



City of Hoboken
Department of Public Safety
94 Washington Street – 2nd floor
Hoboken, New Jersey 07030



Dawn Zimmer
Mayor

EVENT REQUEST FORM

Name of applicant:

Organization:

Address:

Telephone: Day:

E-mail:

1. I (we) would like to hold the following event in our City:

- a. Block Party
- b. Festival
- c. Marathon
- d. Other _____

Please describe event

2. I (We) am requesting our event be held on:

(Date)

(Rain date)

3. I (We) am requesting our event be held:

From: AM/PM to: AM/PM

4. I (We) would like to use the following area in our City:

5. I (We) are requesting approval for a fireworks display: Yes: No:

6. I (We) intend to use open flame or flame producing device: Yes: No:

7. I (We) intend to have alcoholic beverages at the event: Yes: No:

8. I (We) intend to hire police officer(s) for our event.

9. There will be vendors at our event.

10. I (We) will be purchasing a \$1,000,000.00 insurance policy for this event naming the City of Hoboken as co-insured.
11. I (We) will have our own set up and clean up crew Yes No
12. Our organization is no profit: Yes No
13. I (We) have held this event times in the past.
14. I (We) would like parked vehicles removed from this area: Yes: No
15. I (We) will pay all permit fees fourteen (14) days prior to our event.
16. I (We) will notify all vendors of the requirements involved with our event.
17. I (We) will provide a detailed drawing of the area we would like to use. Always being mindful of the emergency equipment and personnel that may have to use this area.

(Signature of applicant)

(Dated)

RULES AND REGULATIONS GOVERNING ANY EVENT

1. Applications must be received no later than thirty (30) days prior to the event.
2. All open flame requests must be approved by the Fire Prevention Bureau (201) 420-2269.
3. The applicant shall be responsible to clean the area after the event or a service charge will be assessed.
4. The applicant shall be bound by all parks and public property rules and regulations, all applicable ordinances and any and all permit restrictions.
5. All persons to whom a permit is issued shall be liable for any loss, damage, or injury to any person or persons whatsoever by reason of negligence of the applicant. **The City of Hoboken shall not be liable in such instance.**
6. All events shall be held between the hours of **10:00 am to 10:00 pm**. (No music is to be played after 10:00 pm).
7. All firework displays must be approved by the Fire Prevention Bureau (201) 420-2269.
8. The applicant is to purchase an insurance policy in the amount of \$1,000,000.00 naming the City of Hoboken as co-insured.
9. The Mayor and the Public Safety Department have the authority to revoke a permit upon a finding of any violation hereunder or upon good cause.
10. Applicants are to adhere to all regulations as stated in Section 58-19 through 58-21.758.21.2BB, **NO ALCOHOLIC CONSUMPTION OR CARRYING OF UNSEALED ALCOHOLIC BEVERAGE CONTAINERS SHALL BE PERMITTED EXCEPT FOR DESIGNATED AREAS.**

Permit fee: Please make your check or money order payable to the City of Hoboken.

If you have any questions regarding this event form or would like to cancel your event, please contact the Office of Emergency Management at (201) 420-5618.

To be completed by the Office of Emergency Management or designee:

PERMIT FOR AN EVENT WITHIN THE CITY OF HOBOKEN	
Permission is hereby granted to: _____ <i>(Name of organization/individual)</i>	
To hold an event on: _____	
from _____	am/pm to _____ am/pm
Location: _____	
_____	_____
<i>(Approved)</i>	<i>(Dated approved)</i>
Note: This permit must be in possession of the above organization/individual at all times while this event is taking place.	

cc:

Leo Pellegrini, Director - Health and Human Services
Brandy Forbes, Director - Community Development
Ian Sacs, Director - Hoboken Parking Utility
Leslie Shenkler, Acting Director – Department of Environmental Services
Richard Blohm, Chief – Hoboken Fire Department
Joel Mestre, Office of Emergency Management
Anthony Falco, Chief – Hoboken Police Department
Anthony Ricciardi, Hoboken Parking Utility
Joe Bucino, Signal and Traffic Division