



Township of Old Bridge
 Township Clerk's Office
 1 Old Bridge Plaza
 Old Bridge, NJ 08857
 (732)721-5600 ext. 2200

Special Event Application

**Must Be Submitted At Least Two (2) Weeks Prior To Any Special Event
 If The Event Is Anticipated Of 500 Or More Attendees A
 Mass Assembly Application Is Necessary**

Date of Application _____

Applicant Information:

Name of Applicant	Business/ Organization Name	E-mail
Phone Number - Day	Phone Number - Night	Business Phone Number
Address of Business/ Organization	Street Address	Town
		State
		Zip

Event Information

Type of Event	Date of Event	Rain Date	Hour Event Starts	Hour Event Ends
Description of Event (Activities, # of People, Age Range, Entertainment, alcohol or food service)				

List of Vendors <i>Craft, food, retail, charitable, informational, etc.</i>	Name of Vendor	Type of Vendor	Contact information

Please use additional sheet if necessary

Checklist Items

Certificate of Liability Insurance Name the Township of Old Bridge as Additionally Insured

Any assessed fees by departments to assist in event.

Please see included list of applicable licenses/ permits. All paperwork needed to procure appropriate licenses must be filed with or at the time of application for special event.

Diagram or Map that details event space and proposed entertainment and set up.

Granting Permission by the Township of Old Bridge to hold said event is in no way an acceptance of liability on the part of the Township for any injuries or damages to persons or property that might occur as a result of the event and the sponsors of the event must assume full responsibility for the same.

Signature of Applicant	Printed Name of Applicant	Date
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For Office Use Only:

Fire Official	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	Signature	Printed Name	Date
Police	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	Signature	Printed Name	Date
Code Enforcement	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	Signature	Printed Name	Date
Health	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	Signature	Printed Name	Date

Comments _____

<input type="checkbox"/> Fees for Police- Outside Employment	<input type="checkbox"/> Fees for Police- Regular/ Civilians
<input type="checkbox"/> Fees for Traffic Control	<input type="checkbox"/> Other Fees assessed by Old Bridge Twp

Required Licenses and Inspections

Food License

A food license will be required of any event where food will be provided or served to the public. This includes events, parties, public and private fundraisers. **Licenses are required to be procured at least two (2) weeks prior to the event.**

If you are not sure if your event would require a food license, please contact the Township Clerk's office at clerk@oldbridge.com or (732)721-5600 ext. 2200.

Health Inspection

If a food license is required, the Middlesex County Office of Health Services must be contacted. The Health Officer will advise of necessary steps to take for inspection and will advise the Borough if a Food License can be issued.

Failure to procure will stop an applicant from being able to serve food.

Middlesex County Office of Health Services (732)721-5600 ext. 6220

Fire Marshall Inspection

Inspections and Permits are required for the Following:

- Tents and temporary tensioned membrane structures
- Mobile enclosed structures for human occupancy (i.e. Fun House)
- The occasional use of any building of a multipurpose room, with a maximum permitted occupancy of 100+ for amusement, entertainment, or mercantile purposes
- Food Vendors
- All Itinerant vendors (selling or soliciting merchandise)
- Use of any open flame or flame (i.e. charcoal grill) producing device in connection with any public gathering for the purposes of entertainment, amusement, or recreation.
- Fireworks
- Bonfires
- Generator
- Bounce House

All applications and fees must be made to the Old Bridge District Fire Marshall.

Fire Districts 1 and 2

Tommy Miller, Jr.

tdmiller@obfd2.com

Fire Districts 3 and 4

Matt Bond

mbond@obfd3.com

Alcohol Permits

- **Social Affair Permit**

If you wish to sell alcohol you must first apply for a "One Day Alcohol Permit". A Social Affair permit through the NJ Alcohol and Beverage control must also be procured. Information on how to obtain a Social Affair Permit

Raffle/ Games of Chance License

If there is to be any type of 50/50, tricky tray, gift auction, bingo, amusement, big wheel, instant raffle, calendar raffle, etc.; a license to host a game of chance must be procured from the Clerk's Office. The organization must be registered with the NJ Legalized Games of Chance Control Commission.

Failure to properly procure a license to hold a game of chance will "be liable to a civil penalty of more than \$7,500 for the first offense and not more than \$15,000 for the second and each subsequent offense." N.J.A.C. 13:47-2.10 (c)

Mass Assembly

No person shall permit, maintain, promote, conduct, advertise, act as an entrepreneur, undertake, organize, manage, sell or give tickets to an actual or reasonably anticipated outdoor assembly of 500 or more people, whether on private or public property, unless a license to hold the assembly has first been issued. Applications are available on the Oldbridge.com website.