



**City of Plainfield
Office of the City Clerk
515 Watchung Avenue
Plainfield, NJ 07060
908-753-3222**

License No: _____

Paid: _____

Date: _____

PUBLIC ENTERTAINMENT/SPECIAL EVENT APPLICATION Rev. 05.2026

Pursuant to the City of Plainfield Code, Chapter 9:9-1 through 9-12: Public Entertainment means and includes all or any of the following types and places of entertainment open to the public generally: theatrical or variety performance, plays, dances, exhibitions of any nature, theaters, opera house, music halls, outdoor and indoor meetings open to the public or any other types and places of public entertainment. Special Event means carnivals (limited to the operation of ferris wheels, merry-go-rounds, whips, automatic rides or devices mounted on trucks), circuses, menageries, motion pictures, and outdoor festivals and tent shows.

The undersigned hereby makes an application for: **(Please check one)**

\$50.00 per application

Social Affair Dance

\$25.00 (per day, per event or 2 hour slot

Use of Public Streets Block Party Sidewalk/Street Encroachment Public Street

Special Event/Other (**specify**) _____

Applicant Name: _____

Address: _____

Email Address: _____

Telephone No: _____ Business Phone No: _____

Date(s) of Activity: _____ Hours of Operation: _____

Location of Activity: _____

Purpose of Event: _____

Disposition of Funds: _____
I.E. Civil, Religious or Educational Organizations – Please provide a detailed explanation

Admission Cost: _____ Anticipated No. of Guests: _____

Will you be applying for a One Day Liquor License? Yes _____ No _____ If yes, please contact the NJABC at (609) 984-2830

Do you plan to serve/sell food? Yes _____ NO _____ If yes, please contact ther Health Department at (908) 753-3093

Will you be applying for Raffle, Bingo or 50/50? Yes _____ No _____ If yes, please contact NJDCA Legalized Games of Chance at (973) 273-8000

Will you need barricades? Yes _____ No _____ If yes, please specify the location to be delivered _____

Requirement for use of City-Owned Property:

- Liability Insurance in the amount of \$1,000,000.00 (purchased by personal choice insurance company)
- Check Payable to the City of Plainfield in the amount of \$ _____
- \$250 Refundable Cleaning Deposit - Specifically for Use of City Property

The facts set forth in this application are true and complete. I understand that false statements on this application shall be considered sufficient cause for denial, suspension, or revocation of my license. I also understand that if any of the statements made are false, I may be subject to criminal prosecution under the laws of the State of New Jersey. I hereby agree to abide by and accept all the terms, conditions, limitations, and restrictions contained in the Plainfield ordinances.

In consideration of the funds received, we hereby release the City of Plainfield from any and all claims arising from the utilization of property owned by the City of Plainfield for the above purpose on the dates and hours listed, including but not limited to personal and property damage as well as cleaning of debris in the area resulting from the activity.

(Please Initial)

Print Name and Official Capacity in Organization

Signature

Address

Do the activities require armed law enforcement officers? Please see below Off-Duty Police Officer Cost Schedule:

<u>Rates</u>	<u>Services</u>	<u>Law Enforcement Hourly Rate</u>	<u>Ten percent (10%) City Administrative Fee</u>	<u>Total Hourly Cost for Service</u>
<u>Rate 1</u>	<u>(a) Security on-premises for local religious organizations</u>	<u>\$ 40.00</u>	<u>\$ 4.00</u>	<u>\$ 44.00</u>
	<u>(b) Security on premises for Board of Education</u>	<u>\$ 50.00</u>	<u>\$ 5.00</u>	<u>\$ 55.00</u>
<u>Rate 2</u>	<u>(a) Security on premises for special events NOT funded by the City of Plainfield.</u>	<u>\$ 65.00</u>	<u>\$ 6.50</u>	<u>\$ 71.50</u>
	<u>(b) Jobs financed via the City of Plainfield budget (i.e. street construction and resurfacing)</u>			
<u>Rate 3</u>	<u>(a) All other outside jobs (i.e., public utilities: electric, gas, water, and telephone.</u>	<u>\$ 75.00</u>	<u>\$ 7.50</u>	<u>\$ 82.50</u>
	<u>(b) Emergency Road Job Rates for Jobs offered with less than 1 hours' notice</u>	<u>\$ 110.00</u>	<u>\$ 11.00</u>	<u>\$ 121.00</u>

Note: Traffic Jobs after 6:00 pm require Two (2) Off-Duty Police Officers. Off-Duty Officers must be present from the beginning to the end of the Event.

Number of Officers Required: _____

I, _____ (applicant) hereby request off-Duty Police Officers for this function and agree to pay the City of Plainfield the charges noted above. The cost must be paid to the City of Plainfield prior to the issuance of the permit. The off-duty police charge is separate from the permit fee and is to be paid separately. The Check or Money Order Notes Section shall state: **Extra Duty Police Payment**

Municipal Use Only

_____ Date: _____

Police Director Signature

[] Approved [] Denied

_____ Date: _____

Municipal Clerk Signature

[] Approved [] Denied

Notes: