

APPLICATION FOR MAJOR EVENT PERMIT

1. Fill in Required Information
2. Attach a Copy of Insurance Policy
3. After Form is Completed, Set Up
Appointment to Review the Application
With Chief Schneider * 856-547-0614 ext.10

Questions please call 547-0614, ext.10

**MAJOR EVENT PERMIT REQUEST FORM
BOROUGH OF HADDON HEIGHTS**

Name of Event: _____ Date of Event: _____

Time of Event: Starting Time _____ Ending Time _____ Rain Date _____

Road Closed From: _____ to _____

Organization/Sponsor _____

Person Making Request _____ Address _____ Cell # _____

Contact Person _____ Address _____ Cell # _____

Email _____

Insurance Company Name: _____

Policy Number: _____

A copy of the policy MUST be attached to this application. *THIS IS NOT A FIELD REQUEST PERMIT.

SIGNED _____ DATE _____

LOCATION OF EVENT _____

Reviewed by Chief of Police or Designee Signature _____ Date _____ Request Checklist Completed _____

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

PERMIT AUTHORIZATION APPROVAL/DENIAL

Mayor/Designee

Date

Approved

Denied

OFFICIAL USE ONLY

Borough Clerk Notified ☐ Person Notified: _____ Date: _____

Police Department Notified ☐ Person Notified: _____ Date: _____

Fire Department Notified ☐ Person Notified: _____ Date: _____

DPW Notified ☐ Person Notified: _____ Date: _____

EMS Notified ☐ Person Notified: _____ Date: _____

MAJOR EVENT PERMIT REQUEST CHECKLIST

Applicant must contact the Chief of Police to set up a meeting with borough departments to review plans for event. Haddon Heights Chief of Police contact number is 856-547-0614, ext 10.

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

YOUR REQUEST FOR BARRICADES MUST BE MADE DIRECTLY TO THE DEPARTMENT OF PUBLIC WORKS (856-546-2580) AT LEAST 4 WEEKS IN ADVANCE OF A MAJOR EVENT. PLEASE CONTACT POLICE DEPARTMENT FOR ASSISTANCE REGARDING LOCATION AND NUMBER OF BARRICADES REQUIRED FOR EVENT.

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

Fire Department: 856-546-7135 Monday thru Friday 9:00am – 3:00pm

- ☐ Barricade management plan cart way shall be maintained during event set up, during event and during demobilization phase of event. Cart way shall be a minimum of an eighteen foot travel lane.

Emergency Medical Services: 856-546-6556

Emergency Medical Crew Requested at Event: Yes No

If Yes, How Many Ambulance Crews Requested: _____

Outside Agencies Notified:

Conrail: 1-800-272-0911

Camden County Communications: 856-783-4808

Name of Organization, Date Notified and Contact Name: _____

- ☐ Location of road guards
- ☐ If Non-Profit Copy of 501(c)3 Form

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.

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