

TOWNSHIP OF TEANECK APPLICATION FOR A SPECIAL EVENT PERMIT

A Special Event is defined as a March/Parade, Walk-a-thon, bike-a-thon, jogging group, or other organized group/function using the public streets or public right-of-way

1. This application should be submitted with as much advance notice to the Township from the applicant as is possible.
2. No event shall commence earlier than 8:00 AM nor continue beyond 10:00 PM.
3. All directional signs for the special event must be removed within 24 hours.
4. Please email the completed application to clerk@teanecknj.gov; or return to the Municipal Manager's Office: 818 Teaneck Road, Teaneck, NJ 07666 – Second Floor of the municipal building.
5. For more information: Chapter 31B; Special Events, of the Teaneck Township Code: <https://ecode360.com/13655475>
6. Any questions should be directed to the Clerk's Office at 201-837-1600 x1025



Date Submitted: _____

Name of person filing the application: _____

Address: _____

Telephone: _____ Email: _____

Name of Event Sponsor: _____

Address: _____

Telephone: _____ Email: _____

Responsible individual(s) that will be present at the Event & how to contact them:

How Responsible Individual(s) can be identified (mark/badge/symbol): _____

Purpose of Event: _____

Type of Event (walk-a-thon, jogging group, etc): _____

Estimated number of staff: _____

Number/types of vehicles: _____

Estimated number of attendees: _____

Method of notification to participants the details of the Special Event (e.g. flyers, newspapers social media, etc):

Date of Special Event: _____ Time: _____ to _____

Assembly Location: _____

Dispersal Location: _____

Route to be taken (*specific public streets or public right-of-way and plan for assembly and dispersal, if any*):

Will music be provided? Yes: ____ No: ____

If Yes; Live: ____ Recorded: ____

Will loudspeakers/amplifying devices be used?

Yes: ____ No: ____

If Yes, how many?: _____

Location(s) where they will be used:

Will refreshments and/or food be served?

Yes: ____ No: ____

If Yes, please contact the **Teaneck Health Department**: 201-837-1600 x1500 , health@teanecknj.gov & **Fire Prevention Bureau**: 201-808-8080 x5206 , fireprevention@teanecknj.gov

We agree to indemnify and hold harmless the Township, its servants, agents, & employees for any and all claims caused by or arising out of the activities permitted.

For more information: Chapter 31B; Special Events, of the Teaneck Township Code: <https://ecode360.com/13655475>

Print Name: _____

Signature: _____ Date: _____

Office Use Only

Approval

Police Dept.: _____ Date: _____

Fire Dept.: _____ Date: _____

Denial

Police Dept.: _____ Date: _____

Fire Dept.: _____ Date: _____

RECOMMENDATIONS/CONDITIONS (If any):

Township Manager Approval: _____ Date: _____