

**BOROUGH OF BRADLEY BEACH
701 MAIN STREET
BRADLEY BEACH, NJ 07720
732 776-2999**

***APPLICATION TO USE BOROUGH PROPERTY FOR EVENT(S)
& SPECIAL ACTIVITIES***

All questions on this application must be fully answered. In a situation where the question does not apply, write "Does Not Apply" in the space. If there is not enough room in the space for your answer, use a separate sheet of paper and note on the application form that the question is answered on a separate sheet. Attach any such extra "pages" to this application before submitting same. Type or carefully print all answers to questions on this form. The Application should be submitted at least ninety (90) days prior to the date of the event being requested. Any misrepresentation from the finally agreed upon application described herein could result in the immediate revocation of permission to conduct the event and/or special activity.

To avoid misunderstandings, please familiarize yourself with applicable Borough Rules & Regulations that may apply to your request. A few are listed below:

BOROUGH ORDINANCES which are available at www.bradleybeachonline.com

** 393 - Special Events

123-8 - **NO ALCOHOLIC BEVERAGES PERMITTED ON BOROUGH PROPERTY

310-3 – unusual **loud noise is prohibited

**344 et seq. – regulates Hawkers and Peddlers in parts of the borough

245et seq. – regulates Littering & distribution of Handbills. **LITTERING IS PROHIBITED

**N.J.S.A. 8:24-8.12 - Food vending requirements – will be provided on an as needed basis

ALL FACILITY USE MUST COMPLY WITH NATIONAL, STATE AND LOCAL FIRE, HEALTH, SAFETY AND POLICE REGULATIONS.

Signature of Applicant _____ Date _____

Printed Name _____ Organization _____

A HOLD HARMLESS AND INDEMNIFICATION AGREEMENT IS ALSO REQUIRED TO BE FILED WITH THIS APPLICATION. THE FORM IS LISTED IN THE WEB SITE FORMS SECTION UNDER OFFICE OF THE CLERK "HOLD HARMLESS AND INDEMNIFICATION AGREEMENT."

Application to be submitted to:
Bradley Beach Borough Clerk
701 Main Street
Bradley Beach, New Jersey 07720

**APPLICATION TO USE BOROUGH PROPERTY FOR EVENT(S)
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APPLICANT: _____ PHONE #: _____

ADDRESS: _____ CELL #: _____
ZIP: _____

REPRESENTING: _____ PHONE #: _____
(Organization name)

ADDRESS: _____ ZIP: _____

PERSON IN CHARGE OF EVENT: _____ PHONE#: _____

CELL#: _____

ADDRESS: _____ ZIP: _____

TYPE OF EVENT: _____

LOCATION OF EVENT: _____

THEME OR PURPOSE OF EVENT: _____

DATE(S): _____ DAY(S): _____

STARTING TIME: _____ ESTIMATED FINISH TIME: _____

DATE & TIME EVENT RELATED ITEMS WILL BE:

– On BOROUGH PROPERTY: DATE: _____ TIME: _____

– Off BOROUGH PROPERTY (**ALL** Items): DATE: _____ TIME: _____

RAIN OR CANCELLATION POLICY: _____

RAIN OR CANCELLATION DATE(S) REQUESTED: _____

HAVE ARRANGEMENTS BEEN MADE FOR MEDICAL ASSISTANCE IF NEEDED?

IF YES, WHAT TYPE OF ARRANGEMENTS, NAME OF PERSON CONTACTED: _____

LOCATION

ATTACH SKETCH OF AREA OF BOROUGH PROPERTY YOU ARE REQUESTING PERMISSION TO USE FOR THIS ACTIVITY/EVENT.

BE SURE TO INCLUDE EXISTING BOROUGH FACILITIES AS WELL AS PROPOSED "USE" FACILITIES TO BE PLACED TEMPORARILY ON BOROUGH PROPERTY, SUCH AS TENT(S), TABLES, CHAIRS, ETC., IN YOUR SKETCH.

