



TOWNSHIP OF CHATHAM

58 Meyersville Road
 Chatham, New Jersey 07928
www.chathamtownship.org

APPLICATION FOR EVENT STREET CLOSURE

Purpose

The Township of Chatham appreciates neighborhood events and activities that build community and brings neighbors together. Safety is a top priority and in order to protect the public, organizers are required to complete this application to provide municipal staff with sufficient information to support street closures in a safe and timely manner.

Instructions

This form must be submitted at least six weeks in advance of the requested closure date so that it can be formally approved by the Township Committee at a regularly scheduled public meeting. At least one individual, and up to two individuals must serve as the Event Coordinators, who will be responsible for the conduct of the event and will serve as the liaison(s) between the Township and the participants of the event. The Event Coordinator(s) and participants are responsible for collection and removal of litter from the streets and sidewalks created by the event. No booths, rides, or other structures or mechanical equipment may be erected or utilized during the event without an approved Indemnity & Hold Harmless Agreement and a Certificate of Insurance. Contracted food vendors and food trucks must obtain approvals from the Health Department. Completed forms shall be e-mailed to Township Clerk Greg LaConte (glaconte@chathamtownship.org)

Event Coordinator(s) Information	
Name:	Street Address:
Cell Phone Number:	E-Mail Address:
Name:	Street Address:
Cell Phone Number:	E-Mail Address:
Event Information	
Description:	
Streets to be Closed: (Include map/sketch indicating area of street(s) to be closed)	
From Street/Address:	To Street/Address:
Event Date:	Rain Date:
Time From:	Time To:
Approximate number of participants? (Attach list of residences affected by last name and address.)	
Adults:	Minors:

Will any booths, rides, or other structures or mechanical equipment may be erected or utilized during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will there be any contracted food vendors or food trucks? <input type="checkbox"/> Yes <input type="checkbox"/> No
What arrangements are being made for collection and removal of litter created by the event?
Please provide any additional information which the Township will find helpful in deciding whether a permit should be issued:

I/We hereby agree to the following:

1. Access shall be maintained for all emergency vehicles in the area and all residents.
2. I/We will be responsible for placing/maintaining in a safe and neat manner, the necessary barricades, signage, and proper lighting of same if function is held after dark.
3. All activities must cease by 11:00 p.m.
4. The Township of Chatham shall not be responsible for injuries.
5. Written approval and address of residents affected must be submitted whether attending or not.
6. Area must be left in neat and orderly condition. I/We will be responsible for collection and removal of litter created by the event.
7. Street/sidewalks cannot be closed to pedestrians.
8. No booths, rides, or other structures or mechanical equipment will be erected or utilized during the event without an approved Indemnity & Hold Harmless Agreement and a Certificate of Insurance.
9. Contracted food vendors and food trucks must obtain approvals from the Health Department.

Event Coordinator Name

Event Coordinator Name

Signature

Signature

Date

Date

Please allow at least six weeks for approval.

Received By: _____

Date: ____/____/____

Chief of Police: Recommend Deny By: _____ Date: _____

Public Works Director: Recommend Deny By: _____ Date: _____

Administrator: Recommend Deny By: _____ Date: _____

Township Committee: Approved Denied Date: _____

THIS PERMIT SHALL BE AVAILABLE FOR INSPECTION DURING THE EVENT