

Marcia A. Karrow
Mayor

Carla Conner
Clerk

Jerry Rotella
Chief of Police

The Borough of Flemington

38 Park Ave
Flemington, NJ 08822
908-782-8840
www.historicflemington.com



2024 Special Event Application

Standard Application Fee:

\$25.00 (90 Days in advance)

Expedited Application Fee:

\$75.00 (Less than 90 days in advance)

This form is not a permit. Please read this application in full. Completion of this application does not constitute an automatic approval and does not guarantee that a permit will be issued. Application fees are non-refundable. Applications will not be processed until the application fee (including late fee, if applicable) is paid in full.

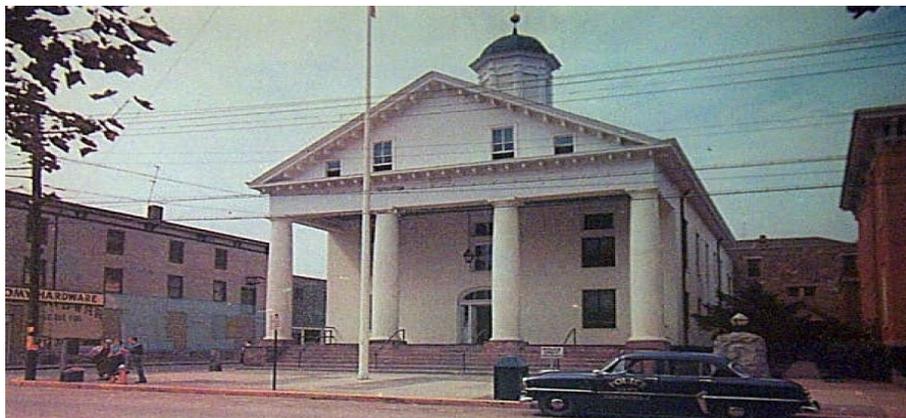
This application may be submitted electronically. You must download the application and save the file before entering information. Do not complete this form in your Internet Browser. Open the saved file using

Adobe Acrobat Reader and enter information into the form.

You may also download and save this form to your computer, type responses, save the completed form, and attach it to an outgoing email addressed to:

EVENTS@HISTORICFLEMINGTON.COM.

Applications submitted via email will receive an emailed receipt with a reference number within (5) business days. Email submission of application is preferred. Applications and applicable fees may be hand-delivered or mailed to the Borough of Flemington (see address above).



2024 Special Event Application

OFFICE USE ONLY

REF #: _____

DATE: _____

Step 1: Applicant Information

Name of Individual or Organization		
Application Name (If Different from Above)	Title Held in Organization	
Is this Organization a Registered 501C3 or 501C4 Non-Profit? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Street Address		
City	State	Zip Code
Email Address:		
Office Phone:	Mobile Phone:	Fax:

Step 2: Event Information

Event Name		Event Type	
Event Location:			
Event Description (Information will be used on Public Borough Event Calendar)			
Event Date(s)		Rain Date(s)	
Setup Start Time:	Event Start Time:	Event End Time:	Breakdown End Time:
Projected Daily Attendance		Attendance Type <input type="checkbox"/> Open <input type="checkbox"/> Ticketed	
Event Location (Be Specific & Include All Affected Roads, Venues, Etc.)			
Primary Event Day Contact Name:		Email Address:	Mobile Phone:
Secondary Event Day Contact Name:		Email Address:	Mobile Phone:

Step 2: Event Information (continued)

Will this event require road closures?

YES NO

**All Road closures for events within the Borough of Flemington require submission to the Flemington Borough Council for final approval. Upon the approval and submission of this complete application the Application will be submitted to the Borough Council for approval by the Chief of Police.*

Food, Beverage & Merchandise

Will food/beverages be distributed?

YES SOLD YES SAMPLED NO

**If food and /or beverages are to be sold or sampled, the Applicant must have the Individual Vendors submit the [TEMPORARY FOOD CONCESSION PERMIT APPLICATION](#). Individual vendors are responsible for submission of the [Health Department License](#). The event organizer must provide a complete list of participating vendors.*

Will alcoholic beverages be sold or sampled?

YES SOLD YES SAMPLED NO

**If alcoholic beverages are to be sold or sampled, the applicant must provide a NJ Off Premise Liquor License or for non-profits a NJ Social Affairs permit and submit a copy with this application. Please refer to [Division of Alcoholic Beverage Control](#) for more information.*

Will the event include merchandise sales?

YES NO

Temporary Structures & Portable Restrooms

Will the event include tents and/or canopies?

YES NO _____ Total of Tents

**A [Type 1 Fire Safety](#) Permit is required for The erection, operation or maintenance of any tent, tensioned membrane structure or canopy. Pop up tents are not included.*

Will the event include staging or other temporary structures?

