

OUTDOOR EVENT LICENSE APPLICATION

Please Submit Three (3) copies

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This application is for (check one): Outdoor show Theatrical Performance

Concert Other Outdoor show (specify): _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PERSON(S) RESPONSIBLE FOR CONDUCTING EVENT: Please provide the name and address of the person, or in the case of a corporation, the names and addresses of the president, vice-president, secretary, treasurer, and directors and trustees, responsible for conducting the outdoor shows, concerts, festivals, dances, theatrical performances, exhibitions, or any public gatherings for purposes of amusement sought to be licensed. In the case of a partnership the aforementioned data shall be supplied for each partner.

Name Address Title

Name Address Title

Name Address Title

Name Address Title

Name Address Title

EVENT DETAILS:

Name of Event: _____ **Date:** _____

Description of the Event: Describe the event in complete detail. List all individual activities such as rides, shows, games, athletic events, food and beverage sales, etc. Continue explanation on separate page(s) as necessary:

Sponsor of the Event:

For-Profit Group Named: _____

Non-Profit Group Named: _____

Volunteer Organization Named: _____

Service Organization Named: _____

Number of People Participating in Event Coordination: _____

Number of People Attending (anticipated): _____

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DESCRIPTION OF PREMISES WHERE EVENT WILL TAKE PLACE:

STREET LOCATION: _____ BLOCK: _____ LOT: _____

Attach a map or sketch, showing all items as required by Section 4-2.2 of Chapter IV of the Revised General Ordinances of the Township of Wantage, including the area of the entire lot or tract; the land to be used for the event; the location of each activity; Parking Area; Driveways/Access Roads; Emergency Vehicle Route; Sanitation Plan

Size of Event Area (square feet or acres): _____ # parking spaces: _____

Names of Adjoining Property Owners (list and show on map or sketch if possible):

EMERGENCY PLAN:

Crowd Control/Law Enforcement will be coordinated through: _____

Fire Department: _____

Ambulance Squad: _____

Name of Insurance Company: _____

Liability Insurance Policy Limits: \$ _____ (Include Certificate of Insurance)

Other Regulatory Control or Licenses, if applicable: _____

OWNER OF PREMISES:

NAME: _____ TELEPHONE: _____

ADDRESS: _____

I hereby authorize the applicant to use my property located at Block _____ Lot _____ on the date(s) shown in this application, for the outdoor event described.

Signature of Owner: _____ Date: _____

APPLICANT'S SIGNATURE: I, the undersigned, hereby make application for conducting the outdoor event as described. The event will comply with all requirements shown in Section 4.2 of Chapter IV of the Revised General Ordinances of the Township of Wantage.

Applicant's Signature: _____ Date: _____

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4-2 OUTDOOR SHOWS, CONCERTS, AND THEATRICAL PERFORMANCES

4-2.1 License Required. No person or business entity shall permit any outdoor shows, concerts, festivals, dances, theatrical performances, exhibitions, and public gatherings for purposes of amusement out of doors, with a total attendance or participation of 200 or more persons on any lands or premises owned, leased, occupied or controlled by any of such persons or business entities within the township without first having obtained a license from the township in the manner and upon the conditions hereinafter set forth.

4-2.2 Application: An application for license hereunder shall be signed by the person responsible and filed, in triplicate, with the township clerk accompanied by the fee payable hereunder. The application must be filed no later than 90 days before the proposed date of the event. The applicant shall set forth in the application for license the following information:

- 1) The name and address of the owner of premises and a signed statement by the owner consenting to the application if the owner is not the applicant.
- 2) The names and address of the person, or in the case of a corporation, the names and addresses of the president, vice-president, secretary, treasurer, and directors and trustees, responsible for conducting the outdoor shows, concerts, festivals, dances, theatrical performances, exhibitions, or any public gatherings for purposes of amusement sought to be licensed. In the case of a partnership the aforementioned data shall be supplied for each partner.
- 3) The type of performance desired to be conducted and a statement of the purposes of the exhibition or performance, whether for pecuniary profit or charitable purposes, and if charitable, a statement of the charity or charities to be benefited.
- 4) A survey or site plan of the land or premises sought to be licensed, depicting thereon a layout of the premises, the area to be used for parking and the dimensions thereof, the parking spaces, the dimensions and number of access lanes, fire and emergency access and egress to all areas of the licensed premises and unobstructed access to all municipal, county and state roads bordering the licensed premises. The zoning officer and code enforcement official may accept a photocopy or other reproduction of an existing survey of the subject property with the parking spaces, access drives, ingress and egress with their dimensions, or a hand-drawn site plan showing this information if those officers deem the information to be sufficient. The acceptance of any document less than a survey or site plan prepared by a licensed surveyor is solely within the discretion of the zoning officer and code enforcement official.
- 5) A statement of the number of persons to be engaged in the exhibition or performance sought to be licensed, and in addition, a statement of the number of spectators anticipated to be in attendance to watch or observe the performance or exhibition.
- 6) The written approval of all other agencies which shall be but not limited to:
 - (a) Zoning officer and code enforcement official
 - (b) Fire prevention official
 - (c) Local and county board of health
 - (d) Emergency management coordinator
 - (e) Fire department
 - (f) Ambulance service
 - (g) State police
- 7) A fee of fifty (\$50.00) dollars shall be paid by the sponsor of the event upon filing the application to be applied by the township toward its expenses in investigating the application, which fee shall not be refunded whether a license is issued or denied. A fee of twenty-five (\$25.00) dollars shall be paid by property owners or tenants of property who supply parking for the event off-site (outside the site owned or controlled by the sponsor of the event).

4-2.3 Investigation: Upon filing of the application the township clerk shall refer a copy of the application promptly to the township committee and for investigation of the matters in the application to the code enforcement officer. A written report shall be made to the township committee of the results of such investigation of the code enforcement officer within 30 days of the filing of the application.

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4-2.4 Hearing.

If the township committee deems from the report that a hearing on the application should be held before issuing or denying a license, then within ten days after the 30 day period of investigation, the township committee shall set a time and place for hearing on the application which shall be held within 15 days thereafter. At the hearing the applicant and the township may offer such evidence as may be desired concerning the application. Within 15 days after the hearing the township committee shall render a determination on the application. If the decision is favorable, a license shall be issued. If the decision is to deny the application, then a copy of the determination with the reasons for denying the application shall be served upon the applicant at the mailing address of the applicant designated in the application.

4-2.5 Issuance of License.

a. The license authorized to be issued shall be issued by the township committee but executed by the mayor and township clerk.

b. The license shall set forth and describe, with particularity, the place where the show, exhibition, performance or public gathering or other event sought to be licensed hereunder shall take place and the duration of the event. In no case shall the event take place for more than ten consecutive days in any one calendar year. The license shall provide the maximum number of vehicles to be parked on the premises.

c. The license herein authorized shall not be issued until all fees have been paid to the township as provided herein.

d. Any license authorized to be issued hereunder shall be issued subject to all of the provisions of this section.

4-2.6 License Fee.

The fee to be paid upon issuance of a license shall be:

- \$ 50.00 for gatherings of 200 - 499 persons
- \$ 100.00 for gatherings of 500 or more persons

All license fees shall be in addition to the fees required to accompany the application. This fee may be reduced or waived by the township committee for charitable organizations and organizations promoting the public welfare, such as the fire department or rescue squads operating within the township or service organizations.

No license fee is required to be paid by those providing parking off site on property not owned or controlled by the sponsor. However, an application fee of \$25.00 shall be required pursuant to subsection 4.2-2b, 7 for those providing 11 or more parking spaces.