

TOWNSHIP OF SOUTH ORANGE VILLAGE

APPLICATION FOR SPECIAL EVENT PERMIT

Application must be submitted to the Village Clerk's Office at least 21 days before the Special Event. A Certificate of Insurance, along with necessary endorsements, must be filed with the Village Clerk's Office no less than 5 days before the date of Special Event. See [Village Code § 67-16, 22](#)

Application Date: _____

Fee: \$100.00

Applicant's Name: _____

Applicant's Address: _____

Telephone Number: _____ **Email Address:** _____

[Please print clearly]

Organization's Name: _____

Organization's Address: _____

Telephone Number: _____ **Email Address:** _____

Organization's Tax Exempt Number: _____

Date of Event / Start and End Time of Event: _____

(Time cannot be before 8:00 a.m. or after 10:00 p.m.)

Place/Location of Event: _____

Approximated Number of People attending Special Event: _____

Nature of the Special Event: _____

Will the Special Event Require the Closure of Street(s)? Yes No

If Yes, please state street(s) to be closed: _____

Will food, beverage, or merchandise be sold at the Special Event: Yes No

If Yes, please list type of food, beverage, or merchandise to be sold: _____

BY SIGNATURE BELOW, the applicant who is at least 18 years of age, affirms that the information provided in this application is true, correct, accurate and known to the applicant to be so. The applicant also agrees to comply with all of the Special Event Permit conditions and requirements as provided in §67 of the Village Code of South Orange and must submit a certificate of liability insurance no less than five [5] days prior to the date of the Special Event.

Applicant's signature

Office Use Only

- Application Complete
- \$100.00 Fee Received
- Certificate of Insurance Received
- Approved by Police Chief
- Approved by Fire Chief
- Approved by South Orange Parking Authority
- Approved by Health Officer (food permit)

SPECIAL EVENT APPROVED
by Village Administrator

Village Administrator

Dated: _____