



Franklin Township Park/Special Event Permit Application

INSTRUCTIONS

This form must be filled out completely. If an item does not apply to your application, mark it "N/A." You must also attach a site plan that shows the location of the event, all permanent and/or temporary structures being utilized, parking, access/egress lanes, etc. If any question is left blank or if a site plan is not attached, the application will be returned as "incomplete." You should also include any supporting documentation that will help us in making a determination. You can never give us too much information. Please be aware that your event may require additional approvals/permits from various Township Departments including but not limited to: Construction, Fire Prevention, Health, Police Department, Parks and Recreation and/or Zoning. If this is the case, you will be informed as to which additional approvals/permits are required.

TOWNSHIP USE ONLY: STAMP DATE RECEIVED

Please Print Clearly or Type

Name of Organization:	
Address:	
Federal Tax Exempt Number (if applicable):	
NJ Registration Number (if non-profit):	
Contact Person:	
Address:	
Day Phone:	Cell Phone:
Fax:	Email:
Location of the Event:	Name of Park Requested:
Date(s):	
Please check the desired Park Facilities:	
<input type="checkbox"/> Picnic Pavilion <input type="checkbox"/> Restrooms <input type="checkbox"/> Athletic Field <input type="checkbox"/> Basketball Courts <input type="checkbox"/> Other _____	
Start Time:	End Time:
Description of the Event:	

SPECIFICS OF THE PROPOSED EVENT

1.	Is the event open to the public?
2.	Is there an admission fee?
3.	What is the peak attendance number?

4.	Where will vehicles be parked?
5.	Will the event take place on public property or roadways? If so, specify.
6.	Will alcoholic beverages be served? (Please note that alcoholic beverages are not permitted in Township Parks)
7.	If so, does the venue possess a liquor license? If so, indicate the number.
9.	Are tents (with sides) proposed? If so, how many?
10.	Are canopies (without sides) proposed? If so, how many?
11.	Will catered food be served?
12.	If yes, indicate the name and address of each food service provider:
13.	Will food be prepared on site?
14.	Will food be cooked on site? If so, how? A copy of permit from Fire prevention must be submitted for use of propane grills
15.	Will food be warmed on site?
16.	Will food be free or sold?
17.	Other than cooking fires (see 14 & 15 above) will there be any open flames? If so, specify.
18.	Are fireworks or any other pyrotechnics proposed? If so, specify.
19.	Will electricity be needed? If so, please note NO electricity is provided in the parks
20.	If so, will it be obtained by tapping into the grid?
20.	If so, will any portable power devices be used? Generators cannot be within 15 feet of any structure.
21.	Will sound amplification devices be used? If so, indicate the decibel level of the sound amplification equipment.
22.	Are raffles or games of chance proposed? If so, specify.
23.	Are permanent restroom facilities available? If so, how many?

24.	Will portable restroom facilities be utilized? If so, how many?
25.	Are amusements proposed? If so, specify.
26.	Are rides proposed? If so, specify.
27.	Will animals be utilized? If so, specify.
28.	Will show mobiles be used? If so, specify.
29.	Will signs be utilized?
30.	If so, for what purpose(s) – direction, information, advertising, etc.?
Note: Violation of the Township Sign Ordinance may result in the revocation of your permit.	

ADDITIONAL INFORMATION

ABBREVIATED PARK REGULATIONS AS PER ORDINANCE 756, 775, 869, 1089, 4134-16

1. No alcoholic beverages	6. Park closed before sunrise and after sunset
2. No glass containers	7. All animal waste must be picked up
3. All animals must be leashed	8. No defacing or altering of any structure, tree, stream, etc.
4. Fires only in designated locations	9. No Smoking on Public Property Ordinance 4134-16 which is included in Chapter 300-1 through 4 of the Township Code. Law effective as of 4/12/16.
5. No motorized vehicles	

ADDITIONAL REQUIREMENTS

- | | |
|--|--|
| <ul style="list-style-type: none"> • Leave park & picnic area as clean as found. Garbage is to be removed from the park | <ul style="list-style-type: none"> • Propane grills require Fire Prevention permit, with a copy submitted to Recreation Dept. |
| <ul style="list-style-type: none"> • Group sponsor will be held responsible for group's actions | <ul style="list-style-type: none"> • Permit holder must be able to furnish park permit upon request |

PARK RENTAL RATES

\$40/4hour block for Picnic Area	\$20 Non-refundable deposit
\$30/4hour block for Grass/Paved Athletic Field	\$300.00 Maintenance Escrow (ORDINANCE #3586 Ch.325-11) PAYABLE BY CASH, CHECK OR MONEY ORDER. REFUNDABLE AFTER RENTAL

SYNTHETIC TURF FIELD RATES

\$100/2hr for residents, plus \$25/2hrs for lights	\$200/2hr for non-residents, plus \$50/2hrs for lights
\$50/2hr for resident non-profit, plus \$25/2hrs for lights	\$100/2hr for non-resident non-profit, plus \$50/2hrs for lights
\$200/hr resident for profit, plus \$50/2hrs for lights	\$250/hr non-resident for profit, plus \$50/2hrs for lights

FOR TOWNSHIP USE ONLY (SPECIAL EVENTS):

DEPARTMENTAL (TRC) REVIEW AND RESPONSE		
Department	Comments	Initialed & Date
Construction		
Fire Prevention		
Health		
Parks and Recreation		
Police		
Zoning		

The TRC recommendations:

- Approve the application as long as any conditions noted above are met.
- Deny the application for the reasons noted above.

RECREATION/CLERK'S OFFICE	
ITEM	DATE RECEIVED
Special Event Permit Fee (\$125.00)	
Maintenance Escrow (\$300.00)	
Insurance Coverage/Township	
Police Protection Escrow	
Affidavit of Service	
Outside Agency Approvals	
Ride Vendor's Permit to Operate	
Maintenance Escrow Received by Finance	

TOWNSHIP COUNCIL ACTION IF REQUIRED

- APPROVED
- DENIED
- NO SPECIAL EVENT PERMIT REQUIRED

PERMIT #: _____

ANN MARIE MCCARTHY - TOWNSHIP CLERK

DATE