NOTE THAT ADDITIONAL SITE RESTRICTIONS MAY APPLY TO ALL PARK LAWNS AND PAVED AREAS

POLICE ASSISTANCE

WILL POLICE ASSISTANCE BE REQUESTED FOR SECURITY, ESCORTS, CROWD AND/OR TRAFFIC CONTROL, OR ANY OTHER PURPOSE?

IF YES, FULLY EXPLAIN AND DESCRIBE THE NEEDS AND REQUESTS:

(NOTE: If it is established by the Chief of Police that additional Police presence will be needed as a result of this event/activity, cost will be at the expense of applicant at the rate(s) established by the Borough of Bradley Beach)

PUBLIC WORKS REQUESTS

ARE YOU SEEKING ANY SPECIAL SERVICES AND/OR EQUIPMENT FROM THE BOROUGH OF BRADLEY BEACH PUBLIC WORKS? (tables, chairs, clean-up etc.)

IF YES, FULLY EXPLAIN AND DESCRIBE THE NEEDS AND REQUESTS:

(NOTE: If it is established by the Superintendent of Public Works that Public Works manpower will be needed as a result of this event/activity, cost will be at the expense of applicant at the rate(s) established by the Borough of Bradley Beach)

PICKUP: _____ RETURN: _____

INSURANCE REQUIREMENTS FOR USE OF BOROUGH PROPERTY

If permission is granted to conduct event/activity, the applicant shall provide the Borough Clerk with a Certification of Insurance. This certificate must name the **Borough of Bradley Beach** as an additional insured and must be received after approval of use of the facilities. The certificate must be valid for the duration of the event including rain dates. If not provided, event cannot take place. Certificate of Insurance requirement is **\$1,000,000.00** per loss for general liability.

HOLD HARMLESS AGREEMENT

The outside organization should sign a “Hold Harmless” Agreement which protects the municipality from any liability which may occur during the time the facilities are being used.

FIRE PERMITS

Fire Permits are required for Tents larger than 900 sq. ft., Outdoor Mazes, Bonfires, Open Flame Devices, Outside Cooking and Firework Displays. All vendors shall be required to apply for a fire safety permit issued by the **Fire Prevention Bureau**. The fee for all permits is \$42.00 **except fireworks**. Cash will not be accepted on the day of the event; applicant must have a check or money order made out to the Borough of Bradley Beach. All permits shall be made available to the Fire Official upon inspection.

HEALTH DEPARTMENT INSPECTIONS

Food Inspections are required by the Monmouth County Board of Health before an event starts. Please contact Monmouth County Board of Health at **732 431-7456** for information.

FIREWORKS PERMIT

In accordance with Uniform Fire Safety Act a permit is required and should be obtained from the **Fire Prevention Bureau**. The permit is issued on the day of the event after the Fire Marshall has completed an inspection. See the attached check list for Firework displays with all the required information.

If this application is approved a Certificate of Insurance must be filed with the Borough Clerk’s Office **60** days prior to the event as the **Mayor and Council** must adopt a resolution permitting the fireworks display no less than **45** days prior to the event.

FLEA MARKETS

You must secure permission from the Superintendent of Public Works for use of electricity, barricades, traffic cones and litter baskets for Flea Markets.

Barricades and Traffic Cones will be placed near _____.
Applicant will be responsible for setting them up and taking them down and returning them to the appropriate area by _____.

Litter baskets are to be spread out along the market area. At the end of the Flea Market, litter baskets are to be placed on the center grass sections of the area for garbage pick-up. **NO** garbage and/or litter baskets are to be left on _____.

The applicant shall be responsible to ensure that the entire area is cleaned up after the Flea Market and restored to its original state or the cost of clean up will be paid for by the Applicant.

