

TOWNSHIP OF EAST BRUNSWICK  
1 JEAN WALLING CIVIC CENTER  
732-390-6850  
MUNICIPAL CLERK'S OFFICE

INSTRUCTIONS TO APPLICANTS:

Application to be submitted to the Township Clerk **60 days** prior to the commencement of the event, together with an application fee of \$25.00, and a security deposit in the amount of \$300.00. **Two (2) separate checks.**

SECURITY REGULATIONS:

The security fee shall be filed with the Township Clerk and placed in escrow. The security shall be returned by the Township Clerk if the premises are restored to their prior condition as determined by the Department of Health. If the premises are not so restored within 3 days of the conclusion of the event, excluding inclement weather not conducive to outdoor cleanup, the Township may use as much of the security as is necessary to restore premises. This paragraph shall not apply to an applicant who is the owner of the property upon which the exhibition is to be conducted.

SKETCH OF EXHIBITS:

Attach to the application form a proposed layout of the exhibits on a sketch or plot plan. Also indicate on the sketch the proposed method of screening the area from adjacent properties, and indicate the location, intensity and direction of all outdoor lighting.

REQUIRED NOTICES:

The applicant shall publish notice in the newspaper circulating within the municipality at least ten (10) days in advance of the date on which the Township Council is scheduled to hear the matter. Prior to the public hearing, you must deliver to the Municipal Clerk's office the Affidavit of Publication from the newspaper in which you published notice of the public hearing. This paragraph shall not apply to an applicant who has obtained approval from the Planning Board or the Board of Adjustment of the Township of East Brunswick to conduct public exhibitions on property owned by the applicant.

RESTRICTIONS ON LOCATIONS:

No circus or carnival or similar public exhibit shall be permitted in a residential area, other than in connection with a school function located on school grounds.

OTHER PERMITS WHICH MIGHT BE NEEDED:

Applicant must check with the Construction Inspection Department at **732-390-6875** as to obtaining a temporary sign permit; temporary electrical permit; and a temporary fence permit where applicable. Contact Fire Prevention at **732-390-6962** for information on tents, use of propane tanks and other related fire issues. Contact Public Works at **732-390-6886** regarding water hook-ups.

POLICE SERVICES:

The Township Clerk will submit your application to the Department of Public Safety Special Operations Commander. Special Operations will review your application and determine the number of police officers required to regulate traffic and security control, ingress and egress along with medical and fire protection standards. The Special Operations Commander or his designee, under the authority of the Deputy Chief/Director of Public Safety will note on the application the number of officers needed and any additional requirements to ensure public safety. In order to expedite the application process, Special Operations may elect to approve the permit with the understanding that the notations on the permit with regard to public safety requirements will be met. It is your responsibility to contact Special Operations at **732-390-6969** to arrange for police services and meet any other public safety requirement thirty days prior to the event.

CERTIFICATE OF LIABILITY INSURANCE:

The applicant shall submit a Certificate of Liability Insurance for the protection of the general public along with his/her application. **East Brunswick Township must be listed as additional insured.**

VIOLATIONS AND PENALTIES:

Any person violating the provisions of this Article shall pay a fine not to exceed \$1,000.00.