



TOWNSHIP OF HILLSIDE
UNION COUNTY, NEW JERSEY
MUNICIPAL BUILDING
JOHN F. KKENNEDY PLAZA
1409 LIBERTY AVENUE
HILLSIDE, NJ 07205
PHONE: (973) 681-7155 FAX: (973) 351-5935

EVENT/STREET CLOSURE APPLICATION

Application should be submitted to the Township Clerk (30) days prior to the event and accompanied with a non-refundable \$25.00 fee.

****FAILURE TO REMIT FEE OR A COMPLETED APPLICATION TIMELY MAY RESULT IN AN APPLICATION DENIAL****

Type of Event: _____

Sponsoring Person/Organization: _____

Date of Event: _____ Rain Date: _____

LOCATION OF EVENT: _____ ON STREET: _____ OFF STREET: _____

Private Property: _____ Public Property: _____ Expected Number of Participants: _____

CONTACT PERSON (Prior to date of event): _____

Mailing Address: _____

Phone Number(s): (H) _____ (W) _____ (C) _____

E-Mail Address: _____

CONTACT PERSON (Date of event: if different from above): _____

Mailing Address: _____

Phone Number(s): (H) _____ (W) _____ (C) _____

E-Mail Address: _____

CERTIFICATE OF INSURANCE – Pursuant to Municipal Ordinance, a Certificate of Insurance in the amount of \$1,000,000.00.

DESCRIBE THE EVENT IN DETAIL ON THE BACK OF THIS APPLICATION, AND ANY ANTICIPATED NEEDS (i.e. Barricade(s), Cone(s), No Parking Signs, etc.)

The undersigned is authorized to sign this Event Application on behalf of the Sponsor Party.

Submitted By: _____ Title: _____

Signature: _____ Date: _____

Permission shall not impose any liability upon the Township of Hillside. All Person(s) using the Township's property assume the risk of use, do so at their own risk and release and waive the rights and claims against the Township of Hillside as a result of such case.

Submitted By: _____

Title: _____

Signature: _____

Date: _____

PLEASE NOTE:

§ 291-6.2 Issuance of permit.

- All person(s)/organization(s) seeking a permit to conduct a neighborhood block party necessitating the use or closure of Township property must either.
 - (a) Obtain event insurance in the amount of no less than \$1,000,000.00, proof of which is to be supplied as part of a complete event permit application.
 - (b) Execute an indemnification and hold-harmless agreement, in favor of the Township, as part of the event permit application.
- The permittee shall take all step(s) to minimize any interference with the free passage of pedestrian and vehicular traffic over Township Property and to comply with all lawful direction(s) issued by the Township of Hillside Police and Fire Department.
- The permittee shall conduct the event in such a manner as to minimize the inconvenience to neighboring property owners.

§ 291-6.4. Violations and penalties.

- Any person, organization or entity violating this article, or the rules and regulations promulgated thereby, or the terms of the permit, upon conviction, shall be punished by a fine not less than \$250 nor exceeding \$1,250 per day. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.
- Additionally, any person, organization or entity violating this article may be prohibited from securing an event permit in the future.



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INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

This indemnification and Hold Harmless Agreement (“Agreement”) is made between the following parties:

The Township of Hillside, Hillside, New Jersey (hereinafter “Township”),
Municipal Building located at
John F. Kennedy Plaza
Liberty and Hillside Avenues
Hillside, New Jersey 07205

-and-

_____, hereinafter referred to as “Individual” or “Organization”
Individual’s/Organization’s Name

Individual’s/Organization’s Official Street Address

Contact Person’s Name

Contact Person’s Telephone Number

If an organization, please indicate if the organization is { } Non-Profit { } For Profit

1. Whereas, this Agreement is made in consideration for the granting of a permit by the Township to the Individual or Organization permitting the use of the Township-owned streets for an event as set forth below, which streets shall be used for the following purpose and no other purpose:

Event _____

Date(s) of Event: _____ Rain Date(s) of Event: _____

Time Duration of Event: _____

Location of Event: _____

2. Whereas, pursuant to the Agreement, the Individual or Organization, which for purposes of this Agreement shall include the Organization’s respective agents, representatives, servants, volunteers, and/or employees agree to save, release, indemnify and hold harmless the Township of Hillside, its agents, servants and/or employees from and against all loss, liability, damages, claims, suits, judgments and demands including attorney’s fees and

expenses incurred by the Individual or Organization and/or the Township, and each of their respective employees, agents, volunteers or other representatives from any and all accidents, losses, damages or injuries to persons or property arising out of or in any manner relating to or resulting from the Event which is the subject of the Individual's or Organization's application for a street closure by the Township, including the Organization's respective agents, representatives, servants, volunteers and/or employees.