**APPLICATION TO USE BOROUGH PROPERTY FOR EVENT(S)
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– CONDITIONS –

1. No Borough facility shall be used for political or partisan group activity. Only philanthropic, civic, charitable or educational purposes shall be considered.
2. Applications **MUST BE SUBMITTED IN FULL** for staff review prior to consideration by Mayor and Council. See Chapter 393 of Borough Code.
3. All national and state laws, local ordinance and rules and direction of the police and fire department, rules and directions of the Mayor and Council governing public assemblies, must be observed.

Phone Numbers

Bradley Beach Borough Hall	732 776-2999
Bradley Beach Police Department	732 775-6900
Bradley Beach Fire Department	732 776-2402
Bradley Beach First Aid Squad	732 776-2997
Bradley Beach Fire Prevention Bureau	732 776-2999 ext 16
Monmouth County Board of Health*	732 431-7456

- **Must obtain Food Handling Inspections prior to events from Monmouth County Board of Health**

4. Additional fees charged shall not be considered as rental charges, but will be limited to operating expenses with a reasonable allowance for power, wear and tear and personnel costs.
5. Borough officials shall have free access to the Borough facility and may revoke or limit the permission granted if such action appears in the public interest.
6. Smoking in public is prohibited in certain areas.
7. The applicant assumes full responsibility for the Borough facility and shall provide adequate supervision for participants, especially juveniles.
8. Please be advised that the Borough of Bradley Beach reserves the right to cancel any Special Event due to circumstances beyond its control, including but not limited to emergencies, natural disasters and storms.

**APPLICATION TO USE BOROUGH PROPERTY FOR EVENT(S)
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– RESTRICTIONS –

Electricity

There is *no guarantee* of outdoor electrical supply, due to occasional variations in weather conditions. Where weather and other conditions permit, the following terms apply:

For festival events:

Limited electricity sufficient to run only two (2) basket lamps will be provided along the east side of promenade on Ocean Avenue for vendor use.

For use of gazebo:

Limited electricity is available for moderate use of sound system.

For use of Borough electric supply in events in all other areas, including beachfront lawn areas:

Please confer with the Borough Administrator's office (732 776-2981)

Paint

No paint or permanent marking of any kind shall be applied to roads, sidewalks, or any other Borough property.

Stakes and Tents

No stakes of any kind may be used on Borough property without prior written approval of the Borough Administrator.

Reserved Parking Spaces for Events on Ocean Avenue

If approved, the number of spots will be predetermined and accounted for on the Police Operational plans.

(See Gazebo Parking Meter Reservation Application, enclosed.)

**APPLICATION TO USE BOROUGH PROPERTY FOR EVENT(S)
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FEES

APPLICATION FEE:	NON-PROFIT ORGANIZATIONS	\$25.00	\$ _____
	ALL OTHER GROUPS	\$100.00	\$ _____

A deposit of at least 50% of the estimated costs shall be paid not less than **thirty (30)** days before the event. **All or part of the required fees may be waived by the Mayor and Council.**

BOROUGH OFFICE USE ONLY

Estimated Fee: _____ Insurance Certificate Received: _____

Deposit Received: _____ Final Payment Received: _____

Borough Clerk: Approval Recommendation: _____

Chief of Police: Approval Recommendation: _____

Public Works Superintendent: Approval Recommendation: _____

Beach Manager: Approval Recommendation: _____

Code Enforcement Office: Approval Recommendation: _____

Fire Official: Approval Recommendations: _____

Comments: _____

Approval Recommended: _____ Date: _____

BY: Mayor & Council: _____

Cooking Vendor, Tent & Canopy Guidelines

NJ UNIFORM FIRE CODE: COOKING VENDOR GUIDELINES

- The following are minimum guidelines for each cooking vendor at festivals, carnivals, etc.
- A site plan may be required by the Fire Official prior to event.

FIRE SAFETY PERMIT:

N.J.A.C. 5:70-2.7(a); All cooking vendors shall be required to apply for a fire safety permit issued by the **Bradley Beach Bureau of Fire Prevention**. All permits shall be made available to the fire official upon inspection.

