

**TOWNSHIP OF LONG BEACH**  
**APPLICATION FOR SPECIAL EVENT**

(\*This application must be completed in full and submitted at least 30 days prior to your event\*)

Organization Name: \_\_\_\_\_ (“Applicant”)

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Rain date(s)/ times(s): \_\_\_\_\_

The following information concerning the intended use of the premises is furnished (set forth “N/A” if inapplicable):

- a. Alcoholic Beverages (will) or (will not) be served: \_\_\_\_\_
- b. Total number of persons anticipated: \_\_\_\_\_
- c. Live entertainment (will) or (will not) be provided: \_\_\_\_\_
- d. Other: \_\_\_\_\_

**INSTRUCTIONS, REGULATIONS, AND TERMS**

All special events are approved by resolution of the Board of Commissioners at a public meeting. The event may not be held without the approving resolution; make sure your application is received and completed well in advance of the event in order to obtain the approval.

All information must be complete. If you need more room for an answer, attach a separate piece of paper and reference this additional document on the application, which shall be incorporated herein by reference. Type or print your answers. In order to expedite the processing of this application, attach any diagrams and schedules that you feel would help those reviewing the application. Please describe any parking/traffic conflicts anticipated. Applications will not be accepted unless there is a schedule of events attached. It is understood that schedules may change between the time of your application and the actual event. It is your responsibility to inform the Township of any proposed changes to the original schedule submitted and receive formal approval (by resolution of the Board of Commissioners) for the change(s).

If the event is a walk, run, or race of any kind, attach a map showing the designated route. These types of events often require a Parade Permit from Ocean County (if Long Beach Blvd. is part of the designated route). You may call the Ocean County Engineer’s Office at 732-929-2130 for a Parade Permit application. Approval of the Long Beach Township Police Traffic Safety Officer is also required in order to obtain the formal approval by resolution of the Board of Commissioners.

The applicant is expressly required and shall provide a Certificate of Insurance specifically naming the Township of Long Beach as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000.00 in order to induce the Township of Long Beach to accept this application for consideration and potentially grant the requested permission. The Description Box of the Certificate of Insurance must note the Event(s) and Date(s). Your event will not be considered for approval without the proper insurance documentation. In addition, I acknowledge and agree to the terms of the Indemnification and Hold Harmless provisions set forth below.

**Long Beach Township reserves the right to charge the applicant the actual cost for any special services required in relation to your event, such as (but not limited to): Cost for Lifeguards, or cost for Public Works to be on duty during the event, or to clean-up after an event. Long Beach Township further reserves the right, in some instances, to require a bond.**

**Failure to comply with any of the terms set forth herein may, at the sole discretion of the Board of Commissioners, result in the denial of the application, or, if the application is granted, the rescission of the permission to hold the event.**

**INDEMNIFICATION AND HOLD HARMLESS PROVISION**

As an express condition of and in consideration of the grant of authority to engage in the event, the Applicant expressly, knowingly, and, to the fullest extent permitted by law, agrees to release, indemnify, defend, and hold harmless Long Beach, its elected and appointed officials, officers, employees, agents, volunteers, and others working on behalf of Long Beach, from and against any loss, damages, claims, causes of action, liabilities, obligations, penalties, demands, and any and all other costs and expenses, including attorneys’ fees and costs, threatened against, suffered, and/or incurred by Long Beach, its elected and appointed officials, officers, employees, agents, volunteers, and others working on behalf of Long Beach arising out of and/or in any manner relating to the authorized event and the acts and/or omissions of the Applicant, its officers, owners, agents, employees, independent contractors, guests, volunteers, others working on behalf of the Applicant, and/or customers relating thereto. Vendor shall be responsible and liable for the payment of any and all of the foregoing attorney’s fees and costs, to attorneys of Long Beach’s selection, for any investigation and review, pre-litigation, litigation, post-judgment litigation, and any and all appeals arising out of and/or relating to this application and agreement. Further, the existence of any available and/or applicable insurance shall not waive or release Applicant from the Applicant’s obligations set forth in this applicant and agreement.

As the binding act in deed of \_\_\_\_\_  
Name of Organization

Signed this \_\_\_\_\_ day of 20 \_\_\_\_\_  
Authorized Signature

For LBT use : \_\_\_\_\_  
Bd. Of Comm.    Ins.Fund Comm.    Beach Superv’r.    Police Dept.    Public Wks.    Mun. Clerk

Reso #: \_\_\_\_\_