Signed: _____ Dated: _____

Individual or Organization's Representative

Printed Name and Title of Organization's Representative



ARTICLE IA Street Closure Applications
[Added 2-4-2008 by Ord. No. O-08-003]

§ 291-6.1 **Definitions; event permits.**

A.

Definitions. As used in this article, the following terms shall have the meanings indicated:

NEIGHBORHOOD BLOCK PARTIES

A gathering of local neighborhood residents held without charge and intended to be attended by local neighborhood residents held not more than one time per year where the participants contribute food and beverages and/or pay a small fee to cover the costs of same, and which is held to foster neighborhood well-being and community harmony.

TOWNSHIP PROPERTY

Any and every public street, public building, highway, sidewalk, square, public park or playground or any other public place within the Township of Hillside ("the Township") which is within the jurisdiction and control of the Township.

B.

Permits.

(1)

No person or organization shall conduct a neighborhood block party on Township Property without first having obtained an event permit (hereinafter also referred to as "permit") from the office of the Township Clerk, which permit shall set forth the approved location of such event and the approved duration of such event by specific reference to date or dates and times, including that of setup and breakdown. Said permit must be readily available for inspection by Township officials at all times at the site of the event.

(2)

All permits shall be applied for and obtained from the office of the Township Clerk during normal business hours. Applications for such permits shall be on an approved form, a copy of which shall be attached to the permit.

(3)

A permit shall be valid to conduct events for the period of time specified in the permit.

(4)

There can be no change in the approved dates and times, including rain dates, once a permit has been issued.

(5)

The Township Clerk is hereby authorized to establish written protocol and rules in order to implement the objectives and requirements set forth within this article.

(6)

All persons/organizations seeking a permit to conduct a neighborhood block party necessitating the use or closure of Township property must either:

[Amended 6-10-2008 by Ord. No. O-08-016]

(a)

Obtain event insurance in the amount of no less than \$1,000,000, proof of which is to be supplied as part of a complete event permit application;

(b)

Execute an indemnification and hold-harmless agreement, in favor of the Township, as part of the event permit application.

§ 291-6.2 **Issuance of permit.**

A.

No permit shall be issued by the Township Clerk unless it has been applied for, by way of submitting a complete application, at least 30 days prior to the scheduled date of the event and has been approved by the Township Council; provided, however, that the Township may waive the thirty-day period if in the opinion of the Council the applicant has obtained all relevant approvals and sufficient time remains to mobilize Township resources to accommodate the event without undue hardship to the Township or its residents and businesses.

B.

The Township Clerk may refuse to issue a permit whenever he/she determines, on the basis of objective facts and after review of the application and reports from the Police Department, Fire Department, Building Department, Public Works Department, Health Department, Recreation Department and other Township agencies involved, that the event, the location and/or time set forth in the application would violate any law or ordinance, unreasonably interfere with use and enjoyment of neighboring properties or governmental activity, unreasonably impede the free flow of vehicular or pedestrian traffic or otherwise adversely affect the public health, safety or welfare. The Township Police Department will have final authority to deny a permit based upon public safety concerns.

C.

Copies of the approved permit shall be sent to the Township Council, Mayor, Police Department, Fire Department, Building Department, Public Works Department, Health Department and Recreation Department.

D.

The permittee shall take all steps to minimize any interference with the free passage of pedestrian and vehicular traffic over Township Property and to comply with all lawful directions issued by the Hillside Police Department and Hillside Fire Department.

E.

The permittee shall conduct the event in such a manner as to minimize the inconvenience to neighboring property owners.

F.

Under certain circumstances, it may not be feasible to issue a permit within 30 days of receipt of an application. In such a case, the Township will take best efforts to alert the applicant as to when a decision to issue the permit will be rendered.

§ 291-6.3 **Appeals.**

Any party aggrieved by the decision of the Township Clerk in issuing, denying or revoking a permit may appeal said decision to the Township Council.

§ 291-6.4 **Violations and penalties.**

A.

Any person, organization or entity violating this article or the rules and regulations promulgated thereby, or the terms of the permit, upon conviction, shall be punished by a fine not less than \$250 nor exceeding \$1,250 per day. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

B.

Additionally, any person, organization or entity violating this article may be prohibited from securing an event permit in the future.