N.J.A.C. 5:70-2.9(c)1; 1E05/1L12 Type Permit Fee \$42.00-**NO CASH** will be accepted-vendor shall provide a check or money order payable to "**Borough of Bradley Beach**". Permits will not be inspected or issued unless payment is made in full.

N.J.A.C. 5:70-2.7(f); the fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

FIRE EXTINGUISHER: All cooking vendors shall supply their own fire extinguishers.

N.J.A.C. 5:70-3, 906.2; all fire extinguishers shall comply with NFPA 10/2002. All fire extinguishers shall have a valid dated inspection tag, good of one year.

N.J.A.C. 5:70-3, 904.11.5; Class K portable fire extinguishers are required for cooking with vegetable or animal oils and fats.

N.J.A.C. 5:70-3, 904.11.5.1; Class K portable fire extinguishers are required for cooking with solid fuel.

N.J.A.C. 5:70-3, 904.11.5.2; Class K portable fire extinguishers required for deep fat fryers. (See 2006 IFC-NJ for size and quantity)

PROPANE TANK:

N.J.A.C. 5:70-3, 3003.5.3; Propane tanks shall be secured, to prevent falling over.

N.J.A.C. 5:70-3, 3801.1; Propane tanks and equipment shall comply with NFPA 58/2004.

N.J.A.C. 5:70-3, 3803.2.1; Propane tanks shall not be taken into buildings/tents, (see 2006 IFC-NJ for exceptions)

Mobile Canteens & Cooking Trailers:

N.J.A.C. 5:70-4.7(g) all cooking operations that produce grease laden vapors shall be equipped with a ventilating hood, duct, and automatic fire suppression system.

N.J.A.C. 5:70-3, 904.6; Dry chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17/2002.

N.J.A.C. 5:70-3, 904.5; Wet chemical extinguishing systems shall be maintained and inspected semi-annually as per NFPA 17A/2002.

N.J.A.C. 5:70-3, 609.2; Excessive grease and residue buildup on kitchen exhaust systems, cleaning required.

MISILANEOUS:

N.J.A.C. 5:70-3, 104.3; all appliances shall be listed and labeled and approved by the fire code official. (No homemade appliances).

N.J.A.C. 5:70-3, 2403.8.2; No vehicles shall be parked within 5 feet of tents or canopies.

N.J.A.C. 5:70-3, 2404.15.3; Suitable barricades shall be provided to maintain a distance of 5 feet between the heat producing appliance and the public.

- Propane tanks between 4 and 40 lbs shall have an Overfill Protection Device for filling in NJ.
- Propane tanks shall be hydro tested every 12 years, and not dented or badly rusted.
- Regulator shall be in good condition and the relief valve shall face away from the public areas.
- All plastic type protective caps shall be removed from all propane tanks before operating.
- Hoses shall not be frayed or cracked, and there shall not be any type of tape on the hose.
- Hoses shall not be covered with grease and shall not be swollen.
- Hoses shall not create a tripping hazard
- Only approved lighter fluid shall be used for charcoal grills.
- Sterno warmers may be used provided the fuel containers are properly protected from being knocked over and if the fuel containers are properly enclosed within the warmer units.



Bureau of Fire Prevention

BOROUGH OF BRADLEY BEACH

701 MAIN STREET

BRADLEY BEACH, NJ 07720

732-776-2999 Ext. 16

732-775-8168 Fax

Cooking Vendor, Tent & Canopy Guidelines

NJ UNIFORM FIRE CODE: TENTS/CANOPIES

N.J.A.C. 5:70-2.7(a); All vendors shall be required to apply for a type 1 fire safety permit issued by the **Bradley Beach Bureau of Fire Prevention**. All permits shall be made available to the fire official upon inspection.

