

CITY OF PLAINFIELD
MUNICIPAL CLERK'S OFFICE
CITY HALL, 515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060
(908) 753-3222

**ALL APPLICATIONS ARE DUE IN THE CITY CLERK'S OFFICE AT LEAST
FOUR (4) WEEKS PRIOR TO SCHEDULED EVENT
(SPECIAL EVENTS-45 DAYS PRIOR TO SCHEDULED EVENT)**

PUBLIC ENTERTAINMENT/MAYOR'S EVENT

APPLICATION FOR: SOCIAL AFFAIR DANCE [] USE OF PUBLIC STREETS [] BLOCK PARTY []
SIDEWALK/STREET ENCROACHMENT [] PUBLIC (STREET) MEETINGS

APPLICANT'S NAME: _____

ADDRESS: _____

HOME TELEPHONE NO: _____ WORK TELEPHONE NO: _____

PROPERTY OWNER (OMIT IF SAME AS ABOVE): NAME: _____

ADDRESS: _____

TYPE OF ACTIVITY: _____

DATE (S) OF ACTIVITY: _____ HOURS OF OPERATION: _____

LOCATION OF ACTIVITY: NAME: _____

ADDRESS: _____ PHONE #: _____

PURPOSE FOR WHICH THE EVENT IS TO BE HELD: _____

DISPOSITION OF FUNDS: _____

(I.E. CIVIL, RELIGIOUS OR EDUCATIONAL ORGANIZATIONS-PLEASE EXPLAIN FULLY)

AMOUNT OF ADMISSION: _____

ANY ADDITIONAL LICENSE REQUIRED: _____ YES [] NO []

ONE DAY LIQUOR LICENSE: YES [] NO [] RAFFLE/BINGO/50/50 : YES [] NO []

ANY ADDITIONAL ACTIVITY TO BE HELD: YES [] NO []

MECHANICAL AUTOMATIC KIDDIE RIDES: YES [] NO [] MOONWALK: YES [] NO []

OTHER **(PLEASE EXPLAIN IN DETAILS)**: _____

DO YOU PLAN TO SERVE/SELL FOOD : YES [] NO [] **IF YES, HEALTH PERMIT IS REQUIRED**

DO YOU NEED BARRICADES: YES [] NO [] **IF YES, SPECIFY LOCATION TO BE DELIVERED**

CHECKED OFF BELOW ARE THE REQUIREMENTS TO BE MET FOR USE OF CITY OWNED PROPERTY:

[] LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000.00 (PURCHASED BY PERSONAL CHOICE INS. CO.

[] A CHECK PAYABLE TO THE CITY OF PLAINFIELD IN THE AMOUNT OF: _____

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 dates and hours as 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

SIGNATURE

PRINT NAME & OFFICIAL CAPACITY IN ORGANIZATION

ADDRESS

APPLICATION REVIEWED BY:

DATE FORWARDED TO DIR. OF PUBLIC AFFAIRS & SAFETY

*******CITY USE ONLY*******

APPROVED [] DENIED [] _____ DATE _____
 DIRECTOR OF PUBLIC AFFAIRS/SAFETY

[] [] _____
 FIRE CHIEF

DO THE ACTIVITIES REQUIRE ARMED LAW ENFORCEMENT OFFICERS? YES [] NO []

OFF DUTY POLICE OFFICERS COST SCHEDULE:

<u>Rate</u>	<u>Services</u>	<u>Law Enforcement Hourly Rate</u>	<u>Ten percent (10%) Administrative Fee</u>	<u>Total Hourly Cost for Service</u>
<u>Rate 1</u>	<u>Security on premises for Board of Education and local religious organizations</u>	<u>\$30.00</u>	<u>\$3.00</u>	<u>\$33.00</u>
<u>Rate 2</u>	<u>1. Jobs finance via City budget, i.e., street construction and resurfacing 2. Special events not funded by the City, i.e., festivals, parades, etc.</u>	<u>\$55.00</u>	<u>\$5.50* * Category 2 only</u>	<u>\$60.50</u>
<u>Rate 3</u>	<u>All other outside jobs, i.e. public utilities-electric, water, gas and telephone.</u>	<u>\$75.00</u>	<u>\$7.50</u>	<u>\$82.50</u>

Number of Officers Required: _____

NOTE: TRAFFIC JOBS AFTER 6:00 P.M. REQUIRE TWO (2) OFF DUTY POLICE OFFICERS. OFF Duty Officers are required to be present from the beginning to the end of the event.

TO BE COMPLETED BY THE APPLICANT

I _____ (Applicant) hereby request Off-Duty Police Officers for this function and agree to pay to the City of Plainfield the charges as 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 in a separate payment. **PAYMENTS MUST BE MADE IN THE FORM OF A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO THE "CITY OF PLAINFIELD".** In the note section of your check and/or money order shall state "**EXTRA DUTY POLICE PAYMENT**"

APPROVED [] DENIED [] _____ DATE _____
 DIRECTOR, PUBLIC AFFAIRS & SAFETY

[] [] _____
 DIRECTOR, INSPECTION

[] [] _____
 DIRECTOR, HEALTH DIVISION

[] [] _____
 DIRECTOR, RECREATION & PARK

[] [] _____
 MUNICIPAL CLERK