured and have the gas relief valve directed away from any tent, canopy or any area where the gas may accumulate. Tanks must have a 36-inch clearance from any heat source or any other cooking operation and be located away from pedestrian traffic.

Liquid propane tanks and connections which are degraded, improperly installed, not UL listed or leaking will be ordered out of service and removed from site.

All liquid propane tanks must have a ventilated cap or collar installed when not in use.

Liquid propane tanks cannot exceed the capacity of 100 pounds.

Cooking that produces grease-laden vapors or sparks must be performed at least 20-feet from any tent or canopy.

Cooking operations that uses charcoal or wood must have a metal ash container with a secure, fitting lid for the spent fuel. The container must be removed by the event sponsor at the end of the event.

Deep fat fryers cannot be brought into a tent or canopy for any reason once they are filled.

**EVENTS HELD ON COUNTY PROPERTY AND CITY OF ORANGE PARKS, ARE
NOT PERMITTED TO USE CHARCOAL**

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The following are the type of Fire Extinguisher Requirements and Electrical Hook Ups

All non-cooking tents and canopies must have a minimum 2a10bc rated dry chemical fire extinguisher

All cooking tents and canopies must have a minimum 2a40bc rated dry chemical fire extinguisher

When deep fat fryers are used, an additional k model fire extinguisher will be required in addition to the 2a401bc unit. One k model extinguisher is required for every two fryer in operation.

All temporary electrical hook-ups must be kept secured and routed to reduce trip hazards and they must be inspected and approved by the City of Orange Township's Electrical Inspector. Electrical Permit may be needed.

This information is a reference guide for the most common aspects of many special events but it is not intended to cover all aspects of all types. For further information or to obtain fire department approval prior to an event please contact, Fire Prevention Bureau, 29 North Day Street, Orange, New Jersey 07050 at (973) 266-4222.

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The following is a guideline for outdoor cooking with Tents/Canopies

Tents in excess of 200 square feet and canopies in excess of 400 square feet must first be approved and inspected by the Orange Fire Department before the tent can be erected.

Detail site and floor plans must be provided to the Orange Fire Official if the structure will be used for public assembly purposes.

Tents and canopies must be maintained at a distance of 20-feet from other tents, canopies, buildings and lot lines. This separation distance does not apply if the tents/canopies are not used for cooking.

Tents and canopies must be adequately secured and are subject to removal if in the opinion of the Fire Official;

Tents have an occupancy load of 50 or more persons must have two exit aisles. Each aisle must be at least 72-feet wide, clearly marked with lit or self-luminous exit signs. The exit signs must have an auxiliary power supply such as a battery back-up system.

Areas which are roped or otherwise segregated must maintain a separate exit discharge, at least 10-feet in width.

Exit openings of tents must remain open during use.

Tents or canopies using chairs for public assembly must have the chairs grouped together with a 44-inch wide aisle between the rows.

A certificate that the entire tent or canopy is constructed of flame resistant material, or has been treated so as to render it flame resistant, must be filed with the Fire Official. Furthermore, all tent and canopy information must have a permanent label showing its size and fabric or material type. The following certification must show:

1. Names and addresses of tent owners.
2. The date the fabric was last treated with flame-resistant solution.
3. The trade name or kind of chemical treatment used
4. **The name of the person or firm that performed the treatment.**