YES NO

**If yes, list and describe staging and/or temporary structures and include contact information for all vendors/subcontractors here:*

**A site plan identifying proposed location/use of all tents and structures must be submitted. A [Type 1 Fire Safety](#) Permit may be required if the stage is planned to be covered with tenting or other like materials.*

Will the event include portable restrooms?

YES NO _____ Total of Portable Restrooms

If yes, please provide contact information (contact person, email address, web-based form, phone number, etc.)

Step 2: Event Information (continued)

Pyrotechnics, Fireworks & Amplified Sound

Will the event include fireworks or pyrotechnics of any kind?

YES NO

**If yes, list and describe in detail and include contact information for all vendors/subcontractors:*

**A [Type 1 Fire Safety](#) Permit is required.*

Will the event include amplified sound of any kind?

YES NO

**If yes, list and describe in detail and include start time/end time.*

Step 3: Borough Services & Equipment

The applicant is solely responsible for reimbursing the Borough for costs incurred for equipment and services rendered in connection with the event. Costs include all applicable equipment rental fees as well as overtime costs for personnel requested by the applicant and any personnel deemed necessary by the Borough. Cost estimates can be provided by the Flemington-Raritan First Aid and Rescue Squad , Flemington Police Department and Flemington Public Works upon request. Contact the Office of Special Events via email to EVENTS@HISTORICFLEMINGTON.COM or by phone at 908-581-5513 with any questions.

**Borough services and/or equipment are based on availability and are not guaranteed.*

Emergency Medical Services & Equipment

Flemington Raritan First Aid and Rescue Squad (EMS) Coverage

**EMS coverage is required if expected attendance is greater than 2,500 people. If applicable, please complete the Flemington Raritan First Aid and Rescue Squad Special Event Application. An additional BLS ambulance will be added for each expected attendance of 5,000 people. Resource Consideration and Requirements outlined by FRFARS AOG-15 Standby Rates / Requirements*

***Events Exceeding expected attendances at one given time of 15,000 people will require the use of outside resources Those resources will have their own fee structures which will be the responsibility of the event holder to pay.*

- 1 BLS Ambulance with 2 EMTs----- \$100.00/hr**
- Each additional BLS ambulance with 2 EMT's ----- \$80.00/hr**
- Command resources (including Squad officer)-----\$60.00/hr**
- Medical Support Unit (ASAP) with 1 driver & 1 EMT -----\$75.00/hr**
- Rescue Services unit with 1 driver and minimum 2 Techs-----\$150.00/hr**

Any event held by a non-profit organization shall receive a 50% discount on all standby services. Any event held and sponsored by the Borough of Flemington will not be charged a fee for Stand-by-services.

Step 3: Borough Services & Equipment (continued)

Flemington Borough Road Department:

At the discretion of the Public Works Director, DPW employees will be detailed based on site service assessment, and the associated costs of DPW personnel will be at the expense of the applicant; unless the event is approved as a Borough of Flemington Event, as approved by the Flemington Borough Council. The Public Works Director will provide to the applicant a estimate for Public Works Services.

Road Department Services and Equipment:

Street Cleaning (Sweepers) Check one Before After Both

**Street Cleaning services are required for all events on public roads which will host food and beverages sales or sampling.*

Trash/Recycling Bin Deployment Trash Bins (Quantity) _____ Recycling Bins (Quantity) _____

Trash/Recycling Pickup Check one Before After Both

No Parking Signs (Quantity) _____ No parking Start Time _____ No Parking End Time _____

**If utilizing no parking signs, please indicate the locations you want the signs placed below, if unknown please advise if request for placement needs are requested.*

Traffic Cones 20 Yard Roll Off Container

**If using private company for sanitation services, They must be approved by the Director of Public works: Provide private company name, address and contact person below;*

POLICE DEPARTMENT SERVICES

The applicant understands a Police Detail will be required for events that are greater than 250 people in attendance, require road closures, Or if the event is planning on serving alcohol on a public street or on Borough Property.

At the discretion of the Chief of Police extra duty officers will be detailed based on A Flemington Police Department safety and security assessment, and the associated costs of police personnel will be at the expense of the applicant; unless the event is approved as a Borough of Flemington Event, as approved by the Flemington Borough Council.

Upon approval of the completed application the scheduling of the extra duty Police detail will be reserved until 7 days in advance of the event. Once the extra duty Police detail is scheduled, any cancellation of the event without the use of "Rain Dates" will cause the applicant to be responsible to pay the officers scheduled to work the event each (4) hours. However, if the event is cancelled due to an extreme weather emergency (i.e. Hurricane, Tropical Storm, or Declared State of Emergency) the applicant will not be responsible for any minimum payment. The terms and conditions of these services are In accordance with the Collective Negotiations Agreement "CNA" between the Borough of Flemington and the Hunterdon County PBA 188.