- All tents/canopies greater than 900 square feet with or without side panels will require a separate permit for each. (up to 16800 square feet)
- All tents/canopies greater than 30 feet in travel distance in any one direction will require a separate permit for each. (up to 140 feet)
- All tents/canopies that will remain in place for fewer than 180 days.
- All tents/canopies that are used or occupied between April 1 and November 30.
- All tents/canopies that do not have a permanent anchoring system or foundation.
- All tents/canopies that contain platforms and bleachers up to 11 feet in height.

N.J.A.C. 5:70-2.9(c)1; Type 1 Permit Fee \$42.00-NO CASH will be accepted at event-vendor shall provide a check or money order payable to "**Borough of Bradley Beach**". Permits will not be issued unless payment is made in full.

N.J.A.C. 5:70-2.7(f); the fire official upon inspection may deny or revoke a permit at any time; this can be due to failure to meet the permit conditions, unabated fire code violations or unsafe conditions.

N.J.A.C. 5:70-3, 2404.12; Fire extinguishers - at least one portable fire extinguisher with a minimum 4-A rating, or two portable fire extinguishers with a minimum 2-A rating each, shall be provided in/under all tents as required by section 906.

N.J.A.C. 5:70-3, 2404.2; Tents/canopies shall be constructed of fire retardant materials or be properly treated as per NFPA 701/1999. Proper documentation shall be provided by the vendor upon inspection.

N.J.A.C. 5:70-3, 2404.5; Combustible materials and excessive trash shall not be located within any tent or canopy (min. 20 feet clearance).

N.J.A.C. 5:70-3, 2404.7; Exposed flames: Gasoline, gas, charcoal or other cooking device or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent or canopy.

- **NO** cooking under tents, (See DFS Bulletin 2006-01 for exceptions).
- **NO** deep fryers shall be under tents, (See DFS Bulletin 2006-01 for exceptions).
- **NO** cooking with grease laden vapors under tents, (See DFS Bulletin 2006-01 for exceptions).
- See DFS Bulletin 2006-1 for further information and exceptions.

N.J.A.C. 5:70-3, 2403.12.6; Exit signs are required when the exit serves and occupant load of 50 or more.

N.J.A.C. 5:70-3, 2403.12.6.1; Exit signs shall be illuminated. 1. for occupant loads of 300 or less; or 2. An approved emergency system, for occupant loads greater than 300.

N.J.A.C. 5:70-3, 2403.12.7; Means of egress shall be illuminated from a separate circuit or source of power. (Not less than 1 foot candle (11lux) at floor level)

N.J.A.C. 5:70-3, 2403.12.8; Means of egress, width of exits, aisles and passageways shall be maintained at all times.

- Interior finish, decorative materials and furnishings shall comply with Chapter 8.
- Occupant Load and Number of Exits shall be approved by the Fire Official.

NJ UCC TENT PERMIT REQUIRED:

Larger than 16800 square feet in size, greater than 140 feet of travel distance in any one direction, bleachers or platforms higher than 11 feet, up for more than 180 days and used between December 1 and March 31 or having a permanent anchoring system or foundation..



Bureau of Fire Prevention

BOROUGH OF BRADLEY BEACH

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BRADLEY BEACH, NJ 07720

732-776-2999 Ext. 16

732-775-8168 Fax

FIREWORKS PERMIT INFORMATION

– SPONSOR REQUIREMENTS –

Documentation required 45 days before event:

