

APPLICATION FOR BLOCK PARTY PERMIT

1. Fill in Required Information
2. After Form is Completed, set up appointment to review the Application with Chief Scardino 856-547-0614 ext.11
3. Barricade Request must be made to the Department of Public Works at Least 2 Weeks in Advance

BLOCK PARTY PERMIT REQUEST FORM

BOROUGH OF HADDON HEIGHTS

Prior to submission the Chief of Police or his/her designee must preliminary approve the street and block of the event, dates and times etc. Only "back streets" which are **not** cut through streets, on hills or curves, County or State Highways can be approved for block parties:

Reviewed by Chief of Police or Designee Date _____ Location Approved Location Denied

Street & Block of Event _____ Name of Event _____

Date of Event _____

Time of Event – Starting Time _____ Ending time _____ Rain Date _____

Person Making Request _____ Address _____ Cell # _____

Email _____

Contact Person _____ Address _____ Cell # _____

YOUR REQUEST FOR BARRICADES MUST BE MADE DIRECTLY TO THE DEPARTMENT OF PUBLIC WORKS (856-546-2580) AT LEAST 2 WEEKS IN ADVANCE OF EVENT. THIS IS NOT A FIELD REQUEST PERMIT.

Comments/requests

SIGNED _____ DATE _____



Proof of Insurance on file with Haddon Heights Borough Clerk (circle one) Yes No

PERMIT AUTHORIZATION APPROVAL/DENIAL

Mayor/Director Date _____ Approved Denied

OFFICIAL USE ONLY

Police Department Notified Person Notified: _____ Date: _____

Fire Department Notified Person Notified: _____ Date: _____

DPW Notified Person Notified: _____ Date: _____

EMS Notified Person Notified: _____ Date: _____

Police Department: 856-547-0614 Monday thru Friday 9:00am – 5:00pm

- Traffic/parking control plan reviewed: _____
- Event Safety plan reviewed: _____
- Other _____

Department of Public Works: 856-546-2580 Monday thru Friday 9:00am – 4:00pm

- Number/Size of Barricades Requested: _____
- Other _____
- Other _____
- Other _____

Fire Department: 856-546-7135 Monday thru Friday 9:00am – 4:00pm

- Cart way and barricade to be established, and maintained for duration of event per diagram

(Cart way is defined as a travel lane to be used in an emergent situation by public safety agencies, and will be 12 feet wide.)

Emergency Medical Services: 856-546-6556

Emergency Medical Crew Requested at Event: Yes No

If Yes, How Many Ambulance Crews Requested: _____

Outside Agencies Notified:

Name of Organization, Date Notified and Contact Name: _____

The Borough reserves the right to **CANCEL** or **POSTPONE** an event on Borough streets at its sole discretion in accordance to Borough code 100-2 and 100-8, due to circumstances such as crime scenes, motor vehicle accidents, road work, inclement weather or other unforeseen incidents.

Questions? Please call 547-0614, ext.10

HOLD HARMLESS AGREEMENT

(to be signed by individuals/organizations using municipal facilities and fields)

BETWEEN THE BOROUGH OF HADDON HEIGHTS AND

Name of Individual or Group renting the facility (hereinafter referred to as "Renter")

Address

Phone Number

Type of Organization (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of the use of Haddon Heights (Community Center) (Borough Hall) (Cabin) (field) on the following date: _____ for the purpose of _____, the undersigned agrees to indemnify and hold the Borough of Haddon Heights and its officers, agents and employees, harmless from any and all liability, claims, costs and attorney's fees arising out of the use of the property referred to above.

I understand that this Hold Harmless Agreement also requires that the Borough of Haddon Heights is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. In order to induce the Borough of Haddon Heights to accept this Hold Harmless Agreement, the following information concerning the intended use of the premises is furnished:

- a. Total number of persons anticipated is _____.
- b. Live entertainment (will) or (will not) be provided.
- c. Other _____.

This Agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The municipality reserves the right to cancel or interrupt the event if the representations set forth herein are not adhered to or if the municipality determines that a situation that might lead to personal injury, property damage or violation of law exists.

Signed this _____ day of _____ 20____

Authorized Signature of Renter

Witness