I understand that checking this box constitutes an Agreement with the Police Department and I acknowledge and agree to the above terms.

Step 4: Please Read, Sign & Date

A. Timeline for Submission:

- Event Application Packet Due 45 Days Prior to Event – *A late fee of \$10.00 per day will be charged for every day following the late submission of this packet unless approved by the Chief of Police.*
- Vendor List and Vendor Applications Submissions due 30 Days Prior to the Event – *A late fee of \$10.00 per day will be charged for every day following the due date for the late submission of this vendor list unless approved by the Chief of Police.*
- A Final List of Vendor Contact Information and vendor locations within the Event Site must be provided within 10 days of the event. Updates may be submitted up to 48 hours prior to the event. *A late fee of \$10.00 per day will be charged for every day following the late submission of this packet unless approved by the Chief of Police.*
- *The Borough reserves the right to charge the additional fee of \$500.00, or to cancel the event if the proper submissions are not received within 7 days of the event date.*

B. Any and all equipment provided by the Borough to the applicant must be returned in the same condition in which it was borrowed.

C. The Borough is not responsible for anything left or stored at the event site by the applicant.

D. No alcohol is permitted without the approval of the NJ Division of Alcoholic Beverage Control.

Legal Name of Organization: _____

Authorized Signer (print name) and Title: _____

Signature: _____ Date: _____

Electronic Signature: _____ Please type your First and Last Name _____

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above terms

Appendix A: General Information

Submission of an application does not constitute an automatic approval and does not guarantee a permit will be issued. Event organizers are encouraged not to issue any press releases, advertise, sell tickets, etc. until the necessary approvals and/or permits have been issued.

Event organizers are encouraged to include maps, plans and any pertinent supporting documentation with this application. Any questions should be directed to the Office of Special Events.

Online application submission and payment of applicable fees is preferred. Application fee payments can be made at: 38 Park Ave Flemington, NJ 08822.

Cost estimates for Borough services and equipment will be provided upon request. An invoice for Borough services and equipment will be generated upon the conclusion of the event and copies will be both mailed and emailed to the applicant within (14) days of the final event date. Invoices can be paid by check or money order made payable to the “Borough of Flemington”

For additional services & equipment not available or provided by the Borough, please contact The Borough of Flemington via email at EVENTS@HISTORICFLEMINGTON.COM or by phone at 908-782-8840 for the Boroughs preferred vendor’s list.

Drones & sUAS

All commercial, i.e., non-recreational, sUAS operations must adhere to the regulations set forth by the Federal Aviation Administration (FAA) in CFR 14 Part 107. The Borough of Flemington (the “Borough”) is not the approving authority for small unmanned aircraft systems (sUAS) operations. The Borough’s public safety officials are, however, responsible for the security and well-being of all individuals potentially impacted by sUAS operations. As such the Borough requires that the following form be completed for notice and coordination purposes:

[Part 107 Waiver | Federal Aviation Administration \(faa.gov\)](#)

Other Borough Agencies

Michael Campion
 Director of Public Works
 Phone: 908-531-4395
 Hours: 7:00AM – 3:30PM

Flemington Fire Department
 38 Park Avenue
 Flemington, NJ 08822
 Non-Emergency (908) 782-5151

Flemington Rescue Squad
 26 Route 12
 Flemington, NJ 08822
 Non-Emergency (908) 782-6103
www.frfars.org

Carla Conner
 Borough Clerk
 Phone: 908-782-8840
 Fax: 908-782-0142
 Monday - Friday, 8:30AM - 4:30PM

Ken McCormick
 Fire Marshal
 Phone: 908-782-8840
 Tues, Wed, Thur, 8am – 4pm
 Or by appointment as needed

David A. Giuliani
 Property Maintenance Officer
 Phone: 908-284-4957
 Fax: 908-782-0142

Appendix B: Event Promotion and Vendor Opportunities

Event Promotion

The Borough of Flemington maintains numerous social media accounts and a website which includes a calendar of upcoming, permitted events. Additionally, The Flemington Community Partnership also publishes a newsletter highlighting upcoming events in the Borough of Flemington.

Would you like for your event to be mentioned on The Borough of Flemington social media sites, websites other event related content?

YES **NO**

If yes, please provide relevant social media accounts, websites, etc:

Vendor Opportunities

The Borough of Flemington regularly receives inquiries from local vendors (equipment, food, merchandise, etc.) and subcontractors regarding opportunities for participation in special events.

Would you like to be contacted by third-party vendors and subcontractors regarding opportunities for participation in your event?

YES **NO**

If yes, please provide contact information (contact person, email address, web-based form, phone number, etc.)