1. Obtain permit application form from **Bradley Beach Bureau of Fire Prevention**. In addition to the information required on the permit form the sponsor must also provide the following documents when submitting the permit application:
2. Provide detailed plan for display area, showing **all** of the following: location of discharge area; location of mortars, low level devices, and set pieces, dimension of fallout zone; distance to audience, parking lots, and buildings.
3. Provide municipal resolution granting permission to hold fireworks display.
4. Provide a copy of the letter sent to Bradley Beach Fire Department requesting standby for display.
5. Provide a copy of the letter sent to the Coast Guard and/or New Jersey State Police Marine Divisions asking for approval and any conditions they may require.
6. Provide a copy of the letter sent to the Federal Aviation Administration (FAA) asking for permission for the display.
7. Provide a copy of the letter sent to all property and building owners within the discharge and fallout zones asking for their permission for the display to be held on their property or to have their buildings within the discharge or fallout zone, (*if applicable.*) Have owners sign letter granting permission and return to sponsor.
8. All above required information and payment must be submitted for review at least 45 days prior to the display. Failure to provide all required information will result in delays which could affect the processing/issuance of the permit.
9. Provide all documents from the fireworks display company listed on the check list.

Documentation required 2 weeks before event:

1. Letter from the Bradley Beach Fire Department granting the standby coverage.
2. Letter from the Coast Guard and/or New Jersey State Police Marine Division, granting permission and any conditions imposed by either agency. Provide copies of all documentation issued by either agency.
3. Letter from the FAA approving the display and any conditions imposed by the FAA must be complied with in order to receive the display permit.
4. Provide copied from all property and building owners within the discharge and fallout zones granting permission for the display.

Submit **ALL** information and return to the Bureau of Fire Prevention.

It is understood that the display shall comply with all the requirements as set forth in Chapter 33 of the 2006 International Fire Code – New Jersey Edition and NFPA 1123 and 1126. **Failure to provide the above information and documentation by the required time could affect the issuance of the permit.**



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FIREWORKS

– DISPLAY COMPANY REQUIREMENTS –

1. Provide total number of shells and sizes (U.S. diameter) being used.
2. Provide types and amounts of ground (set pieces) or low level devices (cakes, candles) to be used.
3. For displays fired from barges or roof tops, provide documentation, including all calculations that the discharge area meets or exceeds the requirements of NFPA 1123 (2000 Edition) Section 4.3.1 or 4.4.1
4. Indicate method in which display will be fired. If it is an electrically-fired display, provide name of N J Department of Labor licensed operator. Operator must have valid license in their possession at display site.
5. Provide timetable of: delivery of fireworks to site; set-up; live load.
6. Provide Certificate of Insurance (general and auto liability) in the amount of not less than \$500,000.00. Certificate must be valid for duration of event, including rain dates.
7. The use of salutes/reports larger than 3” is prohibited.
8. No display shall be fired if winds exceed 25 MPH.
9. Provide the name of the lead operator who will be representing the display company.
10. Provide a letter attesting to the understanding of all of the above requirements as well as requirements set forth in Chapter 33 of the 2006 International Fire Code – New Jersey Editions and NFPA 1123, 1124, and 1126 and that the display will be in compliance with the same.
11. Provide a post-display report within 48 hours of display. Report must include the following: display information; time search of fallout zone was conducted and results; any product malfunctions; and any injuries.

Display Company Representative

Date

***ALL REQUIRED INFORMATION MUST BE PROVIDED WITH THE PERMIT APPLICATION.
FAILURE TO PROVIDE THE REQUIRED INFORMATION WILL RESULT IN DELAYS WHICH
COULD AFFECT THE PROCESSING OF THE PERMIT.***

SPONSOR REQUIREMENTS ARE ON THE REVERSE SIDE OF THIS FORM.

GAZEBO PARKING METER RESERVATION APPLICATION

EVENT DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ CELL #: _____

NUMBER OF METERS: _____

PLEASE NOTE THAT THERE ARE FOUR (4) SPACES PER EACH METER. NO MORE THAN TWO (2) METERS WHICH IS EIGHT (8) SPACES CAN BE RENTED.

PRICE: \$50.00 PER METER

TOTAL: \$ _____

PLEASE MAKE CHECKS PAYABLE TO THE **BOROUGH OF BRADLEY BEACH.**

EVENT APPROVED: _____ DATE: _____

PARKING APPROVED: _____ DATE: _____